



POLICY

The Hanover School Division Board of Trustees believes that the formulation, adoption, and monitoring of its written policies constitute one of the primary methods by which the Board demonstrates its leadership in the education of students and the guidance and direction of the operation of the school division.

The Board of Trustees is responsible for overseeing the development of policies that:

- Identify the processes and operations that govern the Board
- Identify the specific priorities and results the Board wants to achieve
- Define authority and responsibilities
- Define the management and operation of the school division

The Board's philosophy of education, beliefs and core values are reflected in the development and adoption of its policies. The formal adoption of policies shall be recorded in the minutes of the Board and then regarded as official Board policy.

Proposals regarding recommendations for the development or amendment(s) of a policy may come to the Board from a variety of sources that include: student councils, parent groups, community residents, divisional employees, Board members, consultants, and the Superintendent/CEO. All policy proposals will be given careful consideration prior to any Board action taken and if accepted, follow divisional guidelines for policy development and adaptation.

Members of the Governance and Public Relations Committee will include: Four trustees, the Superintendent/CEO and two (2) designates, to oversee all policy development, amendments, and reviews.

GUIDELINES FOR POLICY DEVELOPMENT

1. All Hanover School Division policies shall include:
 - **A Policy Statement** – a written statement that defines principles adopted by the Board to set the course of action by clarifying the intent of the policy and providing clear direction for its purpose.
 - **Guidelines** – define the framework and accountability under which the policy is to be organized.
 - **Note:** procedures related to a policy will be compiled in and stored as a Standard Operating Procedures. Statements of procedures identify the steps needed to be taken by administration in order to successfully implement the policy.
2. All divisional policies must conform to any relevant federal, provincial or municipal laws that may affect the policy.
3. The Board's educational philosophy, mission, beliefs and core values shall influence all policies.
4. The creation, amendment(s), or rescinding of a policy shall progress through a three (3) stage process for approval by the Board:
 - 4.1. **Stage One: First Reading:** At a regular meeting of the Board or a special meeting of the Board, the Governance and Public Relations Committee will present for information and clarification to the Board, a draft copy of the proposed new policy, policy amendment, or request for the rescinding of a policy.



Policy Development and Adoption

Section B: School Board Governance and Operations

Code: BG

The Superintendent/CEO will have opportunity to discuss the merits of the policy, any suggested amendment(s), or a proposal to rescind a policy. The Board has the option of approving the policy or referring the policy back to the Governance and Public Relations Committee for further study.

If referred back to the Governance and Public Relations Committee, the policy will then be reviewed and any comments and recommendations received by stakeholders shall be considered. A second draft of the policy will then come back to the Board at the next appropriate Board meeting.

4.2. **Stage Two: Second Reading:** The Board will have an opportunity to debate the merits of the new policy, policy amendment(s), or request to rescind a policy. After debate, the Board will have the option of approving the new policy, policy amendment(s), or request for rescinding, for a third reading or referring the policy (request) back to the Governance and Public Relations Committee for further study and a report to the Board.

4.3. **Stage Three: Third Reading:** The Board will have opportunity for debate and to make any final amendments that may need to occur. If the motion for the third reading is passed, the policy, policy amendment(s), or the rescinding of a policy is effective as of the date of adoption and supersedes all previous policies in that area.

The Board may, with unanimous consent of the Trustees, allow the second and third readings to occur at one regular or specially called Board meeting. In extenuating circumstances the Board may also, with unanimous consent of the Trustees, allow all three readings to occur at one meeting.

- 5. Once approved by the Board, the approved documents will be distributed to all department supervisors, school administrators, and posted on the divisional website.
- 6. In the absence of policy or guidance from the Board, in the event that a situation arises that requires a need for action, the Superintendent/CEO is empowered by the Board to take any necessary actions to deal with the circumstances. The Superintendent/CEO is responsible for informing the Board of any actions undertaken and any need for Board policy. The decision of action taken by the Superintendent is subject to Board review.

Legal References: The Public Schools Act

Additional Information:

Appendixes: A Policy Development Protocol

Appendix A: Policy Development Protocol

