

HWDSB



Policy Development Process

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GUIDING PRINCIPLES:

Hamilton-Wentworth District School Board strives for a policy development process that:

- Follows HWDSB's Trustee Handbook
- Ensures that policies are principle-based
- Simplifies the language used in policies
- Reduces barriers
- Provides clarity and common understanding
- Provides flexibility to Trustees and staff in responding to a wide range of issues
- Ensures timeliness
- Ensures congruence between policy and procedure
- Ensures that no new, or non-Ministry mandated policy development takes place without approval of a Scoping Report

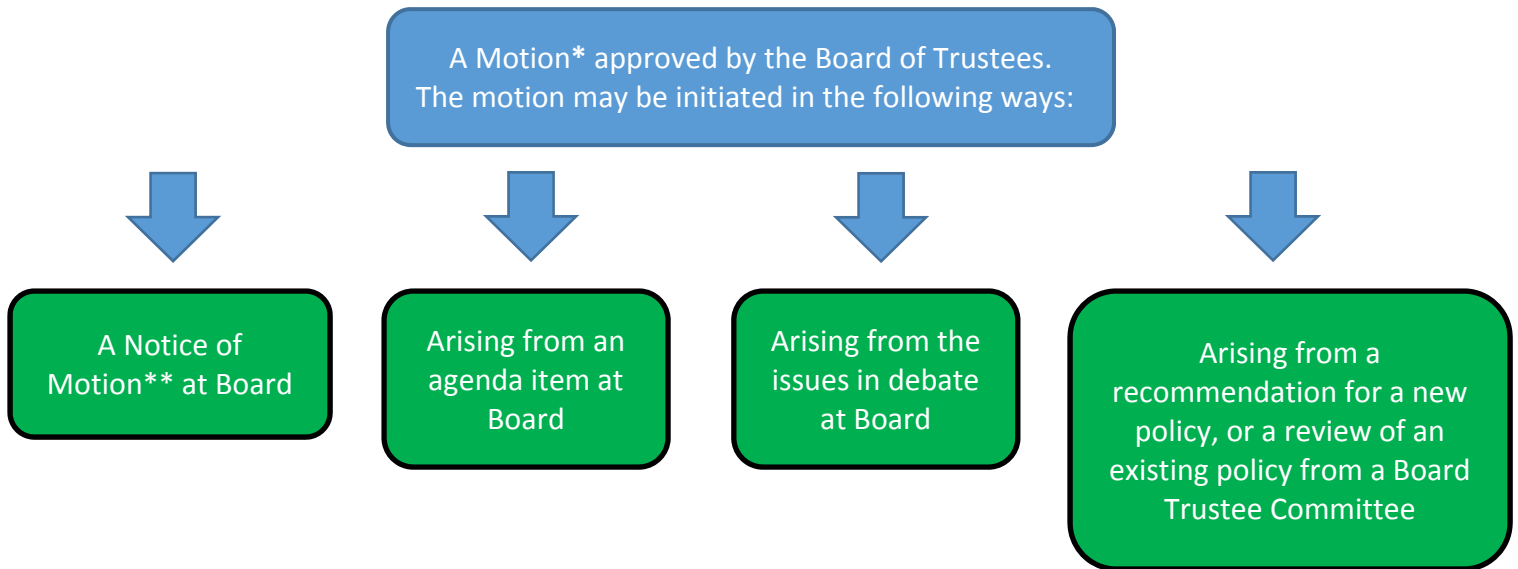
Please note: All green boxes with thicker lines in the document denote Trustee involvement.

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ISSUE IDENTIFICATION:

The process of developing a policy begins by:

Trustee Initiated:



If the policy is Trustee initiated, proceed to Scoping Report on page 4.

***Suggested Motion:** “That HWDSB start the policy development process to investigate the feasibility of developing/replacing/revoking/reviewing a _____ Policy”

Administration Initiated:

A recommendation for a new policy, or a review of an existing policy from Executive Council through the Policy Committee

OR

A direction from the Provincial Government for a new policy, through Executive Council to the Policy Committee

Proceed to Scoping Report on page 4.

Proceed to Ministry Mandated Policy on page 11.

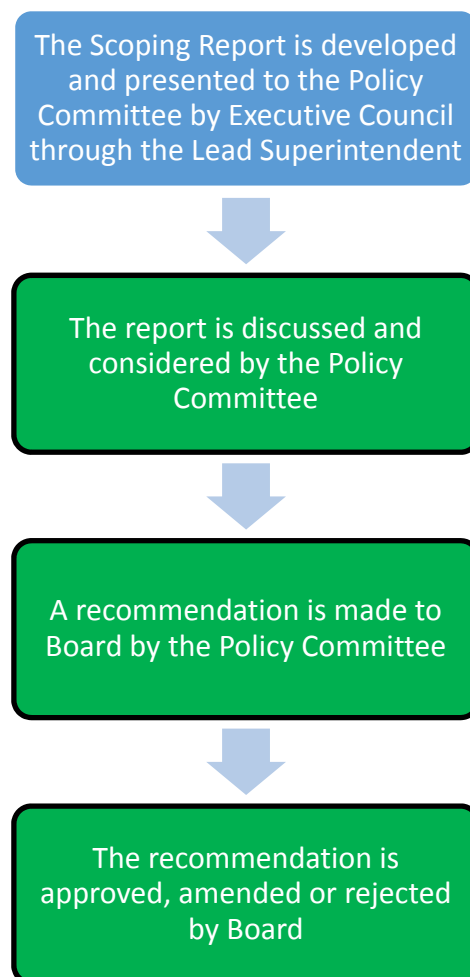
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SCOPING REPORT:

Once the Policy Development Process has been initiated, a Scoping Report is written.

The report specifies:

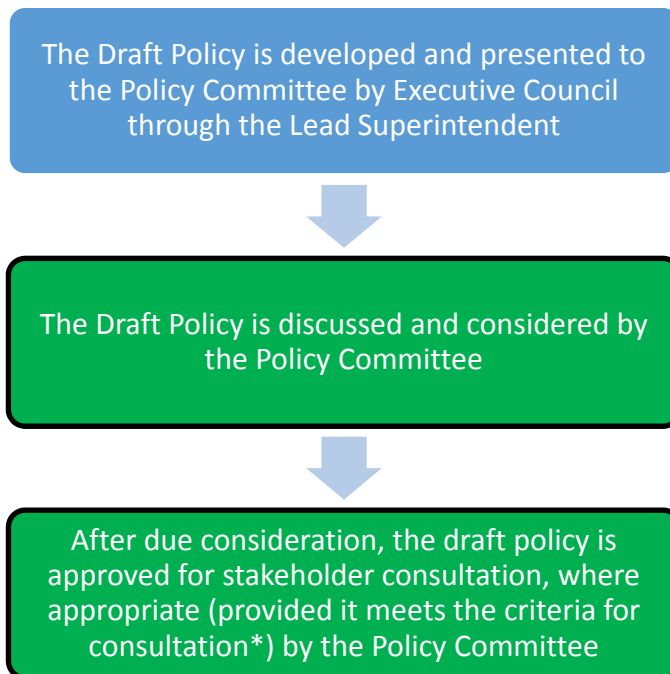
- a) the background by providing history and other information to bring the Trustees up to speed on the issue
- b) the facts, arguments, opinions and analysis needed to show that the Recommendation is a sound response to the issue
- c) the staff recommendation to Trustees



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DRAFT POLICY DEVELOPMENT:

The Scoping Report helps guide the development of the Policy. Using the *Policy Template*, a Draft Policy is written.



*criteria for stakeholder consultation is listed under “Stakeholder Consultation”

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STAKEHOLDER CONSULTATION:

The appropriate size, scope and duration of consultation is recommended by the Policy Committee based on:

- a) Importance of the issue;
- b) Time available for consultation;
- c) Number of stakeholder groups affected; and
- d) Significance of the impact or implications of the Policy

The process used for the consultation will be determined by the nature of the Policy but will always include consultation with School Councils, the Parent Involvement Committee and a survey on the website allowing feedback within 30 days. The process may include, but is not limited to:

- a) Public delegations/presentations to the Policy Committee;
- b) Public meetings;
- c) Facilitated focus groups;
- d) Advisory committees; and
- e) Web surveys or opinion polls.

A consultation plan is developed and is presented in conjunction with the Draft Policy, to the Policy Committee by Executive Council, through the Lead Superintendent



The appropriate process, size, scope and duration of consultation is considered and discussed by the Policy Committee



After due consideration, the consultation plan is approved for stakeholder consultation by the Policy Committee



Stakeholder Consultation Process is implemented by Corporate Communications



The Stakeholder Consultation data is collected, collated and analyzed by the Evidence-Based Education and Services Team (E-BEST)

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DRAFT POLICY REVISIONS AND APPROVAL:

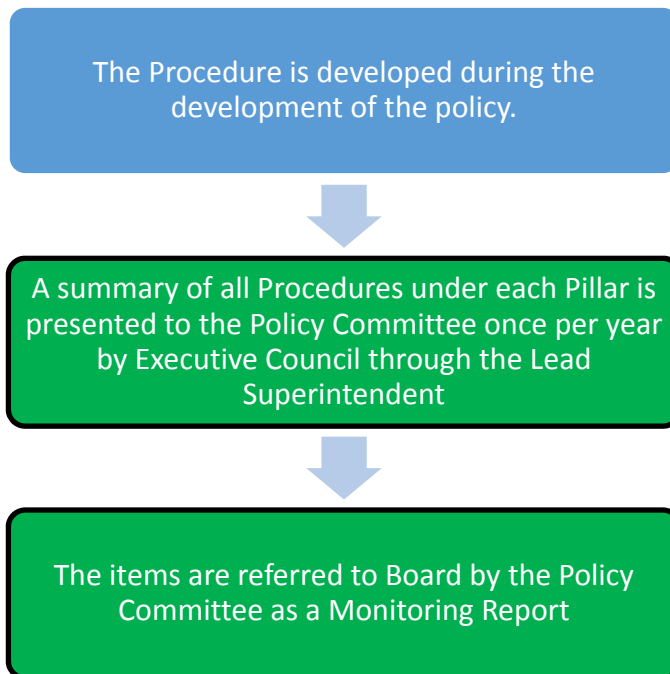
Based on the consultations, revisions may be made to the Draft Policy.



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PROCEDURES AND IMPLEMENTATION:

A Procedure is the tool used for implementation of the policy at the staff level. Therefore, a Procedure is developed containing specific actions that must be taken by staff at various levels of the organization in order to implement the Policy. Trustees receive a summary of the Procedures once a year for information and may offer suggestions for consideration.



*When a new procedure is developed, the Policy Committee will be advised of the new procedure at an upcoming policy meeting – the item will be reflected on an upcoming agenda as an Information Item (using a link to the website where the procedure is posted).

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POLICY EVALUATION AND REVIEW:

A Policy Review results from:

- a) The four- year review schedule
- b) A recommendation from the Policy Committee to the Board, to review a specific Policy
- c) Direction from Board to the Policy Committee to review a specific policy through:
- d) A recommendation from staff to the Policy Committee to approve changes to a specific policy
- e) Provincial Legislative changes



NOTE 1: If at the Policy Committee, Trustees raise concerns that significantly amend the scope, content, format of the Policy, Executive Council, through the Lead Superintendent, may reengage the Draft Policy Development Process from the Scoping Report stage.

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MINISTRY MANDATED POLICY:

For cases where the development of a Policy is legislated by a government body – i.e. the purpose, intended outcomes and timelines are specified - the need for a Policy is brought to the Policy Committee for information only and then the Draft Policy Development process begins.



NOTE 1: No Scoping Report or Stakeholder Consultation is required for Ministry Mandated policies, unless the HWDSB Policy significantly exceeds the parameters set out by the Ministry. If consultation is required, yet Ministry deadlines do not allow for a full consultation, then an Interim Policy will be developed with consultation later.

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REVOKING A POLICY:

Revoking a Policy takes place when upon review of a current Policy, or at the direction of Trustees, it is noted that the terms or direction of the current Policy is

- inconsistent with newer legislation,
- inconsistent with the direction of the Board of Trustees,
- captured in another policy, or
- operational in its focus.

Revoking a Policy means the Policy will no longer exist, but it may be replaced by: statement(s) in another policy; and /or a new or expanded Procedure.

