



YORK REGION DISTRICT SCHOOL BOARD

Policy and Procedure #285.0, Board Policies, Procedures and Supporting Documents

The Board Policies, Procedures and Supporting Documents policy and procedure reinforce the York Region District School Board's commitment to facilitating a transparent flow of information and knowledge amongst Board staff, students, trustees, parents and school communities. The process by which Board policies and procedures are reviewed, created and communicated is outlined.

Who has responsibilities?

- Board of Trustees
- Director of Education
- Policy and By-Law Committee
- Associate Directors and Coordinating Superintendents
- Senior Team
- Lead Superintendents and Subject Matter Experts
- Principals
- Policy and Procedure Review Committee
- Corporate Communications
- Board and Trustee Services
- Advisory Committees
- School Councils
- Unions and Federations
- All Staff
- Parents

How is this policy and/or procedure related to Board priorities?

The Board Policies, Procedures and Supporting Documents policy and procedure supports each of the three areas in the Trustees' Multi-Year Plan by ensuring that all Board policies and procedures are aligned with Board priorities.



Board Policy #285.0

Board Policies, Procedures and Supporting Documents

Policy Statement

The York Region District School Board is committed to facilitating a transparent flow of information and knowledge amongst staff members, students, trustees, parents and school communities. All Board policies, and their related procedures, are accessible to any member of the community. The Board values and promotes open dialogue and encourages external views on policy issues related to the delivery of public education in York Region.

To ensure that documents governing the operation of the organization remain current, the Board reviews all policies on a four-year cycle. This review process includes soliciting feedback from members of the educational community in a fair, equitable and transparent manner.

Application

The Policy and By-Law Committee engages in the following process to review, obtain feedback on and approve Board policies. Associated procedures are attached to Board policies, where applicable, for information.

A) First Review

This review occurs when the Policy and By-Law Committee is considering a new policy or revisions to an existing policy for the first time.

The Policy and By-Law Committee will make one of the following recommendations:

- request changes be made and schedule the policy for ongoing first review; or
- circulate the policy as a working document for six school months during which time it replaces the previous version and becomes the official policy of the Board, pending final approval by the Policy and By-Law Committee and the Board of Trustees; or
- in exceptional circumstances,
 - recommend the policy receive immediate final approval, or
 - circulate the policy as a working document for a period longer than six school months, or
 - circulate a draft policy for six school months or longer, keeping the existing policy, where applicable, in effect.

B) Second Review

This review occurs after a working document or draft policy has been circulated as determined during the first review. Any feedback and proposed wording changes are brought forward at this time.

The Policy and By-Law Committee will make one of the following recommendations:

- the policy receive final approval; or
- request changes be made and schedule the policy for ongoing second review; or
- in exceptional circumstances,
 - not approve policy changes.

Definitions

Exceptional Circumstances

Situations that require an alternative process or more extensive consultation in order to meet legal obligations, Ministry, legislative or York Region District School Board implementation timelines or other operational demands.

Policies

Belief statements of the Board of Trustees that support the learning, achievement and well-being of students and staff members. Policies outline the rationale for those beliefs and the responsibilities of staff members at various levels of the organization. Policies may also include responsibilities of members of the public such as, but not limited to, trustees, students, school councils, community partners and parents.

Draft Policies

A draft policy may be circulated to the system in order to obtain additional feedback. A draft policy may be used for policies which require an operational transition period. Draft policies do not become the official policy of the Board and will not replace the existing policy until final approval is received.

Procedures

Procedures outline how a policy or operational matter is to be implemented. Some, but not all, procedures are associated with a Board policy. Procedures outline specific actions that must be taken by staff members at various levels of the organization. Procedures may also include other specific responsibilities for individuals or groups including, but not limited to, trustees, students, school councils, community partners and parents.

Subject Matter Expert

A staff member who assists the Lead Superintendent or Senior Manager in the review, writing and development of a Board policy or procedure.

Supporting Documents

Supporting documents are aligned with Board policies and/or procedures and provide additional information about implementation. Supporting documents include, but are not limited to, external resource documents, forms, guidelines, presentations, protocols, samples and system communications.

Working Document

Policies or procedures that have been approved during the first review for input. Working documents become the official policy and/or procedure of the Board.

Responsibilities

The Board of Trustees is responsible for:

- setting policy that governs the operation of all public schools in York Region;
- defining the mandate of the Board to support student and staff learning, achievement and well-being through a corporate philosophy which is supported by the [Trustees' Multi-Year Plan](#);
- recommending policies for review to the Policy and By-Law Committee;
- reviewing and considering for approval all new and revised policies recommended for consideration by the Policy and By-Law Committee;

- understanding and communicating with members of the community the content of all Board policies, as required;
- reviewing all Board policies in accordance with the Trustees' Multi-Year Plan and the four-year policy review cycle;
- bringing forward informal feedback received by members of the community for consideration; and
- entrusting the implementation and operationalization of all Board policies to the Director of Education.

The Policy and By-Law Committee is responsible for:

- reviewing and amending Board policies in accordance with the Policy Review Process;
- considering the general content of procedures related to policy, where applicable, for information; and
- recommending new or revised policies to the Board of Trustees for circulation or final approval.

The Director of Education is responsible for:

- implementing and operationalizing all Board policies; and
- designating senior staff members to be responsible for the content and implementation of Board policies and procedures.

Coordinating Council of Superintendents is responsible for:

- bringing forward new or revised policies for consideration by trustees.

Lead Superintendents or Senior Managers, with the Subject Matter Expert(s), are responsible for:

- researching and writing new or revised policies;
- supporting system understanding and implementation of applicable Board policies and procedures; and
- assisting staff members, trustees and members of the community to understand and implement the content of all Board policies and procedures.

Board and Trustee Services is responsible for:

- ensuring that all Board policies and their associated procedures, where applicable, are available on Board websites; and
- managing and facilitating the [Policy and Procedure Review Process](#).

All Advisory Committees, School Councils, Unions, Federations, staff members and members of the community are responsible for:

- providing feedback on Board policies that are relevant to their role and/or position;
- adhering to all Board policies and procedures; and
- identifying policies, procedures and supporting documents which may require review and notifying the appropriate senior staff member, or designate, for consideration.

Legislative Context

[Education Act](#)

Department

Board and Trustee Services, Director's Office

Policy History

Approved 1996
Revised 2002
Revised 2005
Revised 2007
Revised 2012
Working Document December 2012
Revised October 2013
Working Document June 2015
Approved April 2016

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #285.0

Board Policies, Procedures and Supporting Documents

This procedure outlines the process for creating, revising, approving and communicating policies, procedures and supporting documents of the York Region District School Board.

Definitions

Executive Summary

The executive summary briefly summarizes the policy and/or procedure.

Working documents will also include:

- an overview of the major changes;
- a list of those affected by the changes;
- any questions for consideration; and
- information about feedback, timelines and next steps.

Feedback

Feedback on Board policies and/or procedures must be submitted in accordance with the provisions of the Board Policies, Procedures and Supporting Documents policy and procedure and must include the following:

- identification of the specific section(s) of the policy and/or procedure to be addressed;
- a rationale for the concerns; and
- specific, alternate wording to reflect the position of the person(s) submitting a response.

Policy and Procedure Review Committee (PPRC)

A staff committee that reviews Board policies and/or procedures to ensure they are aligned with system priorities and examines impact of proposed changes.

Responsibilities:

The Policy and By-Law Committee shall:

- review the agenda package prior to each Policy and By-Law Committee meeting;
- request and consider input on new and revised policies; and
- receive minor wording changes to policies for information.

The Director of Education shall:

- allocate staff and resources to support the implementation of Board policies and procedures;
- identify one elementary and one secondary principal to participate on the Policy and By-Law Committee; and
- ensure that superintendents responsible for supporting advisory committees, administrators, departments and school councils communicate policy and procedure changes.

Coordinating Council of Superintendents shall:

- provide support to the Lead Superintendent or Senior Manager responsible for creating new or updating existing policies and procedures;
- consider and approve membership on the Policy and Procedure Review Committee;
- annually review the list of Board policies and/or procedures scheduled for review and identify any additional documents requiring updates; and
- review all policies, procedures and executive summaries;
 - if required, request changes to the document(s) for review at a future Coordinating Council of Superintendents meeting,
 - confirm next steps for all policies and procedures, and
 - authorize communications about new or revised procedures.

Senior Team shall:

- understand the Policy and Procedure Review Process;
- suggest policies and/or procedures for review;
- provide input on policy and procedure; and
- support advisory committees, administrators, departments and school councils with regard to the review and implementation of Board policies and/or procedures, as applicable.

Lead Superintendents or Senior Managers, with the Subject Matter Expert(s), shall:

- contact Board and Trustee Services prior to undertaking a review regarding process and timelines;
- ensure supporting documents are current and aligned with relevant Board policies and procedures;
- attend all applicable meetings where the policy and/or procedure is being considered, as required;
- review comments received and recommend changes to appropriate committees;
- consult, as needed, during the Policy and Procedure Review Process;
- make changes to the policy as requested by trustees; and
- make changes to the procedure as requested by Coordinating Council of Superintendents.

Principals, Managers and Supervisors shall:

- provide feedback on policies and/or procedures;
- review policies and/or procedures and make any necessary changes to practice;
- ensure that all school and/or department staff members, school council members and members of the community, where applicable, are aware of relevant policy and/or procedure changes;
- support staff members and school councils to review policies and/or procedures, where applicable;
- support school council communication of relevant Board policies and/or procedures, where applicable; and
- respond to requests for clarification on Board policy and procedure.

The Policy and Procedure Review Committee shall:

- ensure the policy and/or procedure is aligned with the Board's Mission, Vision and Values;
- ensure that policies and procedures are reviewed through an equity, inclusivity and accessibility lens;
- consider the policy and/or procedure and recommend wording changes;
- ensure relevant staff members or groups have been consulted; and
- identify questions for consideration.

Corporate Communications shall:

- identify a staff member to participate on the Policy and Procedure Review Committee; and
- provide communications support to the Lead Superintendent, Senior Manager and/or Subject Matter Expert(s), where appropriate.

The Board and Trustee Services shall:

- facilitate Policy and Procedure Review Committee meetings;
- support Lead Superintendents or Senior Managers and Subject Matter Expert(s);
- identify Board policies and procedures that require review;
- respond to those who provided comments;
- schedule policies and/or procedures at appropriate meetings;
- communicate relevant policies and/or procedures identified for annual review;
- facilitate the distribution of policies and/or procedures;
- post policies and/or procedures, where appropriate, on Board websites;
- compile comments for appropriate staff members and committees;
- ensure that Lead Superintendents or Senior Managers and/or Subject Matter Expert(s) are prepared to address comments at meeting where the policy and/or procedure is being considered;
- retain final policies and procedures in accordance with the Board's retention schedule; and
- ensure staff members are scheduled at appropriate meetings to review recommended changes and respond to questions.

All Staff Members shall:

- address questions of clarification to their principal, manager or superintendent, as appropriate;
- provide feedback on policies and/or procedures; and
- review communications on policies and/or procedures and make necessary changes to practice.

School Councils and Advisory Committees shall:

- review communications about policy and/or procedures and schedule for discussion at meetings;
- work with the principal or superintendent to communicate policy and/or procedure changes to members of the school community or advisory committee, as appropriate, and where applicable;
- request clarification about policies and procedures through the school principal or superintendent responsible for supporting the advisory committee;
- consider and follow-up on feedback received; and
- when providing feedback on Board policies and/or procedures, ensure that it;
 - aligns with the role of school councils or advisory committee as outlined in [Policy #262.0, School Councils](#) or the [Operational By-Law](#) of the committee,
 - supports Board priorities, including, but not limited to, the Trustees' Multi-Year Plan, Director's Annual Plan and the school improvement plan, and
 - represents the needs of students and the community.

Parent(s)/Guardian(s) shall:

- provide input related to students, parents and the school community, through the school council;
- review policies and procedures on the Board website; and
- request clarification about policies and procedures through the school principal.

Other members of the community shall:

- provide input on policies and/or procedures to the principal, manager or superintendent, as appropriate;
- review policies and procedure on the Board website; and
- request clarification about policies and procedures through the school principal, manager or superintendent, as appropriate.

Department

Board and Trustee Services, Director's Office

Procedure History

Approved 2007

Revised 2009

Revised 2012

Working Document December 2012

Revised October 2013

Working Document June 2015

Revision Drafted February 24, 2016

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.