

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 6
<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 May 26, 2015

POLICY TITLE: META POLICY: POLICY MANAGEMENT AND GOVERNANCE

SECTION A

1. PURPOSE

The York Catholic District School Board acknowledges that policies and accompanying guidelines and 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 framework enables the Board to govern itself with policies and procedures that are compatible with its Mission and Vision and aligned with the Board's Strategic Commitments. Such policies, guidelines and procedures will be relevant to current needs and expectations, legally and legislatively compliant, and enabling for members of the York Catholic District School Board community to achieve individual and collective goals.

The purpose of this policy is to guide the development, review, revision and implementation of all policies, guidelines and 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 shall be governed and managed by approved policies, related guidelines and procedures.

3. PARAMETERS

- 3.1 Policies and related guidelines/procedures shall:
 - 3.1.1 Reflect the 'intent' of the Board;
 - 3.1.2 Comply with all legal and legislative requirements;
 - 3.1.3 Comply with the teachings of the Catholic Church;

- 3.1.4 Comply with the Principles of equity and inclusive education;
- 3.1.5 Be consistent with the Mission and Vision of the Board; and,
- 3.1.6 Align with the Board's Strategic Commitments.
- 3.2 Policies shall set parameters for thorough and consistent implementation.
- 3.3 The Board is open to input regarding the development, review or revision of policy from all stakeholders.
- 3.4 Policy development and revision may include a consultation process with various stakeholders as determined by the Policy Steering Committee or the Policy Review Committee.
- 3.5 All policies will identify a staff position responsible for implementation and interpretation of the policy.
- 3.6 All policy development, review or revision shall follow a standard process.
- 3.7 Review and update of policy shall occur every five years, or as required, to reflect legislative or organizational changes.
- 3.8 Policies may contain corresponding guidelines and/or procedures.

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 who oversee, direct and/or ensure the implementation and compliance;
- 4.7 Adequate definitions of key terms;
- 4.8 Cross references including current legislation and application; and,
- 4.9 Guidelines and procedures where required.

5. PROVISIONS APPLICABLE TO EVERY POLICY

- 5.1 Policies shall be accessible to all stakeholders via the Board's website.
- 5.2 Employees shall 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 shall be determined on a case-by-case basis, by the Director of Education.
- 5.4 Requests for exemptions, exceptions or to exceed the policy may be granted in extenuating circumstances, by the Director of Education.
- 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 providing leadership and governance within the context of our Mission, Vision and the Core Values of Catholicity, excellence, equity, fiscal responsibility, inclusion, integrity and respect. Therefore, all Board policies, guidelines, procedures, programs, practices, board improvement plans and operations shall be developed in alignment with the Multi-Year Strategic Plan ensuring that all fundamental decisions and actions approved ultimately enable students to reach their full potential.'

6. RESPONSIBILITIES

6.1 Board of Trustees

6.1.1 To set and approve policy.

6.2 Policy Review Committee

An established Standing Committee of the Board:

6.2.1 To receive reports with recommendations from staff.

6.2.2 To review and provide input into draft policy.

6.2.3 To ensure that new and revised policies are subject to appropriate consultation.

6.2.4 To make recommendations on policy matters to the Board.

6.3 Director of Education

6.3.1 To oversee compliance with all policies, guidelines, and related procedures.

6.3.2 To ensure all employees understand that their actions and interactions must be in accordance with Board policies, guidelines and related procedures and uphold the tenets of the Board's Mission, Vision and Values.

6.3.3 To be responsible for the implementation of progressive discipline measures where employees are in contravention of the Board's policies, guidelines or related procedures.

6.4 Policy Steering Committee

An established Staff Committee with representation from all departments within the Board:

6.4.1 To develop, review, revise and update policies every five years, or as needed, to reflect legislative requirements or organizational changes in accordance with the standards outlined in the Board's Meta Policy: Policy Management and Governance.

6.4.2 To consult with various stakeholders, as required and/or directed, for the purpose of obtaining input on policies.

6.4.3 To present policies to the Policy Review Committee for input, direction and approval.

6.5 Senior Administration

6.5.1 To support the implementation of and compliance with, policies, guidelines and procedures.

6.6 Employees

6.6.1 To comply with policies, guidelines and procedures of the York Catholic District School Board.

6.7 Internal and External Stakeholders

6.7.1 To comply with policies, guidelines and procedures in all interactions with the Board.

7. DEFINITIONS

7.1 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 and procedures.

7.2 Definitions

Specific meanings for any terms within the policy that require further explanation or represent professional terms which would not normally be used by stakeholders.

7.3 External Stakeholders

A person, group of people or organization that holds a vested interest in the school community, including, but not limited to:

- 7.3.1. All levels of Government
- 7.3.2. Community Members
- 7.3.3. Education partners/organizations
- 7.3.4. Ministry of Education
- 7.3.5. 'Media
- 7.3.6. Vendors/Contractors

7.4 Global Definitions

- 7.4.1 *'May'* is used as an enabling term to describe a discretionary action.
- 7.4.2 *'Must/Will/Shall'* is used to describe a requirement, a mandatory action.
- 7.4.3 *'Should'* is used to describe a recommendation that is encouraged, but not mandated.

7.5 Internal Stakeholders

A person, group of people or organization that holds a vested interest in the school community, including, but not limited to:

- 7.5.1 Catholic School Councils
- 7.5.2 Parents
- 7.5.3 Parishes
- 7.5.4 School Administrators
- 7.5.5 Senior Administrators
- 7.5.6 Staff (School, Centrally assigned and/or Contract)
- 7.5.7 Students
- 7.5.8 Trustees

7.6 Meta Policy

The overarching and foundational framework that shall govern the development of all Board policies, guidelines and procedures.

7.7 Policy

A position approved and adopted by the Board that provides the framework for the development of a course of action.

7.8 Policy Development History

Records when the policy was first approved, revision dates and suggested review date.

7.9 Policy Guideline

- 7.9.1 A general recommended action, approved and adopted by the Board, that will be taken in a given situation.
- 7.9.2 A framework for the development of operational policy procedures, if required.

7.10 Policy Identification

The title, number and policy section.

7.11 Policy Parameter

A prescribed condition that defines how something is done or what can be done.

7.12 Policy Procedure

- 7.12.1 A specific or prescribed course of action, emanating from Board policy, that must be taken by staff in a given situation and be standard operational practice.
- 7.12.2 A standard operational practice or set of practices developed by Staff, approved by the Director of Education, to support the implementation of a policy.

7.13 Policy Purpose

Clarifies the background or scope of the policy.

7.14 Policy Statement

States the 'intent' of the policy.

7.15 Senior Administration

For the purpose of this policy, Senior Administration will include employees who have direct supervisory responsibility for a group of employees including, but not limited to:

- 7.15.1 Associate Director
- 7.15.2 Superintendents of Education
- 7.15.3 School Administration
- 7.15.4 Senior Managers
- 7.15.5 Managers
- 7.15.6 Supervisors

7.16 Significant Revision

A revision to policy, guidelines and/or procedures that changes the intent, background, scope and/or course of recommended action(s) approved by the Board.

8. CROSS REFERENCES

N/A

Approval by Board	May 26, 2015 <i>Date</i>
Effective Date	May 27, 2015 <i>Date</i>
Revision Dates	May 27, 2015 <i>Date</i>
Review Date	May 2015 <i>Date</i>