POLICY DEVELOPMENT, ADOPTION AND REVIEW

Scope

This policy outlines responsibilities and the process to be followed when developing, adopting or reviewing Board policies.

Purpose

To provide a standard procedure for the development, adoption and review of policies and procedures.

Policy Statement

The Cape Breton-Victoria Regional School Board recognizes that the most effective way to carry out its responsibility to the education system is through the systematic development, adoption, review, and communication of policy. The Board also recognizes that policies and procedures must reflect the educational philosophy and expectations of the community, insofar as the philosophy and expectations are consistent with legal provisions of the Education Act and Regulations Under the Act and current public education standards. The Board, therefore, encourages the participation of all its education partners in the policy development and review process.

Cross Reference

Authorization

The policy has been authorized by the Board under motions number 99-355.

Responsibility

It is the responsibility of the Director of Programs and Student Services to ensure that this policy and administrative procedures are implemented.
**Implementation**

The Board’s Communication Officer will facilitate the implementation of the policy and administrative procedures. The function will serve as a “clearing house” to ensure that proposed policies are consistent with legal requirements and mandated obligations. This function will also serve as staff liaison with appropriate Board departments.

**Procedures**

1. **Policy Initiation:**
   1.1 Proposals for new policies or revisions of current policies will normally be initiated by the Department of Education, Board or its committees, Board Administrative staff, and school-based administrative staff.
   1.2 Other persons or groups with suggestions for new policies or policy revisions should channel their proposals through a Board member or administrative staff person. (For example, an advisory council or PTA may refer their policy development idea to their school principal and/or local Board member.)
   1.3 A brief rationale should accompany submissions for policy development.
   1.4 Submissions for policy consideration will be forwarded to the Board for its deliberation and appropriate action.

2. **Policy Development Phases:**

   2.1 Recommended draft policies with rationale will be referred to the following in the following order:
   
   2.1.1 Appropriate Administrative Department/Director for consideration, refinement or further development.

   2.1.2 Ad hoc Committee for refinement and further development. Ad hoc Committee to consist of one Board Member representative from each of the Education Committee and the Management Committee plus two alternates, the Director of Programs & Student Services, the Coordinator of Race Relations, Cross Cultural Understanding & Human Rights, the Coordinator of School Services, as well as Directors of other divisions of Board Administration as required.

   2.1.3 Senior Staff for refinement or further development.

   2.1.4 To appropriate Board committee (Education or Management) for appropriate action.
2.1.5 Stakeholder Review/Input phase. (See below)

2.1.6 Revised draft with community input to appropriate Board committee.

2.1.7 Final draft to public Board meeting for approval.

2.1.8 Communication of policy to all stakeholders.

3. Review of Draft Policies by Stakeholders:

3.1 Those stakeholders participating in the review of draft policies include, but may not be limited to:

3.1.1 Board Staff

3.1.2 School Advisory Councils

3.1.3 Home and School Associations

3.1.4 Unions

3.1.5 Cross-Cultural Organizations

3.1.6 Appropriate Government Service Agencies

3.2 When draft policies or revisions to policy are ready for ‘review’ among stakeholders, a notice will be published in the following:

3.2.1 The CB-VRSB web site at www.cbv.ns.ca.

3.2.2 The next issue of the Cape Breton Post and Victoria Standard.

3.3 Those wishing to receive copies of draft policies in the “review” phase may access the draft on the Board’s web site (www.cbv.ns.ca) or by contacting the Board’s Communication Officer via telephone, fax, email or Canada Post mail. All requests will be handled promptly.

3.4 A deadline for the receipt of written input will be identified. The time period for stakeholders’ comments/input will be four weeks.

3.5 Input will be collected, compiled and assessed by the appropriate administrative department/staff prior to being referred to the appropriate Board Committee for final evaluation and referral to the Board.
3.6 If changes are recommended based on input received from stakeholders, the Policy Committee reserves the right to refer the policy back through the policy development phases.

3.7 The Board reserves the right to expedite or delay the policy development process as circumstances may from time to time require.

Associated Forms

Policy Review

This policy will be reviewed by the Director of Programs & Student Services within three years from this authorization date.

Distribution

Board Members
All Policy Manual Holders