



# Northeastern Catholic District School Board

## POLICY DEVELOPMENT AND APPROVAL

Policy Number: T-16

Authority: 99-226/03-106/11-60/15-  
221/19-13/22-07/23-68

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to setting policies that reflect our core Catholic values. The policies of the NCDSB will be designed to further enhance student achievement and well-being, ensure the effective stewardship of the Board's resources and maximize the delivery of effective and appropriate education programs. The policies of the NCDSB will serve as a foundational element to the overall operations and administration of the Board.

### REFERENCES

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NCDSB Policy  
E-32 Equity and Inclusive Education  
NCDSB Administrative Procedure  
APT016 Policy Development and Approval

### DEFINITIONS

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Nil.

### POLICY REGULATIONS

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#### 1.0 POLICY DEVELOPMENT

- 1.1 Under normal procedures, any new policy, policy amendment or exception to an existing policy will be referred to the appropriate staff and/or department before presentation to the Policy Committee.
- 1.2 The Secretary of the Board will oversee the preparation of draft proposals for the consideration of the Policy Committee and subsequent Board approval.
- 1.3 Policies will be reviewed on a three-year rotation, or as needed, to ensure relevance and revision as required by new legislation or Ministry regulations.

#### 2.0 POLICY COMMITTEE

- 2.1 The Policy Committee will be comprised of Trustees, Director of Education / Secretary of the Board, and the recording secretary.

- 2.2 Supervisory Officers and/or Principals may be invited by the Director of Education to attend Policy Committee meetings, as required.
- 2.3 The Policy Committee will meet to review all policies submitted prior to going for Board approval.
- 2.4 A schedule of meetings will be provided on an annual basis.

### **3.0 POLICY APPROVAL**

- 3.1 Every policy of the NCDSB, or amendment thereto, shall receive three (3) readings.
- 3.2 A maximum of two (2) readings can be received at any one meeting of the Northeastern Catholic District School Board.
- 3.3 The adoption of a new policy requires a majority vote of all members, present, at the time of the Board Meeting.
- 3.4 Amendments or exceptions to existing policies requires approval of 2/3 majority of the members present or a 2/3 quorum.