



Northeastern Catholic District School Board

POLICY DEVELOPMENT AND APPROVAL

Administrative Procedure Number: APT001

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to setting policies that reflect our core Catholic values. The policies of the NCDSB will be designed to further enhance student achievement and well-being, ensure the effective stewardship of the Board's resources and maximize the delivery of effective and appropriate education programs. The policies of the NCDSB will serve as a foundational element to the overall operations and administration of the Board.

REFERENCES

NCDSB Policy T-16 Policy Development and Approval

DEFINITIONS

Nil.

PROCEDURES

1.0 AMENDMENTS

- 1.1 The need for an amendment can be identified by staff or Trustee. The policy and/or regulations are presented to appropriate administrative staff for comment.
- 1.2 A draft revision is presented to Senior Administration and, where possible, to the staff who work with the policy on a daily basis.
- 1.3 The final draft revision is presented to the Policy Committee.
- 1.4 The final draft is presented for approval to the Board at a regular meeting.

2.0 NEW POLICIES

- 2.1 The need for a new policy can be identified by staff or Trustee.
- 2.2 The need for a new policy is reported at Senior Administration and a decision is made as to who should be involved in the development of the policy.
- 2.3 A draft is presented to Senior Administration.
- 2.4 A draft is presented to the Policy Committee.

- 2.5 A draft is presented to the Board for comment and first reading and posting on the website for consultation for a period of two weeks.
- 2.6 A final draft is presented to the Policy Committee if revisions are required.
- 2.7 A final draft is presented for approval to the Board at a regular meeting.
- 2.8 The policy shall be numbered sequentially by category. The authority for the policy is indicated on the policy by the year and Board approval motion number (for example, 18-204).
- 2.9 NCDSB Policies are divided into the following categories:
- Section B Business Administration & Finance
 - Section C Community Relations
 - Section E Education, Schools & Students
 - Section F Facilities, Equipment & Plant
 - Section H Health & Safety
 - Section I Information & Communication Technology
 - Section P Personnel & Employee Relations
 - Section T Trustees

3.0 DISTRIBUTION

- 3.1 All new and amended policies will be posted on the website and sent electronically to all policy holders.
- 3.2 The Principal will maintain one Policy binder in the school.
- 3.3 A Policy binder will be maintained in each department of the Board where Superintendents/Managers will be responsible for updating the binder and reviewing all relevant policies with staff each year.

4.0 RELATED FORMS AND DOCUMENTS

TEMPLATE: Policy Template

Director of Education:

Tricia Stefanie Welty

Date:

February 2019