

**Policy: POLICY DEVELOPMENT****Effective: June 22, 2011****Belief Statement:**

The Superior North Catholic District School Board believes that the establishment of clear policies, which are consistent with its Mission, Vision and Values, current needs and expectations, legally and legislatively compliant, will enable all members of our Catholic learning community to achieve individual and collective goals.

**Policy Statement:**

The Superior North Catholic District School Board shall adopt a program of policy management and governance which ensures consistency in policy development, consultation, review and implementation. This will ensure that each policy:

- 1) Is consistent with the Mission, Vision and Values of the Board.
- 2) Involves timely consultation with individuals and groups as deemed appropriate to a particular policy.
- 3) Is clearly written, easily understood, and in language that is inclusive.
- 4) Articulates the framework necessary to guide the development of the Administrative Regulation, which is the procedure to be used for thorough and consistent implementation.
- 5) Provides adequate definitions of key terms used in the policy.
- 6) Is readily available and accessible to all (binder provided to Senior Administration and Managers, each school, and each policy is posted on the Board website).
- 7) Does not interpret legislation; however, gives direction for procedures which will implement legislation.
- 8) Are reviewed and updated in a five-year cycle or as needed, to reflect legislation or organizational changes.
- 9) Shall include a cross-reference to corresponding policies and administrative regulations and procedures, if applicable.
- 10) Will have a policy identification code and number, and the title of the policy.
- 11) Will show development history.
- 12) Will have current legislation noted.

## Glossary of Key Policy Terms:

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| Policy                     | A position adopted by the Board that provides the framework for the development of a course of action.  |
| Belief Statement           | Reflects the intent, scope and purpose of the policy.   |
| Policy Statement           | Sets the standard and framework that guide the administrative procedures to be followed by staff.   |
| Administrative 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.  |
| Policy Identification      | The policy section, number and title.   |
| Glossary of Terms          | 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.                             |
| Cross Reference            | Refers to other Board policies which relate to this policy.   |
| Policy Development History | Records the prior date this policy was revised and approved, the date of the approval of the most recent update, the number of the Board motion, and the anticipated date for the next review.          |
| Legal/Ministry Reference   | Includes any direct linkages to statutory and regulatory legislation, and by-laws of the federal, provincial and municipal governments and their associated bodies, and Ministry of Education statutes. |

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| <u>Cross Reference</u> | <u>Approved</u><br>June 22, 2011<br><br><u>Board Motion</u><br>#61/11<br><br><u>Review Prior To</u><br>2015 | <u>Legal/Ministry Reference</u> <ul style="list-style-type: none"><li>• Education Act</li><li>• Bill 172</li></ul> |
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