

Department: Superintendent of Schools
Section: Board Governance

The following procedure shall be used for the development and implementation of policies and administrative procedures. When the need for a new policy or a policy revision has been determined, the Superintendent of Schools shall assign to the appropriate Director the responsibility for drafting the specific board policy and administrative procedure. If the new policy falls within the Superintendent of Schools' area of responsibility, they will assume responsibility for the drafting of the policy and administrative procedure.

Steps to follow for drafting a Policy/Administrative Procedure

- Ensure the policy answers the question “why”;
- Ensure the administrative procedure answer the questions “how, where, when, by whom, by what time, and in what form things are to be done”;
- Ensure the administrative procedure provides the details necessary to effectively implement the policy;
- Ensure the policy and administrative procedure conform to the *Education Act* and any other relevant provincial, federal legislation. Policies and administrative procedures should expand and fill-in the gaps with respect to the requirements of the *Act* and other legislation;
- Ensure the policy and administrative procedure are achievable in their intent or expectation, are written in clear, concise language, and follow the Board’s approved format;
- Identify the individual responsible for the actual development, implementation and monitoring of the administrative procedures, if it is someone other than the Director;
- Consider the potential legal and financial implications and when appropriate seek counsel from the Board’s solicitor;
- Ensure appropriate committee of the Board has opportunity to review any final revisions to the policy and administrative procedure;
- Identify to whom the policy and administrative procedure apply (define the scope, i.e. teachers, support staff, students, parent/guardian school organizations);
- Identify to whom copies of the draft policy and administrative procedure will be forwarded for input. Distribution list will include the following at the draft stage:
 - if teachers are affected: Principals, NSTU Local Presidents, Chairperson of the NSTU – AVRRC;
 - if support staff affected: Principals for support staff input, Directors, Coordinators and other administrative personnel (i.e. Consultants) for circulation to appropriate support staff personnel;
 - if parent/guardian school organizations affected: Home & School Associations, School Advisory Councils and Parent/Teacher organizations;
 - if students affected: Principals who shall seek student input (e.g. Student Councils);
 - if staff at Regional Office, bus garages, or the Operations Centre: each of these sites;
 - Board members;
 - Superintendent of Schools;
 - Directors.
- Once a draft policy and administrative procedure has been circulated, allow at least two months’ response time;
- Collect and analyze the responses to identify and refine/revise where appropriate;
- Identify in the policy and administrative procedure any related documents relevant to the policy and its implementation (i.e. appendices, forms, etc.).

Steps to follow for approving a Policy/Administrative Procedure

- Review policy with Superintendent of Schools;
- Seek Superintendent of Schools' approval for administrative procedure;
- Include a monitoring date for review of the policy and administrative procedure;
- Ensure the format is in accordance with the format approved by the Board;
- Seek committee approval for policy (i.e. Education, Finance & Audit, Human Resources, Operations, Planning & Priorities, and Race Relations, Cross Cultural Understanding and Human Rights) and ensure committee recommendation is forwarded to the Board for approval.
- Policies will be adopted, revised, discontinued or rescinded only by Board motion. It is important to note, that the Board must approve any new policies before they are implemented.

Notwithstanding the foregoing, the Superintendent of Schools, Board, or a standing committee of the Board may decide a particular matter is of sufficient seriousness and urgency to require the expedition of a policy or administrative procedure. In this case, input shall be limited to the appropriate standing committee and the Director/Superintendent serving that committee. Stakeholders will, as soon as possible, be given an opportunity for input which may lead to revisions, with the understanding that the policy and administrative procedure have been approved already.

In determining whether a new policy/administrative procedure should be expedited, the following criteria shall be considered:

- Is there an issue of safety to the Board, students, staff or the general public?
- Has a new and unexpected circumstance arisen that requires a policy and procedure?
- Is there an immediate risk management issue which needs to be addressed?
- Has new legislation been implemented which requires a change in Board policy?

Distribution of Approved Policies and Administrative Procedures

The Board Secretary is responsible for the distribution of Board-approved policies and Superintendent of Schools-approved administrative procedures as follows:

- stakeholders (e.g. Board members, Superintendent of Schools, all schools, all Board work sites, Directors, Coordinators, and other Regional Office staff, representatives of union and non-union groups, legal counsel, Regional Education Officer, NSSBA, and other organizations/groups as may be determined from time to time) are notified via email that new and revised policies and administrative procedures are available on the Board website as soon as possible once policies are approved by the Board and administrative procedures are approved by the Superintendent of Schools.
- the new and revised policies, administrative procedures and any appendices are posted to the Board website as soon as possible once policies are approved by the Board and administrative procedures are approved by the Superintendent of Schools.
- the date the Board approved or revised the policy is recorded in the table at the end of the policy; and the date the Superintendent of Schools approved or revised the administrative procedure is recorded in the table at the end of the administrative procedure.

Implementation

- Ensure policy and administrative procedure are followed as written.

Monitoring

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: June 2/99

Ref: BP 100.1

Monitoring Date: Annually

Revised: July 23/03, June 2/04; December 3/09, May 4/11, October 9/12, October 16/14
October 13/17