Policy on the Coordination of Public Education Policies: Administrative Procedures for Regional Policy Development

Procedure Type: Provincial ☐

Regional   ☒

Approval Date: May 2024

Effective Date: May 2024

1. Purpose

These administrative procedures outline how the *Policy on the Coordination of Public Education Policies* applies to policy development within the Regional Centres for Education (RCEs).

2. Administrative Procedures

2.1   Regional Policy Committee

All RCEs will establish and maintain regional policy committees, which will meet regularly and be responsible for overseeing the implementation of the *Policy on the Coordination of Public Education Policies* and ongoing policy development considerations.

Regional policy committees should include the RCE's Public Education Policy Coordination Committee (PEPCC) representative.

2.2   Development of Regional Policies and Administrative Procedures

RCEs may develop their own policies on region-specific issues that do not warrant a provincial public education policy, and may also, when appropriate to local context, develop region-specific administrative procedures that are supplemental to provincial policies and procedures.

Proposals for new regional policies, or revisions to existing regional policies, will be submitted by the Regional Executive Director (RED) to the Director of Policy, Legislation and RCE Liaison at the Department of Education and Early Childhood Development (EECD), using the **Regional Policy Proposal Template**. Once approved by the Director of Policy, Legislation and RCE Liaison, the RCE's Public Education Policy Coordination Committee (PEPCC) representative will bring the proposal to PEPCC for consideration. If approved by PEPCC, the Executive Director, Strategic Policy and Research will review the policy proposal and communicate their approval to the RED.

Following approval of the proposal by the Executive Director, Strategic Policy and Research, the new regional policy will be drafted using the **Policy Template**. Revisions that do not substantively change the directives or substance of the regional policy are not required to be submitted to EECD using the Regional Policy Proposal Template.

Regional Policy Committees will ensure that the development of regional policies

- conforms to provisions of any relevant provincial legislation and regulations, and existing regional policies
- does not conflict with or duplicate provincial education policies or directives

The **Inclusive Education Policy Lens Tool** should be used to ensure the policy aligns with the guiding principles of the *Inclusive Education Policy*.

The **Policy Performance Indicators Template** should also be used to develop appropriate performance indicators that reflect the objectives of the policy. The performance indicators will support regular evaluation of the policy, once implemented.

The final regional policy is approved by the RCE and does not have to be approved by EECD.

If required, regional administrative procedures may be drafted using the **Administrative Procedures Template**. Approval is not required from EECD prior to developing regional administrative procedures.

2.3 Rescinding Existing Regional Policies

Proposals to rescind existing regional policies that are no longer relevant will be submitted by the RED to the Director of Policy, Legislation and RCE Liaison using the **Regional Policy—Proposal to Rescind Template**. Once approved by the Director of Policy, Legislation and RCE Liaison, the RCE's Public Education Policy Coordination Committee (PEPCC) representative will bring the proposal to PEPCC for consideration. If approved by PEPCC, the Executive Director, Strategic Policy and Research will review the proposal to rescind the existing RCE policy and communicates their approval to the RED.

3. Communication and Distribution

3.1 Communication

Any regional policies that impact school or classroom operations should be clearly communicated to key regional partners in advance of implementation.

3.2 Distribution

Regional policies will be publicly available on the RCE website.

4. Related Documents

Related documents, including the following templates, are provided on EECD's Provincial Education Policies web page: https://www.ednet.ns.ca/policies.

- Template—Regional Policy Proposal
- Template—Policy
- Template—Administrative Procedures
- Inclusive Education Policy Lens Tool
- Template—Policy Performance Indicators
- Template—Policy Evaluation
- Template—Regional Policy—Proposal to Rescind

5. References

Nova Scotia. 2018. *Education Act*. SNS, c. 1. https://nslegislature.ca/sites/default/files/legc/statutes/education.pdf.

——. 2019. *Education (CSAP) Act*. SNS, c. 1. https://nslegislature.ca/sites/default/files/legc/statutes/education%20(csap).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.

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