

HALIFAX REGIONAL SCHOOL BOARD POLICY DEVELOPMENT AND REVIEW POLICY

PURPOSE: To seek approval from the Governing Board for revisions to the Policy Development and Review Policy and Procedures.

BACKGROUND: The Policy Development and Review Policy was originally approved in March, 2011. This Governing Board has created a Policy Development and Review Committee which has developed a process that is captured under the procedures of this policy. Additionally, the policy template has been changed.

CONTENT: The proposed policy incorporates the policy template now used for policy. The format includes a policy overview and a policy and procedures history. A public consultation section and a diversity statement are also highlighted. The procedures of this policy outline the process for identifying board policies to be reviewed and developed and role of the Policy Development and Review Committee is explained. In addition, the process for development, review, and rescinding board policy is explained.

COST: n/a

FUNDING: n/a

TIMELINE: Upon Governing Board approval.

APPENDICES: n/a

RECOMMENDATIONS: The policy and procedures are recommended for approval by the Governing Board.

COMMUNICATIONS:

| AUDIENCE | RESPONSIBLE | TIMELINE |
|-------------------|-------------------------|-------------------------------|
| HRSB Community | Doug Hadley via website | Upon Governing Board approval |
| School Principals | Danielle McNeil-Hessian | Upon Governing Board approval |

From: For further information please contact Selena Henderson, Corporate Secretary at shenderson@hrsb.ca.

To: Senior Staff- November 25, 2013
Policy Development and Review Committee- December 4, 2013
Regular Board January 22, 2014

Policy Development and Review Policy

Policy Overview

This policy explains how the Governing Board develops and reviews policy. The Governing Board will use written policies to focus on the goals of the organization. These policies will provide direction to the Superintendent and staff. Board policies will support the strategic plan.

Table of Contents

- 1.0 Legislative Context
- 2.0 Policy Language
- 3.0 Public Consultation
- 4.0 Diversity Statement
- 5.0 Authorization
- 6.0 Policy Review

Policy and Procedures History

Approved March 2, 2011

1.0 Legislative Context

The Board is committed to ensuring board policies and procedures are written in accordance with the *Education Act* and any other relevant provincial and/or federal legislation.

2.0 Policy Language

Policies will be written based on research and best practice, using clear, concise and equitable language that is easily understood.

3.0 Public Consultation

Depending on the policy, a strategy for public consultation may be required. The nature of the policy will determine the strategies used in the consultation process.

Policy Development And Review Policy

Approval Date:

Last Revision Date:

4.0 Diversity Statement

All policies will be reviewed by the Coordinator of Diversity Management to ensure that the policy supports an environment of inclusion and respect.

5.0 Authorization

5.1 The Governing Board approves policies.

5.2 With the exception of this policy, the accompanying procedures and any others explicitly stated, the Superintendent is responsible for developing the procedures and will bring them to the Governing Board for information.

6.0 Policy Review

To ensure policies are current, all policies will be reviewed every 5 years, or on an as needed basis.

DRAFT

Policy Development and Review Procedures

Table of Contents

- 1.0 Process for identifying board policies to be reviewed or developed**
- 2.0 Process for policy development and review**
- 3.0 Process for rescinding a board policy**

1.0 Process for identifying board policies to be reviewed or developed

- 1.1 An existing policy is identified for potential review or a new policy is proposed for development by the Policy Development and Review Committee, the Governing Board, the Halifax Regional School Board staff, or the Department of Education and Early Childhood Development.

2.0 Process for policy development and review

- 2.1 When a policy is recommended to be reviewed or developed the following may occur:
 - 2.1.1 The Corporate Secretary, in collaboration with the responsible department, writes a draft of the policy and procedures;
 - 2.1.2 A draft of the policy and procedures are shared with Senior Staff for operational considerations and revisions are made if required. The policy draft is examined by the Diversity Management Coordinator to recommend any changes necessary to ensure culturally inclusive and gender neutral language;
 - 2.1.3 A draft of the policy and procedures is brought to the Policy Development and Review Committee and revisions are made if required;
 - 2.1.4 Public consultation is held with stakeholders of the policy as needed;
 - 2.1.5 The new or revised policy is either further reviewed or brought by the Policy Development and Review Committee to the Regular Board meeting for decision and the procedures are shared as information;
 - 2.1.6 Approved policies are posted to the board website and communicated with schools and other policy stakeholders following the Governing Board meeting;

Policy Development And Review Procedures

Adopted Date:

Last Revision Date:

2.1.7 Policies are reviewed every 5 years, or on an as needed basis.

3.0 Process for rescinding a board policy

3.1 The following steps will occur to rescind a board policy:

3.1.1 A policy which is recommended for withdrawal is brought to the Policy Review and Development Committee for consideration,

3.1.2 The Policy Development and Review Committee brings forward the recommended policy to be rescinded at the Regular Board meeting for decision.

DRAFT