



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES DEVELOPMENT AND CYCLICAL REVIEW OF POLICIES

Overview

The Board of Trustees and/or the director of education will initiate, develop, and review all board policies. The director of education may delegate the development or revision of policies and procedural guidelines to appropriate members of Administrative Council and staff.

Unless otherwise directed by the director of education or the Board of Trustees, the policies of the board are to be reviewed on a five-year cycle, or as needed to reflect legislation or organizational changes. The process of developing policies and the cyclical review of all policies will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

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.

Policy Committee

In accordance with Policy 2003-F, a Policy Committee will be established annually. The Policy Committee normally meets once a month during the school year; however, meetings may occur more or less often, as needed. The membership of the Policy Committee will include:

- Chairperson of the Board
- Trustees who represent a diversity of thought, experience, geographic location, and/or perspective, as selected by the Chairperson of the Board; the number of trustees should not exceed one less than quorum
- Director of education
- Other staff as designated by the director

The role of the Policy Committee is to review all new and revised policies, procedural guidelines, appendixes, and forms associated with individual policies. It is not the role of the Policy Committee to approve policies, since that is the role of the Board of Trustees. Rather, it is the committee's role to make recommendations related to those documents (e.g., send out for consultation, make additional revisions, obtain relevant interpretation from the third party such as the Ministry of Education, forward to a meeting of the Board of Trustees for approval).

Process

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:

Step 1

- On an annual basis, the director of education assigns policies in need of creation and/or revision to members of the senior team, non-union staff, and/or committees.
- The assignment of such policies will normally be done at the end of the previous school year (i.e., in late June or early July). The assignment will normally coincide with the five-year cycle and the portfolios assigned to senior team members.

Step 2

- Administrative Council reviews the draft policy and provides input on it.. Administrative Council also reviews all associated procedural guidelines, appendixes, forms, and other documentation.
- Once approved by Administrative Council, the draft policy is then included in an agenda package for the Policy Committee.

Step 3

- The members of the senior team who created and/or led the revision of the policy present the policy, procedural guidelines, appendixes, and forms to the Policy Committee.
- The Policy Committee determines whether the policy and its associated documents need to be sent out for vetting or consultation and who needs to be consulted. Under normal circumstances, only new policies undergo a consultation or vetting process; unless content has been drastically altered, revised policies do not normally require consultation.
- If the Policy Committee determines that a policy does not need to be sent out for consultation, then the policy and any accompanying documents can bypass Step 4.

Step 4

- If the Policy Committee determines that the draft policy and its associated documents require consultation, these items will be sent out for consultation. A draft policy may be vetted with any or all of the following individuals or groups:
 - - Trustees
 - Director of Education
 - Superintendents
 - OECTA
 - CUPE
 - OSSTF
 - Principals/Vice-Principals
 - Non-Unionized Staff
 - Catholic School Councils Chairs
 - Catholic Principals Council
 - Student Senate
 - Parent Involvement Committee

- Managers/Supervisors Special Education Advisory Committee
- Bishop/Pastors Program Staff
- Board Solicitor Public via Board Website
- Others
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- If the consultation process does not yield any substantive feedback by the established deadline, the policy and its accompanying documents are brought to an open board meeting for approval.
- If the consultation process does yield substantive feedback by the established deadline, then the policy and its accompanying documents return to the Policy Committee for review.

Step 5

- The policy and its accompanying documents (e.g., procedural guidelines, appendixes, forms) are brought to an open meeting of the Board of Trustees for approval.
- Once approved, the director of education, or designate, distributes and communicates the policy to the system.