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20240425

Name of Policy

For new policies, include “Approval Date” and “Effective Date” below the title of the policy.
For updates to existing policies, use “Effective Date” and "Last Updated.”

**Approval Date: Month YEAR** (leave approval month and date blank in the draft)

**Effective Date: Month YEAR** (include proposed effective date)

1. Policy Statement and Objective

The policy statement provides a concise overview of the policy using clear language.

The objective states the outcome(s) the policy is intended to accomplish or achieve.

1. Definitions

**definition:** A statement of the meaning of words that are used in the policy requiring specificity. Use lower case for terms, however, capitalize proper titles.

Definitions should be consistent with legislation, regulations, and other provincial policies and directives.

1. Guiding Principles

**3.1** List the guiding principles that support the policy objectives and directives. Guiding principles reflect the important overarching ideas and beliefs that should influence the actions or decisions made when considering the topic of the policy.

For example:

Involvement of family and community members as registered volunteers in schools is valued and viewed as important in cultivating community and school relationships.

**3.2** Etc.

1. Application

**4.1** Indicates to whom the policy applies.

**4.2** Etc.

1. Policy Directives

Subsection Heading (if applicable)

**5.1** Binding policy requirements that must be followed. Directives are detailed, remove discretion, and are subject to audit.

1. Roles and Responsibilities

Subsection Heading (for group/position title)

* Roles and responsibilities should reflect the policy directives and be assigned to the appropriate group/position.
* Roles and responsibilities may only be assigned to groups/positions that are under the jurisdiction of the Department of Education and Early Childhood Development. The following are typically included or should be considered:
* Minister of Education and Early Childhood Development, Deputy Minister of Education and Early Childhood Development, Department of Education and Early Childhood Development (EECD)
* Regional Executive Director/Superintendent, Regional Centre for Education (RCE)/Conseil scolaire acadien provincial (CSAP)
* school administrators, teachers, other school staff
* students, parents/guardians, and School Advisory Councils
* Responsibilities for each group/position should be noted in a bulleted list and items should be action oriented (e.g., provide, support, coordinate).
* Identify the group/position responsible for monitoring policy implementation.
* Identify the group/position responsible for data collection associated with this policy.
1. Procedures/Related Documents

If applicable, provide a bulleted list of supporting documents (e.g., procedures, technical details, specialized glossaries, and other relevant information). When available, hyperlink the title.

* *Proper Title of Document*
1. References

A list, including all related legislation and other policies, that should be consulted or implemented in conjunction with the policy. Related procedures, and other documents cited in the policy, should also be listed. When available, include hyperlinks.

For regulations, link directly to the regulations on the Department of Justice website: [www.novascotia.ca/just/regulations/rxaa-l.htm#educ](http://www.novascotia.ca/just/regulations/rxaa-l.htm#educ).

For provincial public education policies, link directly to EECD’s Provincial Education Policies website:

* <https://www.ednet.ns.ca/policies> (English)
* <https://www.ednet.ns.ca/politiques> (Français)

All references should be provided in full and formatted according to theChicago Manual of Style; online subscription available within Brunswick Place through the EECD Library:
[Welcome to our library | Departmental Library (ednet.ns.ca)](http://educationlibrary.ednet.ns.ca/).

See examples below and in other policies/EECD publications:

Nova Scotia. 2019. Education Act. SNS, c. 1.
https://nslegislature.ca/sites/default/files/legc/statutes/education.pdf.

———. 2018. Education (CSAP) Act. SNS, c. 1.
https://nslegislature.ca/sites/default/files/legc/statutes/education%20(csap).pdf.

———. 2016. Human Rights Act. SNS, c. 214.
<https://nslegislature.ca/sites/default/files/legc/statutes/human%20rights.pdf>.

Nova Scotia Department of Education and Early Childhood Development. 2019. *Inclusive Education Policy*. Halifax, NS: Province of Nova Scotia. https://www.ednet.ns.ca/docs/inclusiveeducationpolicyen.pdf.

Special Thanks

Identify and provide acknowledgement for key partners who were involved or consulted during policy development.

For example:

The Department of Education and Early Childhood Development acknowledges the many public education and community partners across the province who have provided input on the [*Name of Policy*]. Their thoughtful review and constructive feedback have been essential. Special thanks are extended to:

* bulleted list of partners/names in alphabetical order or sequential order (refer to existing policies for reference on how specific groups are named)
* sub group under a category if needed