

<p style="text-align: center;"><b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><b><i>POLICIES AND GUIDELINES</i></b></p>	<b>Strait Regional School Board I-C-2</b>					
	<b>Partnerships Policy Development, Adoption and Review</b>					
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**POLICY DEVELOPMENT, ADOPTION AND REVIEW**

**POLICY STATEMENT**

The Strait 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 must reflect the educational philosophy and expectations of the community, insofar as the philosophy and expectations are consistent with legal provisions and current public education standards. The Board, therefore encourages the participation of all of its education partners in the policy development and review process. The decision-making authority for the approval of policy rests with the Board.

In the absence of a current written policy, common practice and/or tradition, reflecting sound judgement, shall prevail as the recommended plan of action.

**GUIDELINES**

1. Policy initiation
  - 1.1 Proposals for new policies or revisions of current policies will normally be initiated by the Board or any of its committees, regional administrative staff, or school-based administrative staff. Stakeholders of the Strait Regional School Board are encouraged to identify and report policy suggestions in areas of concern, where no policy currently exists.
  - 1.2 Other persons or groups with suggestions for new policies or policy revisions should direct their proposals through a board member or administrative staff person. (For example, a school advisory council and/or home and school association may refer their policy development ideas 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 referred to the Board's Policy Ad Hoc Committee for appropriate action.

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2. Co-ordination of policies

- 2.1 The Board's Manager of Communications/Community Relations is responsible for the co-ordination of policy development initiatives. This 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 departments and board committees in the prioritization and further development of policy initiatives.
- 2.2 Policies in the preliminary draft stage will be referred to the appropriate staff for refinement prior to referral to the Policy Committee.
- 2.3 When required and appropriate, staff may develop a set of procedures to support policy.

3. Testing of policies among education partners

- 3.1 The Board's community education partners for policy development purposes include, but may not be limited to:
  - Staff (school, field and regional)
  - School advisory councils
  - Home and school associations
  - Student councils
  - Unions
  - Cross-cultural organizations
  - Social services agencies
  - Board members
- 3.2 When policies are ready for "test-off" among the Board's education partners, a notice will be:
  - published in the next issue of the *ORAN* (Inverness), the *CASKET* (Antigonish), the *REPORTER* (Port Hawkesbury) and the *JOURNAL* (Guysborough); and
  - posted on the Strait Regional School Board's web site, along with a draft copy of the policies; and

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- forwarded to all school and work sites, along with a draft copy of the policies, for distribution to students, staff and school support groups; and
- forwarded directly to members of the NSTU and CUPE executive, along with a draft copy of the policies.

- 3.3 Those wishing to receive copies of policies in the “test-off” stage may access the Board’s web site at <http://www.strait.ednet.ns.ca>, obtain a copy at local schools or contact the Manager of Communications/Community Relations by telephone, mail, fax, or e-mail . All requests will be handled promptly.
- 3.4 A deadline for the receipt of written input will be identified. Input may be submitted by mail, fax or e-mail. All comments/input should be supported by a written rationale.
- 3.5 Responses will be collected and compiled by the Board’s Manager of Communications/Community Relations, and presented to the Policy Committee for evaluation and referral to the Board.
- 3.6 Copies of approved policies will be distributed to all regional education partners and, when appropriate, to selected educational agencies outside of the jurisdiction of the Strait Regional School Board.

4. Time line for policy development process

- 4.1 The process for the development and/or revision of policies will, in most cases, span a three-month period which will be approximately as follows:
  - 4.1.1 Week 1 Draft policy referred to education partners by Policy Committee for written input/comments/improvements
  - Weeks 2-3-4 Community evaluation takes place
  - Weeks 5-8 Evaluation/collation of submissions from education partners; draft revisions prepared and forwarded to Policy Committee
  - Week 9 Revised draft evaluated by Policy Committee

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- Weeks 10-12      Revised draft prepared and reviewed at next Working Committee meeting
- Final draft prepared and submitted at next Regular Board meeting
- Week 13            Board decision communicated to education partners
- Final copies of approved policies posted on the Board's web site.

4.1.2    The Board and/or the Policy Committee reserves the right to expedite or delay the policy development process as circumstances may require, from time to time.

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