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20240425

Name of Administrative Procedures

**Procedure Type:** Provincial [ ]

 Regional [ ]

**Effective Date: Month YEAR**

**Last Updated: Month YEAR**

1. Purpose

A concise statement outlining how these administrative procedures support the implementation of the related policy.

1. Definitions (if applicable)

**definition:** A statement of the meaning of words that are used in the procedures requiring specificity. Use lower case for terms, however, capitalize proper titles. These definitions do not appear in the associated policy.

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

1. Administrative Procedures

3.1 Subsection Heading (if applicable)

Describe how the policy is to be implemented, by whom, when, where, and how.

Administrative procedures must provide the details necessary to effectively implement the policy, including who is responsible, who is affected, what is to be done, how it is to be accomplished, and anticipated timelines.

Address any RCE/CSAP specific considerations/variances, if appropriate or required for operational reasons.

3.2 Etc.

1. Communication and Distribution

4.1 Communication

Outline the responsibilities for communication ensuring that

* department staff and school administration are notified of new or revised procedures
* unions will be appropriately consulted and notified of new or revised procedures if their members will be affected

4.2 Distribution

Outline the responsibilities for distribution ensuring that

* approved policies and associated administrative procedures are available online
* a complete list of policies is maintained (e.g., policy website) and made available to the public upon request to the Office of the Regional Executive Director of Education/Superintendent
1. Related Documents

If applicable, provide a bulleted list of supporting documents (e.g., 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 procedures. All documents cited in the procedures 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. 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.

———. 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.