



**Policy: Policy Development and Adoption**  
**Policy Number: BG**  
**Policy Type: School Board Governance and Operation**

**POLICY:**

Hanover School Division believes that the formulation, adoption, and monitoring of its written policies constitute one of the primary methods by which the Board of Trustees 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
- Provide guidance for 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 adoption.

Members of the Governance Committee will include: the Committee Chair, three (3) trustees, the Superintendent/CEO and one (1) designate, to oversee all policy development, amendments, and reviews.

**GUIDELINES FOR POLICY DEVELOPMENT**

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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.

**2. Procedures** – statements of procedures identify the steps needed to be taken by administration in order to successfully implement the policy but procedures will not form part of the official Policy. Development of Procedures will be the purview of School and Division Administration.

3. All divisional policies must conform to any relevant federal, provincial or municipal laws that may affect the policy.

4. The Board's educational philosophy, mission, beliefs and core values shall influence all policies.

5. The creation of a policy, or amendment, to a policy shall progress through a three (3) stage process for approval by the Board:

**Stage One:**

- a) 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, or policy amendment, or request for the rescinding of a policy.
- b) The Superintendent/CEO will have opportunity to discuss the merits of the policy, or 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.
- c) 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.

**Stage Two:**

- a) Second Reading: The Board will have an opportunity to debate the merits of the new policy, or policy amendment(s). After debate, the Board will have the option of approving the new policy or policy amendment(s), 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.

**Stage Three:**

- a) 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 or policy amendment(s) is effective as of the date of adoption and supersedes all previous policies in that area.

6. 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.

7. Once approved by the Board, the approved documents will be distributed to all department supervisors, school administrators, and posted on the divisional website.

8. 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.

## GUIDELINES FOR RESCINDING A POLICY OR CONVERTING A POLICY TO PROCEDURE

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1. In the ongoing process of ensuring accurate and relevant policies for the Division, there will be occasions where circumstances are identified that have changed the requirements of policies and procedures.
2. In the course of policy review, it may become evident that a policy has become outdated or redundant. There may also be occurrences where a policy should be converted to a Procedure.
3. In cases such as this, the following process shall occur:
  - a. The Governance Committee will be given a copy of the Policy in question and advised as of the reason for the request to rescind or convert.
  - b. For a Policy that has been deemed to be redundant or outdated, the request to rescind will be made.
  - c. The Board, on the first and only reading, will vote on the request to rescind. If granted, the Policy will be removed from the Policy website. If not granted, the Policy will remain on the website. The Board must provide rationale for their refusal to rescind.
  - d. For a Policy that will be converted to a Procedure, the Committee will be provided with a copy of the new Procedure in order that the transition can be seen to be complete and relevant.

Date Policy Created:	September 20, 2011
Date of last Review:	March 3rd, 2020
Reference(s):	<ul style="list-style-type: none"><li>● Public Schools Act</li><li>● The Education Administration Act</li><li>● MSBA School Board Member Handbook - Revised October 2019</li></ul>
Related Forms:	