



# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

## OUTLINE FOR PROPOSAL FOR POLICY DEVELOPMENT

Department: \_\_\_\_\_

Requester: \_\_\_\_\_

Or

Name of student,  
Parent, or interested  
Party: \_\_\_\_\_

Subject \_\_\_\_\_

Policy No: \_\_\_\_\_

(if referring to existing policy)

### 1. OBJECTIVE.

1.1 Describe policy.

1.2 Is a new policy required or can the objective be met by revisiting existing policies or operational procedures?

### 2. SCOPE.

2.1 Matters to be included in the scope of the policy.

2.2 Intended outcomes.

### 3. RISKS OF THE POLICY DIRECTION.

### 4. ALIGNMENT TO THE BOARD'S MISSION, STRATEGIC DIRECTIONS, AND OTHER BOARD POLICIES.

### 5. CONSULTATION PLAN.

5.1 Describe the suggested plan for ensuring public understanding and providing opportunity for feedback.

### 6. MEASURES FOR ASSESSING POLICY EFFECTIVENESS.

7. RESPONSIBILITY.

- 7.1 Identify who is responsible for the various aspects of the policy, including implementation and training.
- 7.2 Define responsibilities from highest to lowest level.
- 7.3 Indicate who would be responsible for any files or records produced.