



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## POLICY STATEMENT

### POLICY STATEMENT DEVELOPMENT, IMPLEMENTATION AND REVIEW

#### Rationale

The Board of Trustees recognizes that policy statements guide decisions that will achieve the organization's goals. Policy statements articulate what must be done and the rationale and guiding principles that governs its direction.

#### Guiding Principles

- Policy Statements of the Board will be supported by associated procedural requirements known as Administrative Procedures (including forms and associated documents, where applicable), which direct staff of the system to implement policy effectively.
- Policy Statements should provide a clear rationale, guiding principles and references (educational/legal/magisterium) to guide the formulation of accompanying Administrative Procedures.
- Policy Statements and Administrative Procedures will be current, developed consultatively, subject to cyclical review and reflective of the system's mission.
- When the need for a new policy statement or a significant amendment to an existing policy is acknowledged, that need will be expressed either by the Board of Trustees or by the Board's administration. Where policy development or amendment is proposed by the Board's administration it will be in written form offering some indication as to why a new policy is required or an existing policy is in need of significant amendment. That analysis will include some suggestions as to the content of the new policy or the nature of amendments. That analysis will be the basis for discussion by trustees in pursuit of a recommendation for the development or amendment of policy with some confirmation of the supporting rationale.
- The new or amended policy statement will be provided to the Board of Trustees for its consideration, in the form of a recommended final version of the policy at the Issues and Directions Committee prior to the Board Meeting for final approval.
- When a policy statement and associated administrative procedures become obsolete due to amendments in legislative or regulatory changes, Board Bylaws or procedural practices and not require amendment, the policy statement and administrative procedures will be rescinded. The proposed rescinded policy statement will be provided to the Board of Trustees for its consideration,

in the form of a rationale for recommending rescinding of the policy at the Issues and Directions Committee prior to the Board Meeting for final approval.

- New or amended policy statements, once approved, will be scheduled at that time, for a future review. The Board of Trustees will, in addition to developing new policy statements as necessary, conduct a cyclical review of all policies to ensure their continued appropriateness. That review will ensure that all policies of the Board are reviewed at least once during the four year term of the Board.
- All policy statements, once approved, will be implemented by the Board's administration through the development of accompanying Administrative Procedures.

## **References**

*The Algonquin and Lakeshore Catholic District School Board Mission Statement*

*The Education Act and Regulations*

*Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities*

*Algonquin and Lakeshore Catholic District School Board Bylaws*

## **Administrative Procedures**

Policy Statement Development, Implementation and Review

Approved: January 26, 1999

Revised: September 26, 2006

Revised: May 24, 2011

Revised: January 28, 2014

Reviewed: January 27, 2015