

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 101
<i>Former Policy #</i> 802	<i>Page</i> 1 of 13
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
May 22/1984	April 28/1992 December 13/2007 March 25/2008 October 12/2010

Policy Title: META POLICY: POLICY MANAGEMENT AND GOVERNANCE

SECTION A

1. PURPOSE

The York Catholic District School Board acknowledges that policies and accompanying guidelines/procedures are necessary for effective management and governance. These are created to address the ‘intent’ of the Board, thereby guiding the decisions that are made both at the corporate level and in day-to-day operations.

It is recognized that a comprehensive policy management and governance program will enable the Board to govern itself with policies and procedures that are compatible with its Vision. Such policies and guidelines/procedures will be relevant to current needs and expectations, legally and legislatively compliant, and enabling for all members of our Catholic Learning community to achieve individual and collective goals.

The purpose of this policy is to guide the development, review and implementation of all policies and guidelines/procedures of the York Catholic District School Board.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that all business and operations are governed and managed by approved policies and related guidelines /procedures.

3. PARAMETERS

- 3.1 Policies and related guidelines/procedures shall reflect the ‘intent’ of the Board.
- 3.2 Policies and related guidelines/procedures shall be compliant with all legal and legislative requirements and consistent with the Vision of the Board.
- 3.3 Policies shall set parameters for thorough and consistent implementation.
- 3.4 The Board is open to input regarding the formation, review or revision of policy from all partners in the Catholic learning community.

- 3.5 Policy formation and revision may include a consultation process with various stakeholders as determined by the Policy Review Committee.
- 3.6 All policy will identify a staff position responsible for implementation and interpretation of the policy.
- 3.7 All policy formation, review or revision shall follow a standard process.
- 3.8 Review and update of policy shall occur within five years, or as needed, to reflect legislative or organizational changes.
- 3.9 Policies may contain corresponding guidelines and/or procedures.
- 3.10 All policies shall comply with the principles of equity and inclusive education.

4. GUIDELINES

All policy shall be written to reflect and/or include the following:

- 4.1 Language that is simple, concise and inclusive;
- 4.2 A policy identification number and title;
- 4.3 A development history;
- 4.4 A clear purpose and policy statement;
- 4.5 Parameters;
- 4.6 Responsibilities of individuals responsible for implementation and compliance;
- 4.7 Adequate definitions of key terms;
- 4.8 Cross references including current legislation and application; and
- 4.9 Guidelines/procedures where required.

5. PROVISIONS APPLICABLE TO EVERY POLICY

- 5.1 Policies shall be accessible to employees in hard copy;
- 5.2 Employees must be familiar with and accountable for compliance with policies applicable to them as a condition of employment;
- 5.3 Appropriate sanctions for violations of policies are determined on a case-by-case basis, as determined by the Director of Education, or designate;
- 5.4 Requests for exemptions, exceptions or to exceed the policy may be granted in extenuating circumstances, by the Director of Education or designate; and
- 5.5 It is understood that the Statement of Compliance, as written below, applies to all entities of the board:
'The York Catholic District School Board is committed to reflect the principles of equity and inclusive education, consistent with our Catholic Social teaching that values and promotes human rights and social justice, in all Board policies, programs, guidelines, operations, practices and board improvement plans'.

6. RESPONSIBILITIES

- 6.1 Board of Trustees
 - To set and approve policy.
- 6.2 Policy Review Committee
 - To receive reports with recommendations from staff;
 - To review and provide input into draft policy;
 - To ensure that new and revised policies are subject to appropriate consultation;
 - To make recommendations on policy matters to the Board.

- 6.3 Director of Education
 - To oversee compliance with the policy and related procedures and guidelines.
- 6.4 Senior Administration
 - To support the implementation, and compliance with, policies and related guidelines and procedures.
- 6.5 Employees
 - To comply with policies and procedures/guidelines of the York Catholic District School Board.
- 6.6 Third Party Providers
 - To comply with policies and procedures/guidelines in all interactions with the Board.

7. DEFINITIONS

- 7.1 Policy
 - A position adopted by the Board that provides the framework for the development of a course of action.
- 7.2 Purpose
 - Clarifies the background or scope of the policy.
- 7.3 Policy Statement
 - States the 'intent' of the policy.
- 7.4 Policy Guideline
 - A general recommended action that will be taken in a given situation.
- 7.5 Policy Procedure
 - A specific or prescribed course of action, emanating from Board policy, that must be taken by staff in a given situation and be standard practice.
- 7.6 Protocol
 - Outlines the actions that should be followed.
- 7.7 Global Definitions
 - may an enabling term - discretionary action
 - must/will/shall a requirement - mandatory action
 - should a recommendation - encouraged but not required
- 7.8 Policy Identification
 - The title, number and policy section.
- 7.9 Policy Development History
 - Records when the policy was first approved, revision dates and suggested review date.

7.10 Cross References

- Includes any direct linkages to statutory and regulatory legislation and by-laws of the federal, provincial, and municipal governments and their associated bodies, as well as any related board policies.

7.11 Glossary

- Specific definitions for any terms within the policy that require further definition or represent professional terms and which would not normally be used by stakeholders.

POLICY 101 - META POLICY: POLICY MANAGEMENT AND GOVERNANCE

SECTION B:

GUIDELINES

1. POLICY FORMATION

- 1.1 Once direction has been given to create a new policy, staff will complete attached forms rationalizing and summarizing the proposed policy using the Rationale to Create/Revise a Policy template - Appendix 1A and Summary of New/Revised Policy – Appendix 1B.
- 1.2 The report will be presented to the Policy Review Committee for input.
- 1.3 A draft policy will be developed, and presented to the Policy Review Committee for preliminary approval.
- 1.4 Where required, the draft policy will be forwarded to consultation group(s) for input.
- 1.5 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the draft policy.
- 1.6 A final draft policy, with a summary of the responses from the consultation process, will be presented to the Policy Review Committee.
- 1.7 The Policy Review Committee will present a recommendation for approval of the policy to the Board.
- 1.8 Upon Board approval, the policy will become official.
- 1.9 The policy will be appropriately numbered and categorized, and published on the Board's website.
- 1.10 Staff will be assigned to implement the policy.
- 1.11 The system will be notified of the new policy.

2. POLICY REVIEW

- 2.1 Any partner in the York Catholic Learning Community may request a review of a policy.
- 2.2 Staff shall prepare a report for the Policy Review Committee.
- 2.3 The Policy Review Committee will receive the report and make recommendations re. further action.

3. POLICY REVISION

Note: Where a significant revision/review is required

- 3.1 Staff will complete a report summarizing the proposed changes to the policy using the Policy Revision template - Appendix 3.
- 3.2 The report will be presented to the Policy Review Committee for input and further direction.
- 3.3 A revised draft policy will be written and presented to the Policy Review Committee for preliminary approval.
- 3.4 Where required, the draft policy will be forwarded to consultation groups for input.
- 3.5 Input from the consultation process will be reviewed and, where evidence supports inclusion, suggestions will be incorporated into the draft policy.
- 3.6 A final draft policy, with a summary of the responses from the consultation process, will be presented to the Policy Review Committee.
- 3.7 The Policy Review Committee will present a recommendation for approval of the revised policy to the Board.
- 3.8 Upon Board approval, the policy will become official.
- 3.9 The policy will be appropriately numbered and categorized, and published on the Board's website.

- 3.10 Staff will be assigned to implement the policy.
- 3.11 The system will be notified of the revised policy.

4. REQUESTS FOR EXEMPTIONS, EXCEPTIONS OR TO EXCEED A POLICY

In extenuating circumstances it may be appropriate to request an exemption, exception or to exceed a policy/components of a policy.

The individual school, department or staff member making this request must obtain written authorization in advance through the Director of Education or designate, prior to taking action.

The ‘Request for Exemption, Exception or to Exceed a Policy’ template is intended for such requests. See Appendix 4.

5. POLICY CONSULTATION

Where required, draft policy shall be subject to a consultation process for the purpose of obtaining input/perspective from various stakeholders on the policy as written, and to receive suggestions about how the policy might be revised.

Policy consultation may be written or electronic. See Policy Consultation Form – Appendix 5

A list of potential consultation groups/individuals is attached (Appendix 6)

6. POLICY TEMPLATES

Attached see Appendices 1-6.

7. POLICY FORMS:

Attached as required.

Approval by Board	October 12, 2010 _____
	<i>Date</i>
Effective Date	October 12, 2010 _____
	<i>Date</i>
Revision Dates	_____ <i>Date</i>
Review Date	October, 2015 _____
	<i>Date</i>

PART A: RATIONALE TO CREATE/REVISE A POLICY

DEPARTMENT/DIVISION: _____

PURPOSE OF THE POLICY:

HOW WOULD THIS POLICY SUPPORT OUR VISION/ENHANCE STUDENT ACHIEVEMENT:

WHO WOULD BE DIRECTLY/INDIRECTLY AFFECTED BY THE POLICY? HOW?

WHO SHOULD BE INVOLVED IN DEVELOPING THE POLICY?

WHAT WOULD BE THE IMPLICATIONS ASSOCIATED WITH THIS POLICY (i.e. Financial, Human Resources, Awareness, Other)

WHAT ARE THE DESIRED TIMELINES FOR IMPLEMENTATION?

OPTIONS/ALTERNATIVES (i.e. Is this issue covered in a Collective Agreement?)

STAFF RECOMMENDATION: (i.e. Is a Board Policy with related guidelines/procedures required or can this issue be covered through Divisional guidelines/procedures?)

DATE PRESENTED TO POLICY REVIEW COMMITTEE: _____

PART B: SUMMARY OF NEW/REVISED POLICY

SUGGESTED POLICY TITLE

SUGGESTED POLICY STATEMENT

PARAMETERS

RESPONSIBILITIES

DEFINITIONS

CROSS REFERENCES

ASSOCIATED FORMS

CONSULTATION PROCESS

Suggested Consultation Groups:

Suggested Timelines:

GUIDELINES/PROCEDURES:

POLICY REVIEW

POLICY NAME _____

NUMBER _____

PART A): ANALYSIS OF CURRENT POLICY – to be included in report

- Purpose or Intent of the policy
- Alignment with Vision of the Board
- Groups this policy impacts
- Is this policy covered in other areas (e.g. Collective agreements)?
- Implications (financial/legal) associated with this policy
- System/division awareness of the policy
- Status of implementation of the policy

PART B): RECOMMENDATION(S)

- Maintain (with reformat) Revise Terminate
- Rationale _____

- Timeline for proposed action _____

POLICY REVISION

POLICY NAME _____ NUMBER _____

REVISION LEADER _____ DATE _____

SCOPE/INTENT OF THE REVISION

EXPECTATIONS OF REVISIONS ON SYSTEM/DIVISION/STAKEHOLDERS

PRECEDENTS TO BE CONSIDERED

GROUPS/INDIVIDUALS TO BE CONTACTED FOR CONSULTATION

OPTIONS/ALTERNATIVES FOR CONSIDERATION

Note: This template can be used as a 'working companion' in the writing of the revised policy.

REQUEST FOR EXEMPTION, EXCEPTION OR TO EXCEED A POLICY

POLICY NAME: _____ Number: _____

NAME of Individual Requesting Exemption, Exception or to Exceed a Policy:

Date: _____

SCHOOL/DIVISION: _____

RATIONALE for request:

SUMMARY of impact of request:

(Who will be affected? How will they be notified? Financial implications? Legal implications? Precedents that will be set? etc.)

RESPONSE to request:

(Director or designate)

Approved

Withheld

COMMENTS:

Signature: _____

Date: _____

York Catholic District School Board

POLICY CONSULTATION FORM

The York Catholic District School Board welcomes your input/suggestion(s) to improve on this draft policy. Your ideas will be studied and may be incorporated into the final policy.

Thank you in advance.

Name/Group:

Contact Information: (Telephone, e-mail)

Policy Title:

Purpose of the Policy: (clear and understandable)

Policy Statement: (clear and understandable)

Responsibilities: (Are the responsibilities sufficiently inclusive to meet the expectations of the policy?)

Procedures: (Are they understandable? Implementable? Do they give appropriate direction?)

Protocol: (Are they able to be understood/implementable?)

Cross References: (Are there other references that should be included?)

Definitions: (are the definitions provided sufficient both in number and detail)

Other Comments/Suggestions – please attach if necessary

Date:

Signature:

York Catholic District School Board

POLICY CONSULTATION GROUPS/INDIVIDUALS

The Policy Review Committee upon recommending a draft Policy be sent for consultation will decide on appropriate groups/individuals.

Name of Policy: _____

- Academic Supervisory Team _____
- Bishop _____
- Catholic School Council _____
- Corporate Supervisory Team _____
- CUPE 2331 _____
- CUPE 1571 _____
- Curriculum Program Staff _____
- Director of Education _____
- Exempt Staff 1-6 _____
- Exempt Staff 7-12 _____
- OECTA _____
- Parent Involvement Cmte. _____
- Pastors _____
- Principals _____
- Principals/Vice Principal's Association _____
- SEAC _____
- Solicitor _____
- Student Government _____
- Student Services Staff _____
- Students, Elementary and/or Secondary _____
- Vice Principals _____
- Others, approved by Director _____