3.11 The development, review or revision of policy and procedures shall follow the process outlined in the Simplified Policy Review Process (Appendix 2A), the Policy Review and Revision Process (Appendix 2A) and the Development Process (Appendix 2B).

3.12 In extenuating circumstances, the Director of Education may recommend an exemption or exception to policy to the Board of Trustees for approval.

3.13 Policies shall be communicated and made accessible to all stakeholders via the Board's website.

3.14 It is a condition of employment that all employees shall be familiar with and accountable for compliance with Board policies. Appropriate sanctions for non-compliance shall be determined on a case by case basis, by the Director of Education.

4. RESPONSIBILITIES
4.1 Board of Trustees
4.1.1 To initiate and approve, the development, review or revision of a policy, as required, in accordance with the *Education Act* and its regulations.
4.1.2 To consider a policy exception as per York Catholic District School Board By-Law No.

4.4.2   To engage in consultations wi

5.2 External Stakeholders
A person, group of people or an organization that holds a vested interest in the school community, including, but not limited to:
5.2.1   All levels of Government:
5.2.2   Community Members and Ratepayers;
5.2.3   Education partners/organizations;
5.2.4   Ministry of Education;
5.2.5   Media; and
5.2.6   Vendors/Contractors.

5.3 Global Definitions
5.3.1   is used as an enabling term to describe a discretionary action.
5.3.2   is used to describe a requirement, a mandatory action.
5.3.3   is used to describe a recommendation that is encouraged, but not mandated.

5.4 Inclusive Language
Language which would acknowledge diversity, convey respect for all people, is sensitive to differences, and promotes equitable opportunities.

5.5 Internal Stakeholders
A person, group of people or an organization that holds a vested interest in the school community, including, but not limited to:
5.5.1   Catholic School Councils;
5.5.2   Parents;
5.5.3   Parishes;
5.5.4   School Administrators;
5.5.5   Senior Team;
5.5.6   Staff (School, centrally assigned and/or Contract); and
5.5.7   Students.

5.6 Meta Policy
The overarching and foundational framework that shall govern the development, review, revision and implementation of all Board policies, guidelines and procedures.

5.7 Objective
Describes the overall intent of the policy.

5.8 Ontario Human Rights Code
The *Ontario Human Rights Code* is a provincial law that gives everyone equal rights and opportunities without discrimination in specific social areas such as jobs,

5.11 Policy Guidelines
511.1   A set of recommended actions, approved and adopted by the Board, that will be taken in a given situation.
511.2   A framework for the development of operational policy procedures, if required.

5.12 Policy Lead
An individual identified with the relevant experience and expertise and or transferable skills to lead the development, review and/or revision of the policy process.

5.13 Policy Parameter
A prescribed condition that defines what must be done, how it must be done, and/or what must occur.

5.14 Policy Purpose
Clarifies the background or scope of the policy.
Provides a brief description of the policy's need and focus. It identifies the reason(s) why the policy was developed (e.g., the direction of the Board of Trustees, government directive/policy, legislative requirement, the decision of the Director's Council, etc.).

5.15 Policy Review Committee
An established Standing Committee of the Board of Trustees.

5.16 Policy Steering Committee
An established staff Standing Committee with representation from all departments to ensure cross-functional expertise and experience.

5.17 Procedure
5.17.1   A specific or prescribed course of action, emanating from Board policy, that is standard operational practice and must be taken by staff in a given situation.
5.17.2   A standard operational practice or set of practices developed by Staff, approved by the Director of Education, to support the implementation of a policy.

5.18 Review
A second or subsequent reading of a text or artifact of the policy.

5.19 Revision
The action or process of making changes through reviewing, editing and amending the policy.

5.20 Senior Team
For the purpose of all policies, Senior Team will include:
5.20.1   Director of Education;
5.20.2   Associate Director;
5.20.3   Supervisory Officers; and,
5.20.4   Corporate Senior Leaders.

5.21 Significant Revision
A revision to policy, guidelines and/or procedures that changes the intent, background, scope and/or course of recommended action(s) previously approved by the Board.

5.22 Simplified Review Process

Under the *simplified review process*, the policy may be exempted from a consultation requirement if no substantive changes to the policy are being proposed.

6. CROSS REFERENCES

Accessibility for Ontarians with Disabilities Act (AODA)
Education Act
Human Rights Code
Occupational Health & Safety Act (OHSA)
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

YCDSB Policy 109 Records and Information Management
YCDSB Policy 412 Progressive Discipline of Employees
YCDSB Policy 429 Human Rights and Equity (NEW – TBD)

YCDSB By-Law No. 1 Operational By-Law

## 7. APPENDICES

Appendix 1:   Toolkit for Human Rights & Equity Analysis and Decision-Making (THREAD FOR POLICY)
Appendix 2a: YCDSB Simplified Policy Review Process
                YCDSB Policy Revision and Review Process
Appendix 2b: YCDSB Policy Development Process
                YCDSB Process following approval of final draft
Appendix 3:   Policy Template Form
Appendix 4:   Rationale for the Development, Review or Revision of a Policy
Appendix 5:   Policy Development, Review or Revision Checklist
Appendix 6:   Policy Consultation Form, https://form.ycdsb.ca/view.php?id=182129
                (this is example of website consultation form)
Appendix 7:   Policy Consultation Stakeholder Groups/Individual
Appendix 8:   Report to Board Memo (Internal Use only)

Approval by Board	May 25, 2021
	Date
Effective Date	May 26, 2021
	Date
Revision Dates	May 25, 2021
	Date
Review Date	May 2025
	Date

Toolkit for Human Rights & Equity Analysis and
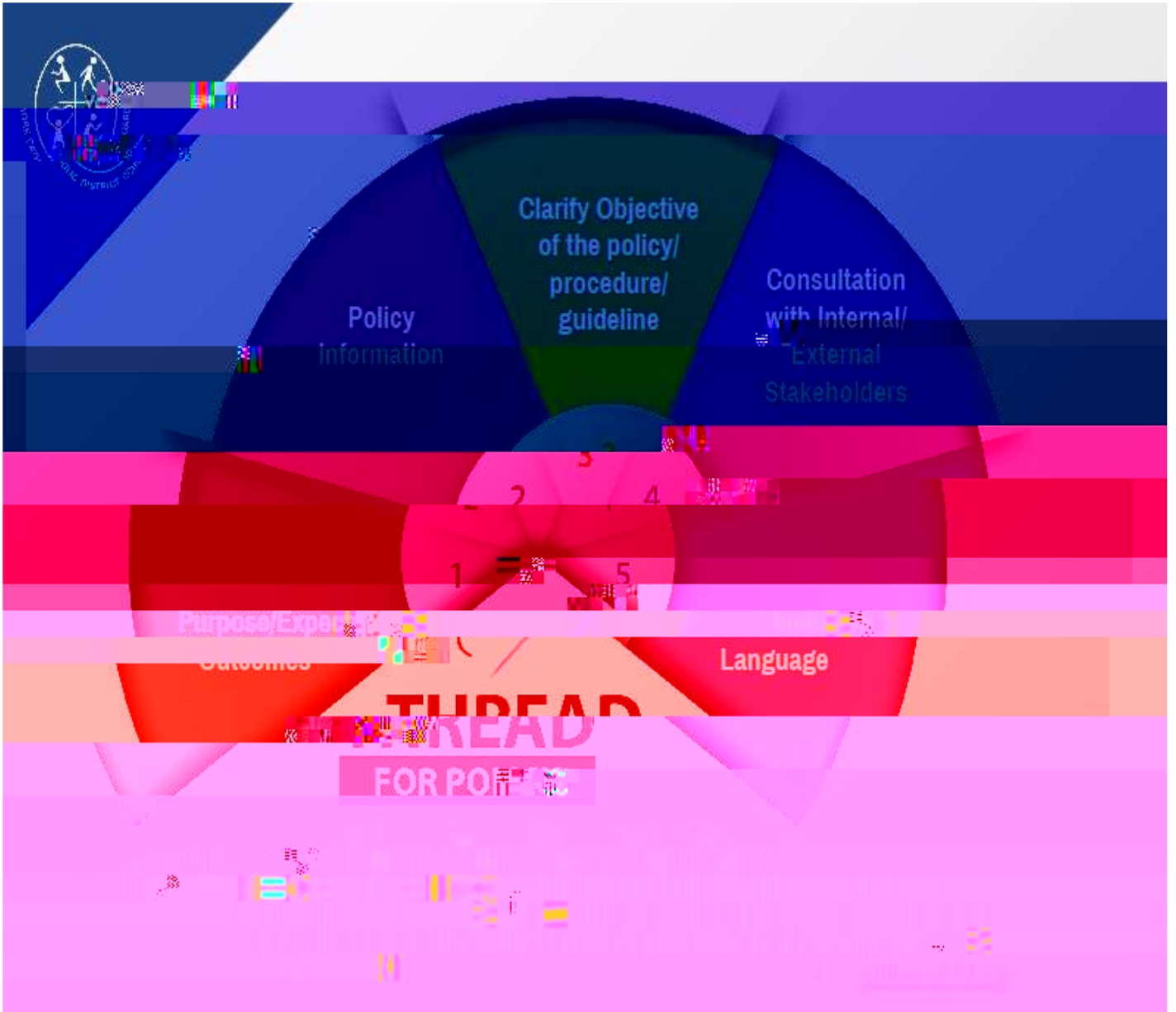
Policy Information:

Policy Title:				
Policy Objective:				
Stakeholders Required:	External Stakeholders:		Internal Stakeholders:	
Identified Issues/Problems:				

1. Clarify the Policy/ Procedure and guideline Objective:

1.1	Identify the issue that is deriving the need to develop, revise and review a policy.
1.2	What research data is being used to support the issue being addressed.
1.3	What additional information/research should be considered to better inform the development, review and revision of this policy?

1.4a

2. Consultation with Internal/External Stakeholders:

2.1	Which groups and individuals have you reached out to regarding the policy / procedure or guideline research and decision-making processes?

Describe what opportunities for community engagement have been provided during the development, review and revision of the p588.94 34.5 p588.94 34.5

2.2

2.3

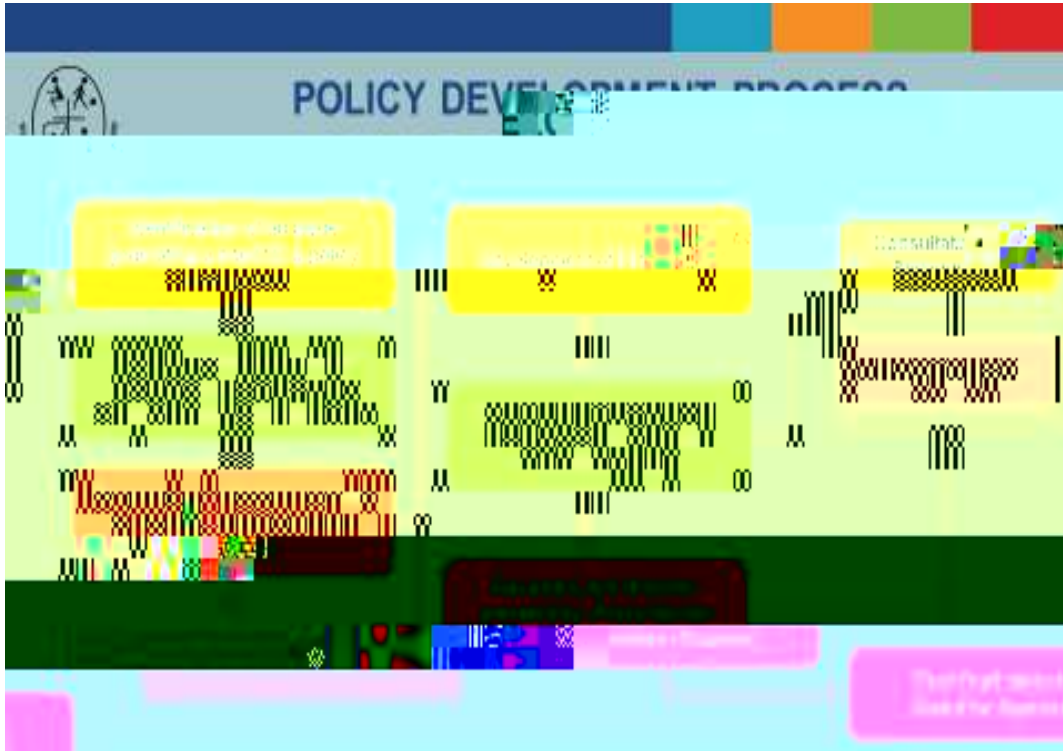|	
3.5	The intent of inclusive language is to use words and terminology that makes everyone feel equal and valued. Is the language of this document currently inclusive?
	☐ YES ☐ NO
	If NO, how is this language going to be changed to ensure it is inclusive?
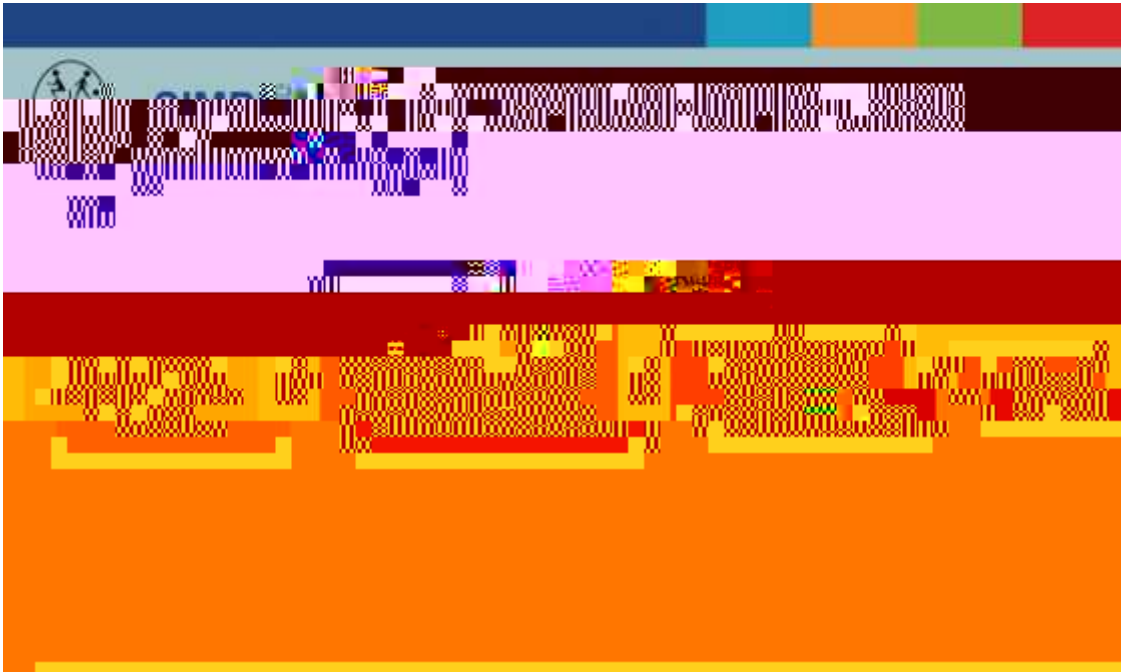
YCDSB Policy Revision and Review Process

YCDSB Policy Development Process

YCDSB Process Following Approval of Final Draft

POLICY TEMPLATE FORM

Board Policy	

Policy Section	Policy Number
Former Policy #	Page
Original Approved Date	Subsequent Approval Dates

Title:

7.   CONCLUSION BANNER:
Approval by Board/Effective date/revision/review dates

8.   APPENDICES:
[List supplementary documents, if included with the policy:]
> Appendix A: [title, same as on actual appendix], [brief explanation, if required]
> Appendix B: [title, same as on actual appendix], [brief explanation, if required]

9.   REFERENCE DOCUMENTS

York Catholic District School Board

Rationale for the Development, Review or Revision of a Policy

NAME:

INDICATE ONE OF THE FOLLOWING: **STAFF**   **STAKEHOLDER**

THE PURPOSE OF THE PROPOSED OR REVISED POLICY/PROCEDURE:

THE OBJECTIVE OF THE PROPOSED OR REVISED POLICY/PROCEDURE – INDICATE HOW THE PROPOSED OR REVISED POLICY WOULD SUPPORT THE BOARD'S

York Catholic District School Board

POLICY DEVELOPMENT, REVIEW OR REVISION CHECKLIST

In assessing the need to develop or revise an existing policy, the following checklist is designed to assist individuals developing and reviewing the board's policies and procedures. This will not apply to every policy the intention of the checklist is to provide considerations rather than requirements for the development and review of policies and procedures.

1. **Policy- Initiation or Revision**
   a) Is a policy required or is the issue better resolved through other means such as improved communication, an educational campaign, or a memorandum?
   b) Is this policy reiterating current law/ regulations/or legal responsibilities and is not required by law and/or legislation.
   c) Are the resources, knowledge and expertise available to develop a policy on this issue?
   d) Is there an existing policy with the same or a similar intent?
   e) Has the requisite approving authority been identified?
   f) Have policies from similar institutions been examined for comparison?
   g) Have plans been made on how the policy will be implemented and who is responsible for implementing? Have plans been made on how the policy will be communicated to the internal and external stakeholders?

2. **Developing or revision of an existing Policy**
   a) Is the purpose of the policy clearly established and in alignment with the board's Mission. Vision and Values.
   b) Is the objective of the policy clearly established in the document.
   c) Is the policy written in a manner that can be understood by a wide audience.
   d) Does the policy incorporate the application of a Toolkit

York Catholic District School Board

POLICY CONSULTATION FORM

The York Catholic District School Board (The board) welcomes your input/suggestion(s) to improve on this draft policy. Your input/suggestion(s) will be reviewed and may be incorporated into the final policy.

Thank you in advance.

Name/Group:

Contact Informat Ir

Cross References: (Are there other references that should be included?)

Guidelines: (Are they understandable? Implementable? Do they give appropriate direction?)

Appendices:

Procedures: (Are they understandable? Implementable? Do they give appropriate direction?)

Other Comments/Suggestions (Please attach if necessary.)

SIGNATURE:	DATE:

York Catholic District School Board

POLICY CONSULTATION STAKEHOLDER GROUPS/INDIVIDUALS

The Policy Review Committee, upon recommending a draft Policy be sent for consultation, will decide on appropriate consultation stakeholder groups/individuals from the list below.

Academic Supervisory Officer Team
All Union partners
All Association partners
Archdiocese, Local Bishop/Pastors
Catholic School Council
Corporate Supervisory Team
Curriculum Staff
Director of Education
Human Rights and Equity Advisor
Non-Unionized Staff
Others, approved by Director of Education
Other Public Agencies as required (i.e.: Children's Aid Society, York Regional Police, York Region Public Health)
Principal/Vice Principal Associations
Solicitor as required
Special Education Advisory Committee (SEAC)
Students, Elementary and/or Secondary as required
Student Trustees

York Catholic Parent Involvement Committee (YCPIC)
York Secondary Catholic Presidents Council (YSCPC)

REPORT TO BOARD MEMO
(For Internal Staff use only)

York Catholic District School Board

REPORT

Report To: Policy Review Committee

From: Administration

Date:

Report:

_____

Executive Summary

This report is intended to provide information to the Policy Review Committee related to the request for the development of a new policy/or the revisions to YCDSB Policy XXX.

Background Information

(Define the purpose and rationale for the request outlining how the system will benefit from the proposed policy or the revisions to the existing policy, who will be affected by the proposed policy/revisions and how the procedures for implementation will be put into effect).

Summary

(Summarize the objectives of the proposed policy/revisions and attach a copy of the proposed policy or revised draft policy as an Appendix to this report).

Prepared and Submitted by: (Staff requesting the revisions)
Submitted to: Policy Steering Committee / Policy Review Committee
Endorsed by: _____, Director of Education