

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION A: GOVERNANCE**

POLICY DEVELOPMENT AND REVIEW	PROCEDURE
EFFECTIVE: 2000 12 01 / 2006 11 21 / 2011 04 13 / 2016 01 26	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility (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 determines the extent of consultation 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 maintaining a Policy Manual and for ensuring that the policies therein are current and subject to regular review.
- 1.6 All policies are drafts until approved by the Board of Trustees.
- 1.7 The Director of Education shall oversee a process of cyclical review of board policies and procedures striving to ensure that policies and procedures are reviewed at minimum once every five years.
- 1.8 When a policy is being recommended to the Board for revision, its accompanying procedures shall be presented to the Board for information.

2.0 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.
- 2.3 The policy revision cycle consists of the following sequence:
 - i. At the beginning of each year, the Director of Education assigns responsibility for policy reviews to members of Executive Council. A list of policies scheduled for

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review during the next school year will be posted on the Board website, with an invitation for stakeholders to offer input.

- ii. The assigned member of Executive Council (EC) shall review at a meeting of EC and may, prepare revisions to the policy and/or procedure. Proposed revisions may include a recommendation to rescind the policy.
- iii. Once revisions have been presented and discussed at EC, the draft revised policy is taken through a vetting process by the assigned member of EC. The vetting process will include a presentation and discussions at the Board's Administrative Council meeting and may also include consultation with other groups or committees, as deemed appropriate by the assigned member of EC.
- iv. Once vetting is complete, the draft revised policy and procedures are presented to the Board of Trustees for information and discussion at a Regular Board Meeting.
- v. At a subsequent Regular Board Meeting, the draft revised policy and procedures are presented with a recommendation for approval of the policy.

3.0 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.

4.0 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.

5.0 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.