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	Introduction Policy	

Policy:

This policy provides information, guidance and direction in terms of how John McGivney Children's Centre School Authority (School Authority) policies and procedures are implemented and reviewed in order to provide guidance to our trustees, administration and staff.

PURPOSE:

The purpose is to:

- comply with the Ministry of Education Statutes and Regulations, as well as Directives;
- provide an orientation and training tool;
- build the identity and integrity of the school both internally and externally in the community;
- provide trustees, administration and staff with clear guidance and direction;
- enhance staff understanding of rights and responsibilities;

ORIENTATION AND USE

The School Authority's Policy and Procedures are available electronically to all staff. Policies are available to the public on the school website. Procedures are not shared publicly.

ADHERENCE

Employees must maintain familiarity with and abide by the policies and procedures of the School Authority.

STRUCTURE

JMCCSA policies and procedures are organized into five categories:

1. Governance (1000)
2. Administration (2000)

3. Staff and Volunteers (3000)
4. Student and Student Health (4000)
5. Facilities (5000)

NUMBERING

Multiples of twenty are used for sequential policies and procedures in the initial manual. The unused numbers are reserved and available for new policies and procedures that may be added. Policy numbers are preceded by P/ Procedures by PR.

APPROVAL

Policies and procedures are reviewed and revised systematically every five years by the Governance Committee and are updated as needed with new Ministry of Education Directives. Proposed revisions are brought forward to the Board of Trustees for final approval.

DATES OF APPROVAL, RECONFIRMATION AND REVISION

The original date of approval and previous dates of review and revision are tracked on the current document. The Communication Technology Assistant is responsible for organizing and maintaining an electronic file of policies and procedures and for uploading policies and procedures to the School Authority website.

ONGOING ADDITIONS AND REVISIONS

Changes in government legislation, regulations and policies are effective immediately upon government issue dates. The JMCCSA's policies and procedures are revised to reflect changes as soon as possible. Government documentation takes precedence.

ACCESS

Staff access to policy and procedure information is electronic.

Additional Information

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The School Authority is committed to the principles of equity and inclusive education which value and promote human rights and social justice in all of its policies, programs, guidelines, operations and practices.

Applicable Documents: (Reference other applicable policies, procedures, forms, etc.)

Document/ Form Nbr.	Title
	Strategic Plan 2026-2031
P 1001	Trustee Code of Conduct Policy
P 3003	Employee Code of Conduct

EFFECTIVE DATE: February, 2004

REVISION DATE: October, 2026

NEXT REVIEW DATE: 2031-2032