



**DEVELOPMENT AND CYCLICAL REVIEW OF POLICIES  
POLICY PROCEDURAL GUIDELINES**

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of policies and procedural guidelines to appropriate members of Administrative Council and staff.

The development of new policies and procedural guidelines, as well as the cyclical review of existing policies and procedural guidelines, will adhere to the following process:

- The draft policy will be reviewed by Administrative Council for input.
- Once approved by the Director of Education, the draft policy will then be forwarded to the Policy Committee for input and information.

**Stage 1**

- Draft policy brought to Policy Committee for review
- Committee determines whether policy needs to be sent out for consultation

**Stage 2**

- Policy sent out for consultation and reviewed by Policy Committee after consultation period

**Stage 3**

- Policy brought to the Board for approval

If the Policy Committee determines that a policy does not need to be sent out for consultation, then the draft policy can go from Stage 1 to Stage 3.

- Once approved, the Director of Education, or designate, will distribute and communicate the policy to the system.
- The Director of Education will issue procedural guidelines if necessary in support of the policy.

## VETTING

A draft policy may be vetted with any or all of the following individuals or groups:

Trustees	Principals/Vice-Principals
Director of Education	Non-unionized Staff
Superintendents	Catholic School Councils Chairs
OECTA	Catholic Principals' Council of Ontario (CPCO)
CUPE	Student Senate
OSSTF	Parent Involvement Committee
Managers/Supervisors	Special Education Advisory Committee (SEAC)
Bishop/Pastors	Program Staff
Board Solicitor	Public via Board website
Others	

The policies of the Board are to be reviewed on a five-year cycle, unless otherwise directed by the Director of Education or the Board of Trustees.

The review or development of policy is to be guided by the following criteria:

- The policy facilitates the achievement of the Board's Mission as a Catholic School Board.
- The policy contributes to the Board's strong and positive Catholic educational presence in the communities it serves and the province of Ontario.
- The policy is within the scope of the Board's authority as granted by provincial and federal statute.
- The policy is consistent with, and complementary to, Catholic teachings.
- The policy is clearly written, easily understood, and in language that is inclusive.
- The policy is directly related to a clear and legitimate purpose.
- The policy is consistent with the Board's Equity and Inclusive Education Policy.
- The policy is consistent with the Board's Accessibility Standards Policy.
- The policy is appropriate, fair, and wise for the needs of today and tomorrow.