



SECTION:	Board Governance and Operations	APPROVAL DATE:
SUBSECTION:	Policy Development/Implementation	June 16, 1969
POLICY NAME:	Policy on Policy Development	LAST REVISED:
POLICY NUMBER:	R.BGO.C.4	March 1, 1999

1. FINAL APPROVAL
 - 1.1 Final approval of a policy will require a two thirds majority of the Board.
 - 1.2 Final approval of regulations will require a simple majority of the Board.
 - 1.3 The principles outlined in the Board's anti-racism and ethno-cultural equity policy shall be considered as all new and amended policies are developed.

2. AMENDMENTS
 - 2.1 The need for an amendment can be identified by staff or trustee. The policy and/or regulations are presented to appropriate administrative staff for comment.
 - 2.2 A draft revision is presented to administrative council and, where possible, to the staff who work with the policy on a daily basis.
 - 2.3 The draft revision is presented to the Policy Committee.
 - 2.4 The draft revision is presented to the Board at a regular meeting for comment.
 - 2.5 The final draft is presented to the Policy Committee.
 - 2.6 The final draft is presented to the Board at a regular meeting for approval

3. NEW POLICIES
 - 3.1 The need for a new policy and regulations can be identified by staff or trustee.
 - 3.2 The need for a new policy is reported at Policy Committee and a decision is made as to whom should be involved in the development of the policy.
 - 3.3 A sub-committee may be formed to develop an appropriate policy and if required, regulations.
 - 3.4 A draft is presented to Administrative Council.
 - 3.5 A draft is presented to the Policy Committee.
 - 3.6 A draft is presented to the Board for comment.
 - 3.7 A final draft is presented to the Policy Committee.
 - 3.8 A final draft is presented to the Board for approval.

4. DISTRIBUTION
 - 4.1 All new and amended policies will be distributed to all staff by electronic messaging.
 - 4.2 The Principal will maintain one Policy book in his/her office and one Policy Book in the school staff room. Staff will be reminded of where the staff room copy is kept at the beginning of each school year.
 - 4.3 One Policy book will be maintained in a defined location accessible to staff in each administrative department of the School District.

- 4.4 Principals/Superintendents/Managers will be responsible for bringing all new and amended policies to the attention of their staff at a regular staff meeting. They are responsible for updating all Policy Manuals on site. It is expected that those policies which directly affect the work of staff will be reviewed in detail at a meeting.
- 4.5 Principals/Superintendents/Managers will be responsible for reviewing all relevant policies with staff each year.
- 4.6 The Wellington Catholic District School Board policy book is also available on the school board website: www.wellingtoncdsb.ca.