



YORK CATHOLIC DISTRICT SCHOOL BOARD

HOW WE MAKE A POLICY

Trustees of the York Catholic District School Board endeavor to ensure that the Board is governed by policies that are effective, concise and relevant. **Board [Policy 101 META Policy: Policy Management and Governance](#)** provides direction for policy activity.

HOW IS POLICY MANAGED WITHIN THE BOARD?

A Policy Review Committee comprised of seven trustees and support staff has the responsibility for reviewing and recommending policy direction with the Board. The mandate of this Committee is:

- To serve as a liaison between the Board and administration on policy matters;
- To provide input and direction on Board policy;
- To review draft policy;
- To ensure that appropriate stakeholder input is sought during policy formation;
- To review and update existing policies; and
- To bring recommendations for policy approval, development or termination to the Board.

The Associate Director of Education is responsible for the management of policy matters within the Board.

The Policy Review Committee will meet at least 3-4 times/school year or as needed.

HOW POLICY IS DEVELOPED AND/OR REVIEWED

Development, review or revision of a policy of the Board can be a lengthy process in order to ensure that it is as effective, concise and relevant as possible, and that the Board's internal and external stakeholders have an opportunity to provide input into the development. Depending on the issue, it may take several months to move through the various stages before being presented to the Board for approval.

Every policy, guideline and procedure may be considered for development, review or revision to ensure that they:

- i) Follow the social teachings of the Catholic Church;
- ii) Comply with all legal and legislative requirements with acknowledgement of our constitutional denominational rights.
- iii) Abide by the principles of human rights, equity and inclusive education;
- iv) Apply the Toolkit for Human Rights & Equity Analysis and Decision-MKING (THREAD); and,
- v) Adhere to Records Retention Guidelines.

The following is a summary of the approval process for draft policy:

1. Policy review, revision and development may be initiated by Staff of the Board of Trustees to address:
 - a. Applicable Federal, Provincial and/or Municipal legislative requirements;
 - b. Resolutions of the Board of Trustees;

- c. Government policies or directives;
 - d. Internal stakeholder requests;
 - e. External stakeholder requests;
 - f. Risks and/or Opportunities identified by internal reviews;
 - g. Stakeholder surveys and audits (e.g., student census, climate surveys, employee surveys etc.);
 - h. Our continued obligation to operate and govern in a transparent manner.
2. The Policy Review Committee shall be notified by the Director of Education when a policy development, review or revision is commenced by Staff, and shall be provided with an opportunity for input into the development, review or revision of the policy.
 3. Policies shall include provisions for consistent implementation, monitoring, evaluation, and reporting.
 4. The Director of Education or Supervisory Officer (designate) with the Policy Portfolio shall identify a Policy Lead to leverage the expertise of the requisite department(s) in the development, review or revision and implementation of each individual policy.
 5. The Board may gather relevant feedback and/or information through consultation with stakeholders, as required.
 6. During the development process, the Policy Steering Committee (Staff Committee) will gather information that will guide and clarify the purpose and intent of the policy, and how the policy will impact on the schools and organization.
 7. A draft policy is then created and presented to the Policy Review Committee for review and discussion.
 8. The draft policy is revised, reflecting changes as a result of the consultation process, and brought back to the Policy Review Committee for final review.
 9. If no further amendments are required, the draft policy is referred to the Board for approval.
 10. The approved policy is posted on the Board's website under Policies and/or Procedures.

WHEN/HOW IS INPUT RECEIVED ON A DRAFT POLICY?

Input is an important part of the Board's approval process in providing valuable feedback on policies and related procedures. Input provides the Board with broader understanding of the issues surrounding the draft document.

Input may be obtained from the following:

1. Board Staff
2. OECTA
3. CUPE
4. Board Committees
5. Catholic School Councils
6. York Catholic Parent Involvement Committee
7. External agencies (as required)

- 8. Web-site invitation (on occasion)
- 9. Students (YSCPC)

Input on draft policy should be forwarded to the Associate Director of Education responsible for Policy Management.

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Inquiries related to policy matters within the York Catholic District School Board may be directed to the Associate Director's Office at extension 13836.