

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**  
**BOARD POLICY / REGULATIONS**

<b>Board Policy Number:</b>	1.00
<b>Subject:</b>	<b>Policy Review and Development</b>
<b>Effective Date:</b>	(091) January 28, 2003; (340) November 23, 2010

The Dufferin-Peel Catholic District School Board shall adopt a process for policy review and development which will provide for thoroughness and consistency in approach, formulation and format.

Policy is the responsibility of the Board of Trustees, which determines and approves new policies and revises existing policies, in accordance with the *Education Act*, Regulations, Memorandums, Board By-Laws and the laws of Canada and Ontario.

Policies, By-Laws and Regulations shall:

1. Be consistent with the Acts, Regulations and Memorandums of the Province of Ontario;
2. Reflect the aims of the Board as set out in the Mission Statement of the Dufferin-Peel Catholic District School Board;
3. Be clear with regard to purpose and specific objectives;
4. Be broad enough to allow discretionary action by senior staff in meeting day-to-day situations, yet be specific enough to provide clear guidance;
5. Be aligned to the legal advice to ensure compliance with the law.

**Policy Review and Development**

A. The process of policy development may be initiated by request from various sources, e.g., Ontario Ministry of Education, Board of Trustees, Municipal Authorities, Senior Staff of the Board, Assembly of Catholic Bishops of Ontario.

B. A request for Policy Review and Development may come forward at the Board meeting or any Standing Committee meetings.

**Policy Development**

Upon the approval of the Board to develop a new policy, or senior staff's decision to bring forward a policy, the administrative report on the policy shall contain the following items:

1. Background of need for a new policy;
2. Relevant legislation or by-laws impacting on the discussion;
3. Precedents, if such exist, of similar action of the Board or Policy;
4. Financial consideration;
5. Commentary on the proposed Policy;
6. Recommendation for Trustee consideration.

### **Refinement and Approval**

1. If adopted with or without modifications, the policy shall be the official policy of the Dufferin-Peel Catholic District School Board.
2. Once approved, staff shall give the policy a number and distribute it for inclusion in the By-Laws and Policy binder.
3. A policy may only be reviewed once in a six-month cycle unless the majority of trustees vote for a review at the Board table.

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