


**Windsor-Essex Catholic District School Board**



Section: Administration

**POLICY A: 01**  
**Policy Development, Approval  
and Review Process**

<b>NUMBER:</b>	A: 01
<b>EFFECTIVE:</b>	June 26, 2006
<b>AMENDED:</b>	April 13, 2010
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2013-2014

**1.0 OBJECTIVE:**

- 1.1 To provide a framework for the effective development and approval of policies and procedures at the Windsor-Essex Catholic District School Board.

**2.0 DEFINITIONS:**

- 2.1 **Policy** means a statement of intent, governing principles or position adopted by the Board of Trustees that provides a framework for a course of action to be taken in the achievement of the Board’s mission.
- 2.2 **Procedure** means a course of action developed by the Director of Education or his/her delegate to implement and support the approved Board policy.
- 2.3 **Specific Directive** means a specific condition or parameter on policy implementation set by the Board in its policy statement.

**3.0 GUIDING PRINCIPLES:**

- 3.1 Windsor-Essex Catholic District School Board is accountable to its students, parents, staff and community for the achievement of its mission of “Learning Together in Faith and Service”. The Board shall establish specific policies that guide the actions of the Director and his/her staff in the achievement of this goal and indicate to parents, students and staff what they can expect from being members of our faith-based education community.
- 3.2 Policies shall be focused statements of the Board’s intent, governing principles or desired result related to the specific subject. They shall be broad enough to allow for flexibility in dealing with diverse situations, while ensuring consistency across the system.
- 3.3 All policy statements shall be expressed in clear, straightforward language.
- 3.4 The policy development and review process will ensure that all members of our community have the opportunity for meaningful input into the formulation of proposals for consideration of the Board.
- 3.5 The policy approval process will ensure that all policy decisions are taken in an open, transparent and accountable manner.

- 3.6 All policies approved by the Board shall be readily available to all members of the community.
- 3.7 In order to ensure relevance to the mission and consistency with current conditions all policies shall contain criteria for their evaluation and a timeline for review.
- 3.8 The Board may attach specific directives to its policy statements that must be included in the procedures designed to govern implementation.
- 3.9 Only the Board may approve and/or revise policies.

**4.0 SPECIFIC DIRECTIVES:**

- 4.1 While suggestions for areas requiring a governing policy can be initiated from students, parents, staff, or the community, policy proposals shall be directed to the Board through the Office of the Director of Education.
- 4.2 When an issue that requires policy development has been identified, the appropriate department shall draft a proposal for consideration by the Board.
- 4.3 The Board, through the Director of Education, shall consider whether a policy to govern the issue is warranted, whether amendments to the staff proposal are required, and the appropriateness of the policy specific consultation plan.
- 4.4 Upon approval for consideration, whenever possible, all draft policies shall be posted on the Board's website for a period of at least one (1) month for comment by parents, school councils and members of the community at large.
- 4.5 Stakeholders directly affected by the policy proposal shall be invited to provide feedback on the draft policy.
- 4.6 Diocesan officials will be invited to comment on policy directions where appropriate.
- 4.7 A revised draft policy that takes into the results of the consultation process shall be presented to the Board in public session for approval in principle.
- 4.8 The report to Board in public session recommending approval in principle shall be accompanied by a staff report which details:
  - a) proposed policy or change to existing policy
  - b) source and rationale for the proposal
  - c) results of public consultation process
  - d) impact on other policies and practices
  - e) timetable for implementing policy and procedural changes
  - f) benefits of the policy proposal
  - g) risks entailed in the policy direction
  - h) risk mitigation strategies

- i) impact on stakeholder, and
- j) plan for communicating the policy.

- 4.9 A representative of groups affected by the policy may request an opportunity to address the Board in public session prior to its deliberations on the matter.
- 4.10 Upon approval in principle by the Board in public session, the policy shall be presented to the next meeting of the Board for final approval.
- 4.11 Copies of the approved policy shall be posted on the Board's website and electronically forwarded to all schools and affected stakeholders.
- 4.12 The Director of Education shall provide the Board with an annual plan for policy review in September of each year. The plan shall be accompanied by a report on the effectiveness of policies being considered for review.

**5.0 RESPONSIBILITY:**

- 5.1 Authority to manage the policy process is delegated to the Director of Education.
- 5.2 The Director of Education shall develop operational procedures required to implement the policy intent which reflect the specific directives approved by the Board.
- 5.3 The Director of Education shall provide copies of all operational procedures for the information of the Board.

**6.0 REVIEW AND EVALUATION:**

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed in the 2013-2014 policy review cycle.

**7.0 REFERENCES:**

Education Act, Section 169.1, Board responsibility for student achievement and effective stewardship of resources

Education Act, Section 170-170.2, Duties of Board

Education Act, Section 171, Powers of Board

Education Act, Section 283, Chief Executive Officer

Education Act, Section 286, Duties of Supervisory Officers

Board Procedure PR A:01, Procedure for the Management and Co-ordination of the Policy Process