POLICY DEVELOPMENT AND REVIEW

GOVERNANCE POLICY

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3.0 AUTHORIZATION

1.0 PRINCIPLES

1.1. The governing board will use written policies to focus on the goals of the organization. These policies will guide the work of the Superintendent and staff.
1.2. Board policies will contain key principles to be followed that represent the beliefs, values, mission and goals of the organization, and must clearly articulate the purpose of the policy.
1.3. Board policies will support improving student learning, achievement and well-being.
1.4. Board policies demonstrate a consistent commitment to support positive and socially just learning environments for all students, staff, parent/guardians and community partners.
1.5. Board policies will adhere to all required laws and regulations and will reflect the most current information available on the policy topic, professional experience and best practices.
1.6. Board policies will be written using clear, concise and equitable language.
1.7. Board policies will be monitored and reviewed on an ongoing basis, with consideration given to appropriate reporting of policy deliverables to ensure consistent application.
1.8. The governing board will support consultation and communication with individuals and groups who may be affected by the policy. The nature of the policy will determine the strategies and scope of the consultation. School Advisory Councils will always be consulted.
1.9. Any person or body impacted by the range of the regional programs and services available may initiate the development of a policy, make suggestions for policy updates or other rationale to rescind a policy.

2.0 POLICY FRAMEWORK

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

3.0 AUTHORIZATION

3.1. The governing board will approve, revise, or rescind policies.
3.2. The Superintendent will develop and approve administrative procedures and implement policies.

POLICY DEVELOPMENT AND REVIEW

ADMINISTRATIVE PROCEDURES

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1.0 DEFINITIONS

1.1. Polices are directives adopted by the governing board to set a course of action for management and staff. Policies are broad enough to permit management action and discretion, yet narrow enough to provide clear guidance. Policy development and monitoring is a governance matter, therefore, the responsibility of the governing board.

1.2. Procedures are detailed directions, developed for those responsible for putting policy into practice. Procedures describe how policy is to be implemented, by whom, when, and in what format. Policy deliverables can be described. Procedures are administrative in nature, therefore, are the responsibility of the superintendent and administrative staff.

2.0 PROCESS FOR IDENTIFYING BOARD POLICIES TO BE REVIEWED OR DEVELOPED

2.1. An existing policy can be identified for potential review or a new policy proposed for development by the Department of Education and Early Childhood Development, the governing board, or staff, or persons or bodies potentially impacted by the policy. A policy recommended to be rescinded follows the same process.

2.2. The board must agree to the development, alteration or rescission of the policy before the process of development and consultation begins.

2.3. The new revised policy is brought to the board for consideration.

3.0 PROCESS FOR POLICY DEVELOPMENT AND REVIEW

3.1. When a policy is recommended to be reviewed or developed, the following steps will occur:

3.1.1. The Superintendent or Director of the responsible department writes a draft of the policy and procedures.

3.1.2. A draft of the policy and procedures is shared with Senior Staff for operational considerations and revisions, if required, are made.

3.1.3. Consultation is held, as determined by the Director and/or Superintendent, with individuals or groups who may be affected by the policy. Consultation includes school principals and School Advisory Councils.

3.1.4. As appropriate, consideration for consultation may include: labour unions, impacted regional staff, and other pertinent stakeholders in education.
3.1.5. The consultation process may include: public meetings, emailed drafts, on-line submission forms or other engagement forums.
3.1.6. A draft of the policy is examined by the Coordinator of RCH to recommend changes, when appropriate, to ensure culturally inclusive and gender neutral language.
3.1.7. A draft of the policy is brought to the board for consideration and revision, if required, are made. The procedures are shared with the board.
3.1.8. The Superintendent is responsible for the development of the administrative procedures.
3.1.9. A copy of policy drafts may be forwarded to the school board solicitor for review and advice.
3.1.10. The new or revised policy is brought to the board meeting for approval and the procedures are shared as information.
3.1.11. Following the board meeting, approved policies are posted to the board website and communicated with schools and other policy partners.
3.1.12. The Superintendent assumes responsibility for policy implementation.
3.1.13. The policy is monitored and reviewed on a minimum of every four years.
3.1.14. The administrative assistant to the governing board will prepare and maintain a schedule of policy review.
3.1.15. The *SSRSB Policy and Procedure Review Checklist* will be used to record consultation information, as appropriate.

4.0 PROCESS FOR RESCINDING A BOARD POLICY

4.1. The following steps will occur to rescind a board policy:
4.1.1. A policy that is recommended for rescission is brought to the board for consideration.
4.1.2. The policy to be rescinded is brought to a board meeting for a decision.
4.1.3. Following the board meeting, the policy is removed from the website, with a note indicating it has been rescinded.

5.0 EXPEDITED REVIEW, DEVELOPMENT OR RECISSION PROCESS

5.1 Due to unforeseen or exceptional circumstances, the superintendent of schools, governing board and standing committee of the governing board may decide a particular matter is of sufficient seriousness or urgency to require the expedition of a policy or administrative procedure. Normal consultations may vary in this circumstance.

6.0 RESPONSIBILITIES

6.1. It shall be the responsibility of the Superintendent to ensure these administrative procedures are followed.

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SSRSB POLICY AND PROCEDURE REVIEW CHECKLIST

This Policies and Procedures Review Checklist is for use by school administration, School Advisory Council members, Board staff and other parties being consulted in the development or review process of SSRSB Policies and Procedures. The purpose of the checklist is to assist in the review or development process. It may not encompass all possible questions, ideas or concerns because some aspects of a policy or procedure may be specific to the nature of the matter being addressed. Not every bullet below will apply to every policy or procedure.

For further details on drafting and editing SSRSB policies / procedures, please see Policy 101: Policy Development and Review on the SSRSB website under the menu, "About Us"

While in the process of editing, please highlight text so that proposed changes are apparent.

Submit changes to the policy / procedure via email to the Board Secretary, lferraina@ssrsb.ca

O Is the policy / procedure consistent with the mission, motto and belief statements of the South Shore Regional School Board?

O Does the policy / procedure reflect the SSRSB commitment to social justice and use of inclusive language?

O Is the policy / procedure required and relevant?

O Does the language within the policy / procedure current and avoid jargon and acronyms?

O Is the policy statement clearly delineated from procedure?

O Are terms in the policy / procedure adequately defined?

O Is the policy / procedure short and succinct?

O Are there contradictions or redundancies within the policy / procedure?

O Does the policy / procedure accurately state the current or future practices?

O If two or more policies / procedures are interrelated or referenced, is it clear when each will apply?

O Is it clear to whom the policies / procedures apply?

O Is the policy / procedure in conflict with another policy / procedure?

O Are contact information, job titles, references, emails and web links current?

O Other comments:_____

_____

_____

Policy Being Reviewed:_____

School Name:_____

Date Reviewed:_____