



REGISTER OF OFFICIAL DOCUMENTS

Rules on the Development and Review of Policies

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1. **INTRODUCTION**

The Lester B. Pearson School Board (hereinafter referred to as LBPSB) is dedicated to open and transparent communication among all members of its community.

The Council of Commissioners (hereinafter referred to as *Council* ⁽ⁱ⁾) engages in this communication through the establishment of clear and concise policies which provide the framework for governance of administration and operations of the LBPSB.

These rules define the process whereby policies are developed and reviewed. The process is intended to be thorough and consistent, such that the rights and responsibilities, of each member of the LBPSB community and each stakeholder group, are readily understood and the pertinent information is easily accessible to all.

2. **PURPOSE**

The rules on the Development and Review of Policies establish guidelines for the review assessment of existing policies and provide guiding principles to the committee (hereinafter referred to as the Responsible Committee ⁽ⁱⁱ⁾) mandated to develop or modify LBPSB policies.

3. **LEGAL BASIS**

These rules conform to the Québec Education Act and its regulations.

4. **OVERVIEW**

Policies will be developed and/or reviewed as follows:

- 4.1 **Review assessment**: Existing policies at the LBPSB are reviewed on a schedule established by the Executive Committee. The purpose is to determine if modifications are required.



The review assessment consists of reading the policy, inquiring if changes have occurred which could affect it (in applicable laws or regulations, in LBPSB's proceedings, etc.), and if applicable, obtaining comments from interested stakeholders, in order to decide if modifications are required.

If no modifications are required at the time of review, the committee reports back to this effect to the Executive Committee.

4.2 Modification to a policy: Should a policy require modifications, Council assigns it to a Responsible Committee. Once the work is completed, the Responsible Committee proposes a draft to Council and recommends that either **the standard or the simplified process** be followed (see Addendum B flow chart).

4.2.1 Standard process: in all cases where a full consultation of the LBPSB consultative partners is required by law or Council.

A full consultation may not be required in the case of reference documents which govern the internal administrative management of the School Board or Council.

4.2.2 Simplified process: where no full consultation of the LBPSB consultative partners is required by law or Council. The simplified process can be indicated for a minor change or technical update of the policy.

A minor change/technical update is defined as a clarification or simple procedural change that does not modify the application or governing principle of a policy, such as a substitution in the wording brought by a change in the legislation or by a change in the organization.

4.3 Development of a new policy (standard or simplified process): in most cases, when a policy is created, the standard process (involving a full consultation of the consultative partners) is recommended to Council.

5. GENERAL PRINCIPLES

5.1 Council determines to develop a new policy or to review an existing one, or it receives recommendations from the Executive Committee to do so. It extends an invitation to commissioners who wish to participate in any committee mandated to develop or review a policy.



- 5.2 Requests for the development of a policy or the review/modification of an existing one may be submitted at any time to the Executive Committee and may come from:

senior administration⁽ⁱⁱⁱ⁾, Administration Advisory Committee on Policies (AACP)^(iv), Council standing committees^(v), Central Parents' Committee, Central Students' Committee, Special Needs Advisory Committee, Intercultural Advisory Committee, Transportation Advisory Committee and other bodies.

- 5.3 Until a revised version of a policy is adopted by Council, the existing version of the policy remains in effect.

- 5.4 The official Policy Register of the LBPSB is the complete set of policies as they appear on its public website.

- 5.5 All policies shall be formatted according to the guidelines described at Addendum D.

6. **PROCESS**

- 6.1 Each year, the Executive Committee sets the calendar for the review of existing policies. Each policy should be reviewed at least once every eight years.

- 6.2 The Executive Committee assigns the policy/policies to review to the committee of its choice and requests that they report back on whether the policy requires modifications. The Executive Committee reports to Council on which policies, if any, require modification.

- 6.3 When Council determines that the development of a new policy or the modification of an existing one is required, it mandates a Responsible Committee (a standing or ad hoc committee) to do so. If a standing committee is mandated, they may choose to strike a sub-committee and mandate them as the Responsible Committee.

- 6.4 The Responsible Committee so established must include an administrator designated by the *Executive Staff* ^(vi) as the representative assigned to the standing committee.

- 6.5 The designated administrator is responsible to keep the AACP up-to-date on the policy review matters.



- 6.6** The Responsible Committee proposes modifications to an existing policy or drafts a new policy and recommends to Council that the simplified or the standard process be followed (refer to Addendum B flow chart).
- 6.7** The draft policy is reviewed by LBPSB Legal Counsel and returned to the Responsible Committee.
- 6.8** When the Responsible Committee completes its work on the new draft policy or on the modified existing policy, the draft is forwarded to the AACP for feedback. The administrator who is a member of the Responsible Committee will be present to provide background information when the AACP studies the draft.
- 6.9** Following the input from the AACP, the Responsible Committee recommends the draft policy to Council.
- 6.10** Where Council decides to follow the simplified process, it receives the draft, makes any changes deemed appropriate, and adopts the new or modified policy by resolution.
- 6.11** Where Council decides to follow the standard process, it adopts by resolution the draft for distribution to its consultative partners in a consultation document. The Responsible Committee may propose to Council that the consultation process includes specific stakeholders.
- 6.12** The consultation document is posted on the School Board's public web site without delay following the consultation launch.
- 6.13** Any organization or individual may return a response within the designated time-frame. All responses are acknowledged.
- 6.14** If the Consultation process includes public hearings, information on how to participate is included in the consultation package.
- 6.15** The Responsible Committee reviews all briefs and amends the draft policy where deemed appropriate. Following input from Legal Counsel and the AACP, the Responsible Committee recommends a draft policy to Council.
- 6.16** Council adopts the revised policy by resolution.



- 6.17** The policy is then entered into the online Policy Register, and is forwarded to all Governing Board chairpersons, principals and centre directors without delay, as well as a Questions and Answers (Q&A) document (if applicable). Q&A documents are additional information and are not part of the policy.

Notification of the adoption of the policy and of the availability of a Q&A document (if applicable) on the public website of the LBPSB is also provided to all consultative partners without delay.

- 6.18** Current versions of all LBPSB policies are accessible to the public on the website. They are available for consultation in paper format upon request at all schools, centres and administrative centres.



Addendum A: Definitions

(June 2016)

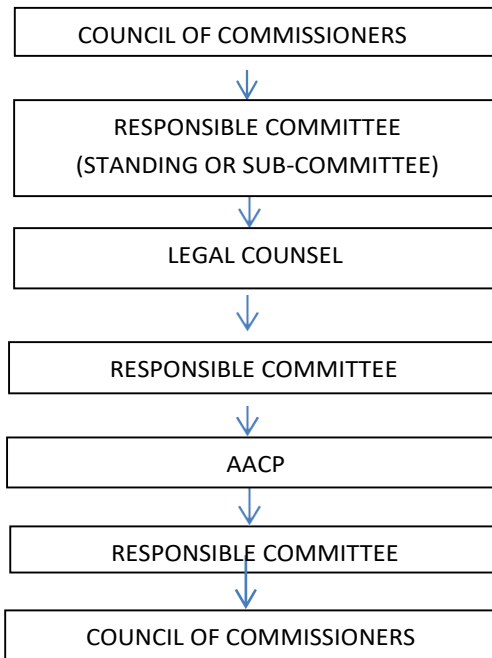
- (i) **Council:**
The Council of Commissioners, comprised of Commissioners elected pursuant to the Act Respecting School Elections and Parent Commissioners representing the Parents' Committee. [Ed.Act 143]
- (ii) **Responsible Committee:**
Any committee or sub-committee mandated for the modification or the development of policies at LBPSB.
- (iii) **Senior Administration:**
The Director General and the Assistant Director(s) General.
- (iv) **Administration Advisory Committee on Policies (AACP):**
An advisory committee on management mandated to review the School Board's policies, by-laws and strategic plan. The committee shall be composed of a majority of school principals, and shall also include members of the executive staff of the School Board. [Ed.Act 184]
- (v) **Standing Committees:**
Committees established to exercise specific functions as determined by Council or by the Education Act.
- (vi) **Executive staff of the School Board:**
Senior Administration and the Directors of Services or Regions.



**Addendum B:
FLOW CHART**

(June 2016)

**DEVELOPMENT AND
MODIFICATION OF
POLICIES**



CONSULTATION
REQUIRED?
(either by law or
by Council)

STANDARD PROCESS

SIMPLIFIED PROCESS

YES

NO

CONSULTATION

ADOPTION (or other measures prior to adoption)

RESPONSIBLE COMMITTEE

LEGAL COUNSEL

AACP

RESPONSIBLE COMMITTEE

COUNCIL FOR **ADOPTION**



Addendum C: Distribution of Responsibilities

(June 2016)

Council of Commissioners

- To initiate development or review
- To receive suggestions to develop or review/modify
- To consider and decide upon suggestions
- To develop proposed text through sub-committees
- To consult
- To adopt

Senior Administration

- To suggest development or review/modification
- To assist Council in developing and defining proposed text through sub-committees
- To conduct Board's consultation process
- To ensure full access to adopted version
- To ensure implementation
- To provide feedback as requested

School and Centre Administration

- To suggest development or review/modification
- To develop and define proposed text through the Management Committee
- To ensure the Governing Boards' awareness of texts
- To ensure public access to current version
- To ensure implementation
- To provide feedback as requested

Stakeholders

- To request development or review/modification
- To provide feedback on development or review/modification through consultation process
- To respect and monitor implementation



Addendum D: Formatting (June 2016)

1. All policies must include a cover page, as per the format established at addendum E, clearly indicating:
 - The title
 - The category and code
 - The date and/or resolution number of adoption of the original policy, as well as the date and/or resolution number of all subsequent revisions.

2. The document includes (as appropriate):
 - A table of contents
 - An introduction
 - The purpose
 - The objective(s)
 - The legal basis
 - The principles
 - The main text (may include sections on the process and any other sections deemed relevant by the Responsible Committee)
 - Addenda (where applicable, addendum A shall contain definitions).

3. The formatting will follow the guidelines defined below (as applicable):
 - Font and margins: Arial 12 pt. font and 1 inch margins are to be used.
 - Acronyms or abbreviations: to shorten the text where a word is repeated throughout the document, acronyms or abbreviations can be used. Acronyms will be indicated in parenthesis the first time a word or group of words appears in the text.
 - Footnotes: used to reference applicable legal documents (for example, governmental acts and regulations, contracts, etc. and include the version, date and appropriate web address for the text).



Addendum E: Cover Page

(June 2016)

REGISTER OF OFFICIAL DOCUMENTS

| TITLE |
|-------|
|-------|

Category and code (Refer to Addendum G)

Date of Coming into Force (date of adoption, unless resolution states otherwise):

Number of Pages (incl. cover page):

Origin:

Operator and Storage Site:

History:



Addendum F: List of Policies

(June 2016)

| | |
|--|----------|
| Commissioners' Local Travel, Conference, and Other Expenses | P – 1.03 |
| Student Representation at the Lester B. Pearson School Board | P – 1.06 |
| Enrolment Criteria | P – 2.01 |
| School Day Care and Lunch Program Services | P – 2.04 |
| Food and Nutrition | P – 2.05 |
| Safe and Caring Schools | P – 2.07 |
| Integrated Document Management | P – 2.08 |
| Intercultural | P – 2.09 |
| School or Center Name | P – 2.10 |
| Appropriate Use of Digital Communications and Technologies | P – 2.11 |
| School Fees | P – 2.12 |
| Video Surveillance | P – 2.13 |
| Major School Change | P – 2.17 |
| Evaluation of Student Learning | P – 3.03 |
| Home Schooling | P – 3.04 |
| Organization of Services for Students with Special Needs | P – 3.05 |
| Library Materials Selection | P – 3.06 |



| | |
|---|----------|
| Extra-Curricular Activities and Field Trips | P – 3.08 |
| Linguistic Policy on the Use of French | P – 3.09 |
| Arts and Culture in Education | P – 3.10 |
| Student Transportation | P – 4.01 |
| Purchasing | P – 5.01 |
| Reporting of Financial Fraud and Misconduct | P – 5.02 |
| Management Policy for Administrators | P – 6.03 |
| Teacher Performance Enhancement | P – 6.04 |
| Emergency Preparedness | P – 6.07 |
| Employment and Assignment of Relatives | P – 6.08 |
| Rental of Facilities | P – 7.01 |
| Green | P – 7.02 |



Addendum G: Categories of Official Documents

(June 2016)

CATEGORIES OF POLICIES

P – 1.0 Council of Commissioners

P – 2.0 School Board – General

P – 3.0 Educational Services and Student Services

P – 4.0 Transportation

P – 5.0 Financial Resources

P – 6.0 Human Resources

P – 7.0 Material Resources

CATEGORIES OF PROCEDURES

Pr – 1.0 Council of Commissioners

Pr – 2.0 School Board – Administration

Pr – 3.0 Educational Services and Student Services

Pr – 4.0 Financial Resources

Pr – 5.0 Archives

Pr – 6.0 School Board – General

BY-LAWS and RULES

By-Laws are categorized by the letters BL and their respective code.

Rules are categorized by the letter R and their respective code.