



Durham Catholic District School Board

"The Board"

Policy

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| Title: Policy Development and Implementation | Policy #: PO210 |
| Policy Area: Governance | |
| Source: Superintendent of Education – Policy Development | |
| Date Approved: January 23, 2006 | |
| Dates of Amendment: February 10, 2014 | |

1.0 Introduction

The Durham Catholic District School Board recognizes its corporate responsibility to set policy. Therefore, in keeping with its mandate as a Catholic School Board and Governance policy framework the Board affirms its duty to develop, approve and implement policies that are consistent with the Gospel of Jesus.

2.0 Definitions

Governance is the process and framework used to manage the business and affairs of the Board by defining the division of power and the mechanisms for achieving accountability.

A **Policy** is the written document that provides the governance framework for dealing with global issues affecting the Board.

Policy Governance refers to the process for managing the business and affairs of the Board on the basis of a framework that articulates the belief system associated with issues that are broad in scope.

An **Administrative Procedure** is a written document that provides the framework for implementing policy by framing how the intended purpose of the policy shall be achieved. Administrative procedures provide the Board staff with the means to deal with issues that are narrow in scope and specific to the day-to-day operations of the organization.

A **Guideline** is a resource document which supports an administrative procedure and its attendant policy by providing details of the policy implementation process.

An **Employee** is anyone who is on the Board payroll, except for a Trustee of the Board.

A **Supervisor** is a person who has charge of a workplace or authority over a worker.

3.0 **Purpose**

The purpose of this policy is to establish a framework and process for developing and implementing policies.

4.0 **Application/Scope**

This policy applies to the development and implementation of all policies and its attendant administrative procedures and any associated guidelines.

5.0 **Principles**

The Board believes that:

- the development and implementation of policies and its attendant administrative procedures must be part of a transparent process that engages key stakeholders within the Catholic learning community;
- it has a duty to set policy within the framework of a Policy Governance Model;
- the Director of Education is responsible for developing administrative procedures that provide the mechanisms for the implementation of policy.

6.0 **Requirements**

1. Prior to September 1st annually, and thereafter as required, the Director of Education shall recommend to the Board, the policies to be developed and reviewed. Such recommendation shall be based on the needs of the system, current issues and input received from stakeholder groups and members of the Catholic learning community.
2. The Board shall review and approve annually the roster of policies to be developed and reviewed.
3. The organizational framework for the Board's Policies shall include the following categories;
 - Business and Finance
 - Governance
 - Human Resources and Administrative Services
 - Operations
 - Program and Instruction
 - Student Conduct and Safety
 - Student Services
4. All policies, new and revised shall be forwarded to the Board for first reading.
5. Following first reading of the policy, it shall be vetted for input through stakeholder groups as determined by the Director following approval at first reading until the completion of third reading.
6. Revisions may be made following the stakeholder input.
7. All policies shall return to the Board for second reading approval.

6.0 **Requirements** (Cont'd)

8. A legal opinion shall be sought at the discretion of the Director or designate for policies and the attendant administrative procedures prior to third and final reading and approval.
9. The Director of Education shall issue administrative procedures to support this policy and to amend it thereafter as the need may arise.
10. Administrative procedures shall be vetted for stakeholder input, in the same manner that the Board vets its policies.
11. The Board shall receive and file administrative procedures with the first reading of the policy, for all new policies or as the administrative procedures are developed, where a policy may initially not have required an administrative procedure.
12. The Director shall approve administrative procedures attendant to a policy once the policy has received third and final reading and approval by the Board unless the policy has been declared an interim policy in which case the administrative procedures may also be considered interim administrative procedures.
13. Notwithstanding this policy, the Board reserves the right to wave the policy development and implementation process for reasons including, but not limited to, meeting the timelines due to legislative requirements and issues of safety.

7.0 **Sources**

- Education Act, R.S.O. 1990, Chapter E.2

8.0 **Related Administrative Procedures**

- Policy Development and Implementation Administrative Procedure (AP210-1)