Northeastern Catholic District School Board

POLICY DEVELOPMENT AND APPROVAL
Administrative Procedure Number: APT016

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   The Director of Education will provide a draft revision to the appropriate staff members 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 by the Director of Education to the appropriate supervisory officer and a decision is made as to who should be involved in the development of the policy.

2.3   A draft is presented to the Director of Education.

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, 23-204).

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   Schools and Departments may also maintain a hard copy binder, at their own discretion. Maintenance of the binder will be required accordingly.

3.3   A hard copy Policy binder will be maintained by the Executive Assistant to the Director of Education and stored in the office of the Director of Education.

4.0   PROCEDURE DEVELOPMENT

4.1   An administrative procedure is a protocol for the implementation of a specific policy.

4.2   The Director of Education will review administrative procedures in accordance with the policy review cycle.

4.3   The Director of Education will consult with the appropriate staff on the review of administrative procedures.

4.4   For the development, review, or revision of administrative procedures that are directly linked to school operations, principals will be invited to participate in a working group.

4.5 The Director of Education is responsible to approve all administrative procedures prior to distribution to the system.

4.6 Upon an administrative procedure being adopted, amended, and approved by the Director of Education, the administrative procedure will be communicated to the field in a timely manner by the Executive Assistant to the Director of Education.

4.7 A hard copy Procedures binder will be maintained by the Executive Assistant to the Director of Education and stored in the office of the Director of Education.

4.8 Administrative procedures are divided into the following categories based on generic school board functions and numbered sequentially:

Business Administration and Finance	APBxxx
Community Relations	APCxxx
Education, Schools and Students	APExxx
Facilities, Equipment and Plant	APFxxx
Health and Safety	APHxxx
Information & Communication Technology	APIxxx
Personnel and Employee Relations	APPxxx
Trustees	APTxxx

5.0   RELATED FORMS AND DOCUMENTS
TEMPLATE: Policy Template

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