



Policy Development and Review

Date: 2000 12 01 / 2006 11 21 / 2011 04 13 / 2016 01 26 / 2023 05 30

Administrative Procedures

A. Policy Development

1. Responsibilities (Required)

- 1.1 The responsibility section clarifies who is responsible for the implementation of the policy.
- 1.2 Responsibility could include, but is not limited to, the orientation of staff to the policy, the communication of the policy to school communities and the general public, or the responsibility to implement and supervise the operation of the policy.
- 1.3 The Supervisory Officer responsible for the policy and procedure development process will consider input and feedback received from stakeholder groups and determine whether any additional consultation is necessary.
- 1.4 The Supervisory Officer responsible for the policy and procedure development will ensure that it is compliant with legislation, Ministry of Education guidelines and regulations, other Board policies and the Vision and Mission of the Board.
- 1.5 The Secretary of the Board, on behalf of the Board of Trustees, will be responsible for ensuring that all policies and procedures approved by the Board are posted to the website and that the policy section of the website remains updated.
- 1.6 All policies are drafts until approved by the Board of Trustees.

2. Expectations (Required)

- 2.1 This section is a refinement of the Policy Goals and spells out clearly what behaviour, skill or knowledge the implementation of the policy will effect.
- 2.2 The *Expectations* section also sets out how compliance to the policy is to be achieved; outlining specific actions that will be undertaken to assure that the Board's policy direction is carried out.



3. Additional Headings (Optional)

- 3.1 There may be, depending on the length and complexity of the procedures, as many additional headings as may be required to outline the policy in a clear and logical format.
- 3.2 Additional headings and the accompanying text should follow the *Expectations* section and precede the *Additional Information* section.

4. Additional Information (Required)

- 4.1 Included in all procedures, in the *Additional Information* section, will be the following statement: "The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices."
- 4.2 Board policy stands alone. Having been enacted by the elected Board of Trustees, policy, on its face, carries the necessary weight to demand compliance. However, on occasion, policy writers may wish to add the extra credence of the authority of the Ontario legislature. All such references to the Education Act, provincial regulation or Ministry guidelines shall appear in the *Additional Information* section of the procedures.

5. Definitions (As Required)

- 5.1 The Definitions Section of the procedure is intended to clarify for the reader the meaning of particular terms or acronyms that are used in the procedure. Definitions which appear in this section will reference words or terms found in the procedure section only.

6. References (As Required)

- 6.1 References to applicable legislation, Acts, Ontario regulation or other Board policies should be listed with both the policy and the procedures.

B. Policy Review

7. Responsibilities

- 7.1 The Director of Education shall oversee a process of cyclical review of board policies and procedures. The policies of the Board will be reviewed on a five-year cycle at a minimum, with due consideration to staff workload demands.

The process of developing policies and the cyclical review of all policies will include timely consultation with individuals and groups as deemed appropriate to the policy under review.

- 7.2 When a policy is being recommended to the Board for revision, its accompanying procedures shall be presented to the Board for information.

7.3 The policy revision cycle consists of the following sequence:

- a) Annually in June, the Director of Education will bring forward to the Policy Vetting Committee a schedule of policies that are to be considered for review during the next school year. In addition to those policies that have reached their five year review cycle, Director of Education will consider additional policies for review based on feedback and input received from stakeholders and the Policy Vetting Committee.
- b) At the beginning of each school year, the Director of Education assigns responsibility for policy review to members of Executive Council. A list of policies scheduled for review during the school year will be posted on the Board website, with an invitation for stakeholders to offer input.
- c) The assigned member of Executive Council (EC) shall review the policy and procedure documents at a meeting of EC and may prepare revisions to the policy and/or procedure. Amendments may include considerations prompted by feedback from stakeholder groups or individuals. Proposed revisions may include a recommendation to rescind policy, which is no longer current or relevant.
- d) Once revisions have been presented and discussed at EC, the draft revised policy is placed on the agenda of the Policy Vetting Committee. The report to the Policy Vetting Committee will include any feedback and suggestions received from stakeholder groups or individuals.
- e) The member of Executive Council responsible for the policy and procedures shall present the revised documents, with changes tracked, at a meeting of the Policy Vetting Committee. Additional changes may be required, based on feedback from the Committee. When the draft is finalized, the Committee will recommend approval by the Whole Board at the next Regular Meeting of the Board of Trustees.
- f) The member of Executive Council responsible for the policy and procedures shall present the final draft documents, with changes tracked, at the next Regular Meeting of the Board. The Board report will highlight important changes and indicate that the Policy Vetting Committee has reviewed the documents and recommends approval of the policies.