



POLICY

[SUBJECT AREA]

[Identifying Number]

Title: **[Policy Title]**

Adopted: [insert date of Board approval]

Effective: [insert date policy comes into effect]

Amended/Reviewed: [insert date of last review or amendment]

1.0 RATIONALE

[Briefly describe the reason for the policy's development or revision. Include alignment with DDSB's strategic priorities, legislative requirements, or Board direction.]

2.0 OBJECTIVE

[State the intended outcomes of the policy. What does the policy aim to achieve in terms of governance, Indigenous and human rights and responsibilities, student success, or operational clarity?]

3.0 DEFINITIONS

[Define key terms used in the policy. Include acronyms, technical terms, and any equity-related terminology.]

Example:

- a. **Policy** – A Board-approved statement of intent that guides decision-making and operations.
- b. **Procedure** – A staff-issued guide to implement Board policy.
- c. **Consultation** – A process of seeking input and feedback from DDSB community members and partners to inform policy development or review.

4.0 RESPONSIBILITY

[Identify who the policy applies to and in what contexts.]

Example:

The **Director of Education** is responsible for the content, implementation, and communication of this policy.

The Director may delegate operational responsibilities to appropriate staff as required.

The **Governance and Policy Committee** will review the policy prior to Board approval.

5.0 APPLICATION AND SCOPE

[Identify who the policy applies to (e.g., staff, students, trustees, families) and in what contexts (e.g., school operations, governance, etc.)]

6.0 POLICY STATEMENT

[Provide clear, concise statements of the Board's intent and guiding principles. Use plain language and ensure alignment with DDSB's commitments to Indigenous and human rights, accessibility, inclusion, and well-being.]

Numbering System:

6.1. Text

6.1.1. Text

(a) Text

(i) *Text*

(A) *Text*

(I) Text

7.0 POLICY DIRECTIVES

[Outline specific directives that guide implementation. Include governance authority, consultation requirements, review timelines, and communication expectations.]

This policy must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

Examples:

- a. Only the Board of Trustees may adopt, revise, or rescind a policy.
- b. Housekeeping edits may be made by the Director of Education.
- c. Substantive changes require consultation informed by Indigenous and human rights principles and responsibilities.
- d. Policies must be reviewed at least every five years.
- e. Policies and procedures shall be written in clear, plain language and accessible formatting, consistent with AODA and WCAG 2.0 Level AA standards.

- f. All policies must undergo an equity and accessibility review using the DDSB Human Rights Impact Assessment Tool (HRIA) prior to approval.
- g. Policy implementation responsibilities shall be clearly assigned to departments or roles to ensure accountability and transparency.
- h. Policies must include a process for monitoring implementation and outcomes to ensure effectiveness and inform future review.
- i. When provincial legislation, regulation, or Ministry directives change, related policies and procedures must be reviewed and updated accordingly.
- j. Archived or rescinded policies shall be retained for public record and reference in accordance with DDSB's records management standards.

8.0 EVALUATION

This policy shall be evaluated every five years to ensure relevance, effectiveness, and alignment with DDSB's strategic priorities and legislative requirements.

This policy shall be monitored on an ongoing basis and formally evaluated every five years to ensure continued relevance, effectiveness, and alignment with DDSB's strategic priorities and legislative requirements.

9.0 COMMUNICATION

All policies will be published on the DDSB public website in an accessible format and shared with relevant DDSB community members and education partners.

10. APPENDICES

11. REFERENCES