POLICY: POLICY DEVELOPMENT			# 201
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APPROVAL/REVISION DATE: September 15, 2025	EFFECTIVE DATE: September 16, 2025	REVIEW DATE: September 16, 2030	
CROSS REFERENCE:			

A: POLICY

1. 1.1 Policy development is one of the most critical responsibilities of the Board of Trustees under the Education Act, R.S.O. 1990, c. E-2. It is through effective policies that the Board provides direction and stability to, and the framework for, the operation of the school system.

1.2 Policy statements reflect the philosophy values and goals of the Board and are consistent with the Board's Mission Statement and Multi-Year Strategic Plan.

1.3 The Board will follow a consistent and comprehensive process of policy development.

1.4 Public interest holders input on policy development is one means by which the Board promotes public confidence in the system. Policies are developed in an open and accountable way.

B: GUIDELINES

2. Policy Statements

2.1 Definitions

Policy - a principle or rule that guides decisions that will achieve the Board's goals and articulates what must be done, and the rationale for the principle rule. Policies are established by the Board of Trustees. [OESC Good Governance p.46]

Procedure or a protocol - a document that sets out how the goals set by policy will be implemented. It is administrative in nature and is established by administration. [OESC Good Governance p. 46]

2.2 The Board is committed to developing policies that are

- consistent with the Board's Mission Statement and Multi-Year Strategic Plan and reflect the goals of the Board;
- specific in their intent and purpose;
- relevant to the current and future operation of the system;
- are written in clear, concise, inclusive language;
- are succinctly broad in scope to allow administrators to be guided in their operationalization and implementation; and
- subject to current legislation, including the *Education Act* and regulations thereto and Ministry Policy and Program Memoranda.

2.3 The Chief Executive Officer shall issue procedures to support the implementation of this policy and may amend the procedures from time to time, as necessary.

2.4 Policies shall be on a cyclical review of five years, unless otherwise specified. The Board of Trustees are responsible for reviewing policies.

3. Policy Format and Development Process

3.1 In order to ensure continuity and consistency, policies are designed in accordance with a standard format and are reviewed in a consistent and efficient manner.

3.1.a. Every policy includes a Policy section and a Guideline section. [NTD - this is the typical format - if the board wishes to transition to something else, this can be put into the procedure instead.]

3.2 Board policies are organized into the following categories:

- Philosophy, Goals and Structure
- Policy Development and Revision
- Business and Administrative Matters
- Facilities and Equipment
- Curriculum
- Special Education
- School Administration
- Personnel and Employee Matters
- School and Community Relations
- Safety

3.3 Draft policies are posted on the Board's website for public consultation and are circulated to the Board as determined by the Director of Education.

3.4 Policies subject to review are not subject to Article 3.3 unless otherwise directed by the Chief Executive Officer

Procedures for policy development and review are found in Appendix A - Procedures.