

# Greater Essex County District School Board

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## Regulation: Policy Development and Review

Reference No: R-GV-11

The policies and regulations of the Greater Essex County School Board have a significant impact on the entire organization, as well as its students, families, and communities. It is the responsibility of the Board of Trustees to develop, review, and oversee the implementation of policies and regulations. These policies and regulations should provide the necessary direction and support to achieve the board's Vision, Mission, Strategic Priorities and shall comply with the Education Act, regulations, and other statutory requirements. Policies usually have accompanying Regulations, which are the rules that govern the policy.

The need for new or review of policies and regulations may be identified by the Board, a Board committee, a trustee through notice of motion, direction from the Ministry or through the Director of Education.

The final determination that a topic needs to be addressed in a board policy is made by the Policy Committee, upon the recommendation of Director's Council, or as directed by the Board of Trustees.

### **Criteria for Developing Policies and Regulations:**

Board policies and regulations will be:

- a) Consistent with the Board's Strategic Plan
- b) Developed through an appropriate consultation process
- c) Clearly written, easily understood, and in language that is inclusive
- d) Readily available and accessible to all on the board website
- e) Current and up to date; and
- f) Successful in achieving the intended purpose.

### **Roles and Responsibilities**

The Director of Education shall:

- Oversee compliance with the board policy and related regulations and administrative procedures.
- Develop administrative procedures as deemed necessary for the effective operation of the board.
- Designate members of Director's Council to be responsible for the development and/or review, implementation, and compliance of board policies, regulations, administrative procedures and changes in provincial legislation, as defined by their current portfolios.

Director's Council shall:

- Provide recommendations to the Policy Committee regarding policy development and/or review and revision.

- Be responsible for the development and/or review, implementation and compliance of board policies, regulations, administrative procedures and changes in provincial legislation, as defined by current portfolios.
- Approve administrative procedures (new or revised) for system use.
- Rescind administrative procedures, as required.

The Policy Committee shall:

- Receive reports with recommendations from Director's Council regarding policy development and/or review and revisions.
- Review and provide input regarding all new and revised board policies.
- Ensure that new and revised policies are subject to system review, as required or appropriate.
- Make recommendations to the Board of Trustees regarding the approval of new or revised board policies.
- Make recommendations to the Board of Trustees regarding the rescinding of board policies.

The Board of Trustees shall:

- Delegate to the Director of Education the authority to develop and operationalize administrative procedures to address all issues other than topics related to board governance and the Board of Trustees/Director of Education relationship.
- Approve new and revised board policy, per the recommendation of the Policy Committee.
- Approve the rescinding of board policy, per the recommendation of the Policy Committee. They may subsequently delegate the Director of Education authority over this topic. The Director of Education may choose to develop an administrative procedure relative to this topic.

Director's Office shall:

- Provide administrative support to the Policy Committee.
- Maintain a central repository of both current and historical board policies, regulations and administrative procedures, as per the board's record retention schedule.
- Post approved policies and regulations on the board website and post administrative procedures on the staff intranet (MyGEC)
- Facilitate the cycle review and system review process.

Managers/Supervisors/School Administrators shall:

- At the school/worksite level, support the implementation, and compliance with board policies, regulations and related administrative procedures.

Board Employees shall:

- Comply with board policies, regulations and administrative procedures.

Third Party Providers shall:

- Comply with board policies, regulations and administrative procedures in all interactions with the board, and when on board property.

**Cyclical Review**

A policy review cycle of every five years has been established to ensure regular review of Greater Essex County District School Board policies, unless otherwise required by system need or legislation.

All policies are reviewed in accordance with a consultation framework.