

Title: Policy Development Process

Adopted: November 11, 2025

Effective: December 2, 2025

Amended/Reviewed: N/A

1.0 RATIONALE

The Durham District School Board (DDSB) recognizes that strong, clear, and accessible policies are essential to good governance, accountability, upholding rights, and promoting student success, and guide the Director of Education in setting procedures and practices for the District.

2.0 GUIDING PRINCIPLES

2.1 Indigenous and Human Rights and Responsibilities: Policies must protect Indigenous rights and human rights, uphold responsibilities to prevent and address discrimination/discriminatory barriers, and promote fairness, accessibility, and inclusion.

2.2 Accountability and Transparency: Policies will provide clear direction and be publicly accessible.

2.3 Student Achievement and Well-Being: All policies must align with DDSB's mission to support learning, connection, and well-being.

2.4 Consistency and Clarity: Policies will be written in plain language, with consistent format and style, and compliance with accessibility standards (AODA).

2.5 Participation and Engagement: Policy development will include meaningful consultation with students, staff, families, trustees, and community partners.

2.6 Regular Review: All policies will undergo cyclical review to ensure relevance, effectiveness, and compliance.

2.7 Monitoring and Continuous Improvement: Policies will include mechanisms for monitoring their implementation and impact to ensure continued effectiveness, alignment with legislation and DDSB commitments, and responsiveness to emerging needs.

3.0 PURPOSE

3.1 This policy establishes the framework and process by which DDSB policies are developed, revised, reviewed, rescinded, and communicated.

4.0 DEFINITIONS

4.1 Policy: A guiding statement approved by the Board that reflects DDSB values, commitments, and expectations. It sets direction for decision-making and organizational conduct.

4.2 Procedure: A detailed, operational framework that outlines how DDSB policies are implemented. Procedures support consistent practice across the system.

4.3 Consultation: A process of seeking input and feedback from DDSB community members and partners to inform policy development or review.

4.4 Housekeeping Edits: Minor, non-substantive revisions to a policy or procedure that do not change its intent, meaning, or application. These edits may include correcting grammar, spelling, formatting, numbering, references, cross-referencing, and/or updating names and titles.

5.0 POLICY DIRECTIVES

5.1 Policy Authority

- 5.1.1 Only the Board of Trustees can adopt, revise, or rescind a policy.
- 5.1.2 Every policy will have a name and unique identifying number.
- 5.1.3 Policies will be reviewed by the Governance and Policy Committee before Board approval.
- 5.1.4 The Board delegates responsibility to the Director of Education for Housekeeping edits.

5.2 Development of New Policies

5.2.1 New policies may be initiated through:

- a. Legislative or Ministry requirements
- b. Recommendation from the Director of Education
- c. Resolution of the Board of Trustees

5.3 *Review of Existing Policies*

- 5.3.1 Every policy shall be reviewed at least once every five years; those which are subject to cyclical review based on legislative requirements shall be reviewed in accordance with the legislation.
- 5.3.2 Reviews will assess effectiveness, appropriateness, completeness, and alignment with legislation, Indigenous and human rights and responsibilities, feedback from staff and community partners, and other DDSB policies.
- 5.3.3 The scope of the review will take into consideration the extent of the revisions required.
- 5.3.4 Housekeeping edits may be undertaken between scheduled reviews, provided they are minor, non-substantive updates that do not alter the intent or meaning of the policy. The Board shall be advised of housekeeping edits through regular reports to the Governance and Policy Committee.
- 5.3.5 Monitoring mechanisms will be established to track the implementation and impact of policies between review cycles and inform future revisions.

5.4 *Consultation*

All substantive policy development and review will include consultation, ensuring meaningful opportunities for input from students, staff, families, and community partners. Consultation shall be inclusive, accessible, and informed by the principles and responsibilities of human rights and the rights and experiences of Indigenous, First Nations, Métis and Inuit people. The scope and methods of consultation will be based on the nature, scope and application of the policy, the extent of the revisions required, and legislative and operational requirements.

5.5 *Style and Format*

- 5.5.1 Every policy shall have a policy name and number.
- 5.5.2 Policies shall be consistently formatted, and the language must be clear, inclusive, gender-neutral, and consistent with DDSB's Indigenous and human rights and accessibility commitments.
- 5.5.3 Acronyms must be defined in the Definitions section.

5.6 *Communication*

- 5.6.1 All policies will be published on the DDSB's public website in a clear, and accessible way.

6.0 IMPLEMENTATION

6.1 The Director of Education shall support the implementation of Board policies through the issuance of operational procedures.

6.2 This policy must be interpreted, applied, and implemented in ways that promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers, and uphold the Indigenous Education Policy, and Human Rights, Anti-Discrimination and Anti-Racism Policy.

6.3 The Director of Education shall ensure that appropriate monitoring processes are in place to evaluate policy implementation, measure outcomes, and report findings to the Governance and Policy Committee as required.

7.0 APPENDICES

8.0 REFERENCES

8.1 Education Act, R.S.O. 1990

8.2 Ontario Human Rights Code

8.3 Accessibility for Ontarians with Disabilities Act (AODA)

8.4 Anti-Racism Act, 2017

8.5 Ministry of Education Policy and Program Memoranda

8.6 DDSB Multi-Year Strategic Plan

8.7 DDSB Indigenous Education Policy

8.8 DDSB Human Rights, Anti-Discrimination and Anti-Racism Policy