



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Policy Development**

		<b>Policy Number:</b>	100.03
<b>Adopted:</b>	January 28, 2003	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	January 29, 2013	<b>Policy Category:</b>	Governance
<b>Reviewed:</b>	September 1, 2018		
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that the establishment of clear policies, which are consistent with its Mission and values, current needs and expectations, legally and legislatively compliant, will enable all members of our Catholic learning community to achieve individual and collective goals. The Board believes that all policies shall be consistent with the teachings of the Catholic Church.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board shall adopt a program of policy management and governance which ensures that each policy:

1. Is consistent with the Mission, Vision, and Beliefs of the Brant Haldimand Norfolk Catholic District School Board.
2. Involves timely consultation with individuals and groups as deemed appropriate to a particular policy.
3. Is clearly written, easily understood and in language that is inclusive.
4. Articulates the framework necessary to guide the development of Administrative Procedures for thorough and consistent implementation.
5. Provides adequate definitions of key terms used in the policy.
6. Is readily available and accessible to all.
7. Does not interpret legislation however gives direction for procedures which will implement legislation.
8. Are reviewed and updated as needed, to reflect legislation or organizational changes.
9. Shall contain corresponding administrative procedures, if applicable.
10. Will have a policy identification number and title.
11. Will show development history.
12. Will have cross references and current legislation noted.

**Glossary of Key Policy Terms:**

**Policy**

A position adopted by the Board that provides the framework for the development of a course of action.

**Belief Statement**

Reflects the intent, scope and purpose of the policy.

**Policy Statement**

Sets the standard and framework that guide the Administrative Procedures to be followed by staff.

**Administrative Procedures**

A specific or prescribed course of action, emanating from Board policy, that must be taken by staff in a given situation and be standard practice.

**Policy Identification**



## **Brant Haldimand Norfolk Catholic District School Board**

The title, number and policy section.

### **Policy Development History**

Records when the policy was first approved, revision dates and suggested review dates.

**References** – N/A



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**Policy Development  
AP 100.03**

<b>Procedure for:</b>	Supervisory Officers	<b>Adopted:</b>	January 28, 2003
<b>Submitted by:</b>	Chris N. Roehrig (Director of Education)	<b>Revised:</b>	January 29, 2013
<b>Category:</b>	Governance	<b>Reviewed:</b>	September 1, 2018

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**Purpose**

The purpose of this procedure is to provide direction to supervisory officers regarding the development of Board Policies and Administrative Procedures.

**Responsibilities**

It is the responsibility of the Board of Trustees and the Director of Education to guide the development of policies for the Board. Direction related to the development of Board policies are given to supervisory officers and all those responsible for vetting drafts of Board policy.

**Procedures**

1. The development and review of all policies shall be initiated by the Board, the Director of Education or a supervisory officer at the direction of the Director of Education.
2. The Director of Education may designate the development or revision of a policy and/or administrative procedures to appropriate staff.
3. The designated staff or project leader may convene a task group, as appropriate, to develop a proposed policy. The attached forms may be used as tools to guide the development of the policy and to provide feedback Senior Administration.
4. The proposed policy shall be reviewed by Senior Administration and, if appropriate, shall be vetted to various stakeholder groups. The vetting process will begin with Trustees who will receive the draft policy at least two (2) days prior to the general vetting. A two-week time period will be allotted for general vetting.

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	Director of Education
Supervisory Officers	The Brant Haldimand Norfolk Catholic Principals' Council
Managers and/or Supervisors	The Board Solicitor
The Bishops	Pastors
Select Non-Union Staff	Student Achievement Leaders
The Chair of the Regional Parent Involvement Council	Catholic School Advisory Council Chairs
The Presidents of the OSSTF Units (ESS / PSS)	The President of the OECTA
The Student Senate	Select members of the Special Education Advisory Committee (SEAC)
Any person or group the Director deems necessary	

5. Following appropriate vetting and review by senior administration, the draft policy will be presented to the Policy Committee for recommendation to the Board for its approval.
6. Upon Board approval, the policy shall become official.
7. The Director of Education shall issue Administrative Procedures, if necessary, to support the policy and will distribute the policy to the system.
8. The policy shall be appropriately numbered and categorized and published on the Board's website.
9. Staff will be assigned to implement the policy.



10. Board policies will be reviewed on a regular basis to ensure relevance and effective implementation. The attached form may be used to track the process.

**Definitions** – N/A

**References** – N/A



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POLICY / ADMINISTRATIVE PROCEDURES  
CONSULTATION FORM

The Brant Haldimand Norfolk Catholic District School Board welcomes your suggestion(s)/input to improve on this draft policy/administrative procedure (if applicable). Your ideas will be taken into account and may be incorporated into the final version. Thank you in advance for your valued input.

**Please return this completed form to:**                      **(email address)**  
**by:**    **(date)**

Name/Group:	
Contact Telephone No. :	Email Address. :
Name of Policy Being Reviewed:	

POLICY

Belief Statement – clear and understandable?
Policy Statement – clear and understandable?

ADMINISTRATIVE PROCEDURE

Purpose – clear and understandable?
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Responsibilities – are the responsibilities sufficiently inclusive to meet the expectations of the Administrative Procedure?

Procedure – are they understandable? Implementable? Do they give appropriate direction?

Definitions – are the definitions sufficient both in number and detail? Are they clear?

References – are there other references that should be included?

Other comments/suggestions – please attach an additional page, if required.

