

# GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

## AGENDA March 19, 2019

**Ida Li Preti, Chair**  
Trustee Ward 3

**Michael Del Grande**  
Ex-Officio

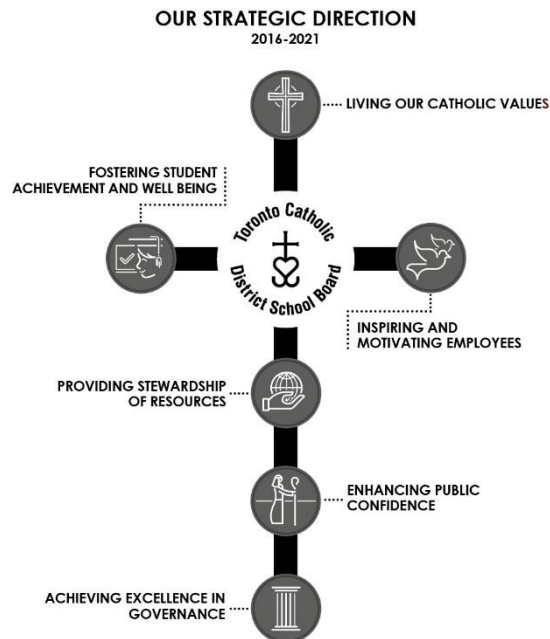
**Angela Kennedy, Vice-Chair**  
Trustee Ward 11

**Maria Rizzo**  
Ex-Officio

**Nancy Crawford**  
Trustee Ward 12

**Norman Di Pasquale**  
Trustee Ward 9

**Teresa Lubinski**  
Trustee Ward 4



### MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.  
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

### VISION

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293**  
**Assistant Recording Secretary: Sonia Tomaz, 416-222-8282 Ext. 2298**

**Rory McGuckin**  
Director of Education

**Maria Rizzo**  
Chair of the Board

## TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

- A. Ensuring that governance structures, policies, protocols, processes and performance metrics:
  - a. advance the vision of the TCDSB, rooted in Catholic values and teachings.
  - b. support the achievement of our Multi-Year Plan.
  - c. conform to best practices.
  - d. provide strategic cohesion and consistency.
  - e. comply with the Education Act and other pertinent legislation.
- B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.
- C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.
- D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.
- E. Ensuring ongoing governance reviews of the Board.
- F. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

## **OUR MISSION**

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# **AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE**

## **PUBLIC SESSION**

**Ida Li Preti, Chair**

**Angela Kennedy, Vice Chair**

Tuesday, March 19, 2019

7:00 P.M.

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Pages

1. **Call to Order**
2. **Opening Prayer**
3. **Roll Call & Apologies**
4. **Approval of the Agenda**
5. **Declarations of Interest**
6. **Approval & Signing of the Minutes of the Meeting held February 27, 2019:**

6.a For PUBLIC Session

1 - 13

6.b For DOUBLE PRIVATE Session

Distributed under Confidential Cover to Trustees and the Director of  
Education Only

6.c For TRIPLE PRIVATE Session

Distributed under Confidential Cover to Trustees Only

7. **Delegations**

8. **Presentation**

<b>9. Notices of Motion</b>	
<b>10. Consent and Review</b>	
<b>11. Unfinished Business</b>	
<b>12. Matters referred or deferred</b>	
<b>13. Staff Reports</b>	
13.a Update to Code of Conduct Policy (S.S.09)	14 - 37
13.b Update to Progressive Discipline Policy (S.S.10)	38 - 56
13.c Update to Permit Policy (B.R.05)	57 - 72
13.d Update to Environmental Practice Policy (B.M.06)	73 - 82
13.e Update to Purchasing Policy (F.P.01)	83 - 95
<b>14. Listing of Communications</b>	
<b>15. Inquiries and Miscellaneous</b>	
<b>16. Updating of Pending Lists</b>	
16.a Monthly Pending List	96 - 99
16.b 2019 Policy Priority Schedule	100 - 101
<b>17. Adjournment</b>	



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# **MINUTES OF THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION**

**HELD WEDNESDAY, FEBRUARY 27, 2019**

## **PRESENT:**

### **Trustees:**

I. Li Preti, Chair  
A. Kennedy, Vice-Chair  
N. Crawford - via Teleconference  
M. Del Grande  
N. Di Pasquale - via Teleconference  
T. Lubinski - via Teleconference  
M. Rizzo

### **Staff:**

R. McGuckin  
L. Noronha (For Item 13a)  
P. Aguiar  
N. Adragna (For Item 13d)  
C. Caldwell  
R. McDonald (For Item 13a)  
  
S. Harris, Recording Secretary  
S. Tomaz, Assistant Recording Secretary

## **4. Approval of the Agenda**

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the Agenda be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Li Preti

The Motion was declared

CARRIED

**5. Declarations of Interest**

There were none.

Trustee Crawford disconnected via Teleconference at 7:02 pm.

**6. Approval & Signing of the Minutes**

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the Minutes of the Regular Meeting held January 15, 2019 for PUBLIC Session be approved.

Trustee Crawford reconnected via Teleconference at 7:04 pm.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Li Preti

The Motion was declared

CARRIED

Trustee Rizzo joined the meeting at 7:05 pm.

Trustee Lubinski joined the meeting via Teleconference at 7:07 pm.

Trustee Kennedy joined the meeting at 7:09 pm.

#### **10. Consent and Review**

The Chair reviewed the Order Paper and the following Items were held:

- 13a) Trustee Kennedy;
- 13d) Trustee Rizzo;
- 13e) Trustee Rizzo;
- 13f) Trustee Crawford; and
- 13g) Trustee Rizzo

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the Items not held, along with their Staff recommendations, be approved.

Results of the Vote taken, as follows:

#### **In Favour**

#### **Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti

Lubinski  
Rizzo

The Motion was declared

CARRIED

**ITEMS CAPTURED IN THE ABOVE MOTION**

- 13b) Year-End Celebrations for Kindergarten Children Policy (S.M.18)** that the Year-End Celebrations for Kindergarten Children Policy (S.M.18) provided in Appendix A be adopted;
- 13c) Update to Victim's Rights Policy (S.S.13)** that the revised Victim's Rights Policy (S.S.13) provided in Appendix A be adopted; and
- 13h) Rescind AIDS (Acquired Immune Deficiency Syndrome) Policy (H.M.27)** that the AIDS Policy H.M.27, provided in Appendix A be rescinded.

**12. Matters Referred or Deferred**

- 12a) International Languages Elementary (ILE) Program received and referred to staff to bring the cost to the February 12, 2019 Governance and Policy Committee meeting** (Not discussed as the Director of Education advised that the information was previously provided).

**13. Staff Reports**

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Item 13a) be adopted as follows:

- 13a) Employee Photo Identification Cards Policy (B.B.06)** that the Governance and Policy Committee recommend to the Board that the Employee Photo Identification Cards Policy B.B.06 provided in Appendix A and the Operation Procedures provided in Appendix B be adopted in principle and

only be resubmitted to the Board should material changes be made based on consultation with employee groups.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion was declared

CARRIED

Trustee Del Grande left the table at 8:18 pm and returned at 8:19 pm.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Item 13d) be adopted as follows:

- 13d) Update to Suspension and Expulsion Policy (S.S01)** that the Governance and Policy Committee recommend to the Board that the revised Suspension and Expulsion Policy (S.S.01) provided in Appendix A be adopted.

Trustee Lubinski disconnected via Teleconference at 8:19 pm.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford

Rizzo

Del Grande  
Di Pasquale  
Kennedy  
Li Preti

The Motion was declared

CARRIED

Trustee Lubinski reconnected via Teleconference at 8:20 pm.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 13e) be adopted as follows:

**13e) Update to Trespass Policy (S.S.14) received.**

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that the Governance and Policy Committee recommend to the Board that the amended Trespass Policy S.S.14 provided in Appendix A be adopted.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski

Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 13f) be adopted as follows:

- 13f) Update to Filling a Trustee Vacancy Policy (T.18)** received and that the Governance and Policy Committee recommend to the Board that the revised Filling a Trustee Vacancy Policy (T.18) provided in Appendix A be adopted, with the following amendments:

Page 161, 3rd paragraph: replace “*assert*” with “*asserts*”;

Page 161, Regulation 3, 2nd sentence: add “*until such time as the vacancy is filled*” after “*...ratepayers in the vacant ward*”;

Page 162, Regulation 5: remove “*including, but not limited to, the invitation and ratepayer consultation*”;

Page 162, Replace Regulation 7a) with “*The Board will invite applications from applicants eligible to serve, as per relevant legislation, as a Catholic School Board Trustee who resides in the City of Toronto*”;

Page 162, Remove Regulation 7c); and

Page 163, Regulation 7g): Replace “*Council*” with “*Councils*”; and add “*local parishes*” after “*CSPC*”

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Rizzo, that Regulation 7g), page 163, be replaced with “*The secretary of the Board will inform the Public of the name of the person selected to fill the vacancy.*”

Results of the Vote taken on the Amendment, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion, as amended, was declared

CARRIED



MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 13g) be adopted as follows:

- 13g) Update to Smoke and Vapour Free Space Policy (B.B.04)** that the Governance and Policy Committee recommend to the Board that Trustees approve the updated Smoke and Vapour Free Space Policy (B.B.04) for further consultation with relevant Toronto Catholic District School Board (TCDSB) employee groups.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Del Grande, that the Agenda be reopened to add Items 15a) Inquiry from Trustee Kennedy regarding Link to French Immersion Policy on the TCDSB website and 15b) Inquiry from Trustee Del Grande regarding the Whistleblower Policy.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion was declared

CARRIED

**15. Inquiries and Miscellaneous**

MOVED by Trustee Rizzo, seconded by Trustee Del Grande, that Item 15a) be adopted as follows:

- 15a) From Trustee Kennedy regarding Link to French Immersion Policy on the TCDSB Website** referred to Staff to consider the possibility of linking policies within the portals.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 15b) be adopted as follows:

**15b) From Trustee Del Grande regarding the Whistleblower Policy** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that Item 19 be adopted as follows:

**19. 2018-19 Policy Priority Schedule** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski

Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the meeting resolve into DOUBLE PRIVATE Session, followed by TRIPLE PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### UPDATE TO CODE OF CONDUCT POLICY S.S. 09

*For you say, 'My conduct is pure, and I am clean in God's sight.' Job 11:4*

Created, Draft	First Tabling	Review
March 5, 2019	March 19, 2019	<a href="#">Click here to enter a date.</a>
J. Shain, Acting Superintendent of Safe Schools Department N. Adragna, Principal, Safe Schools Department P. Aguiar, Superintendent of Student Achievement and Wellbeing and Governance and Policy Development.		

### RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

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*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This Report recommends updating the current Code of Conduct Policy (S.S.09) to reflect changes in legislation, current practice, and to reformat in meta policy format. *The cumulative staff time required to prepare this report was 10 hours*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Code of Conduct Policy (S.S.09) was first approved on November, 2013 and last revised on November, 2016
2. Changes to this policy reflect current legislation and practices.

## **D. EVIDENCE**

This policy has been amended in consultation with Safe Schools and Legal Services.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by the Director, with the support of the Superintendent of Safe Schools and reported on in the Annual Safe Schools Report.
2. Further reports will be brought to the Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION**

1. The updated policy, and accompanying appendices, as approved will be posted on the TCDSB policy register.
2. Principals will be informed of changes to this policy at K-12 meetings.

## **G. STAFF RECOMMENDATION**

Staff recommends that the revised Code of Conduct Policy (S.S. 09) provided in Appendix A and the accompanying guidelines, provided in Appendix B, be adopted.





POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

**Date Approved:**

November 7, 2013

**Date of Next Review:**

November, 2016

**Dates of Amendments:****Cross References:**

- Education Act Part XIII, Behaviour, Discipline and Safety
- Program/Policy Memorandum 128, 2012 *The Provincial Code of Conduct and School Board Codes of Conduct*
- O. Reg. 472/07 Behaviour, Discipline and Safety of Pupils
- Police/School Board Protocol (~~Revised 2013~~)
- S.S.04: ~~Access to School Premises and Trespass~~ **Access to Students in Schools**
- **S.S.14: Trespass**
- ~~S.S.05: Expulsions~~ **S.S.01 – Suspension and Expulsion**
- ~~S.S.06: Suspensions~~
- S.S.10: Progressive Discipline
- S.S.11: Bullying Prevention and Intervention
- T. 07: Community Engagement

**Appendix**

- Appendix A: TCDSB Code of Conduct S.S.09 Guidelines
- Appendix B: Toronto Police/School Board Protocol

**Purpose:**

This Policy affirms that all students, parents, and teachers and other school staff have the right to be safe, and to feel safe, in their school community. The purpose of this Policy is to set out how schools will implement and enforce the provincial Code of Conduct and all other rules related to the provincial standards that promote and support respect, civility, responsible citizenship, safety and well-being for all individuals at TCDSB facilities for educational or other activities.



**POLICY SECTION:** SAFE SCHOOLS

**SUB-SECTION:**

**POLICY NAME:** Code of Conduct

**POLICY NO:** S.S.09

### **Scope and Responsibility:**

This Policy extends to all individuals or organizations engaged in education or other activities while in schools of the Toronto Catholic District School Board. The Director of Education, supported by the Superintendent of Safe Schools and school principals, is responsible for this policy.

### **Alignment with MYSP:**

Living Our Catholic values

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Inspiring and Motivating Employees

Strengthening Public Confidence

### **Financial Impact:**

Generally, there is no significant financial impact on the TCDSB.

### **Legal Impact:**

~~The Education Act requires school boards and all schools of a board to develop a Code of Conduct that contains clearly articulated standards of behaviour, and outlines what responsibilities are held by stakeholders to promote a safe and accepting school climate.~~



**POLICY SECTION:** SAFE SCHOOLS  
**SUB-SECTION:**  
**POLICY NAME:** Code of Conduct  
**POLICY NO:** S.S.09

### **Policy:**

The Toronto Catholic District School Board is committed to ensuring that schools be an example of Christian Community that promote, maintain, and encourage responsibility, respect, civility, equity, inclusivity, academic excellence and well-being in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable and accepted, and is supported through a whole school approach. The Code of Conduct for all schools of the TCDSB will be based on the Board's Code of Conduct, allowing for some local standards of behaviour consistent with input from students, parents, staff members and other community members in the school community.

### **Regulations:**

1. The TCDSB Code of Conduct is consistent with the provincial Code of Conduct and clearly sets out the standards of behaviour for all members of the school community including: but not limited to, students, parents, volunteers, teachers and other staff members, board staff, trustees, visitors, third-party service providers and permit holders while on board premises **or at school-related activities.** ~~(Appendix A)~~ **The TCDSB code of conduct is also applicable to all members of the school community for behaviour occurring off school premises or outside of school hours that negatively impacts school climate.**



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

~~The Code of Conduct applies to all students while at school, on school buses, at school-related activities, or in other circumstances that could have an impact on the school climate.~~

2. Each school's **code of conduct** will clearly ~~set out~~ **describe** ~~what is~~ acceptable and ~~what is~~ unacceptable behavior for all members of the elementary, secondary and **continuing** education school communities, referencing students, parents, staff members, board staff, **trustees**, visitors, volunteers, third-party service providers, permit holders, and other members of the community.
3. ~~All TCDSB employees who work directly with students must respond to any student behavior that is contrary to the Code of Conduct and likely to have a negative impact on the school climate.~~

**Board employees who work directly with students – including administrators, teachers and other school staff – must respond to any student behaviour that is likely to have a negative impact on school climate if it is safe to do so. If the board employees feel it is not safe to respond, they are expected to verbally inform the principal as soon as possible.**

4. ~~All TCDSB employees who become aware that a student, registered in a TCDSB school may have engaged in a serious incident shall report the matter to the principal as soon as reasonably possible. The Safe Schools Reporting Form Part~~



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: Code of Conduct

POLICY NO: S.S.09

~~I must be completed by the employee and submitted to the principal by the end of the school day.~~

**Any board employee who becomes aware that a pupil student at a school of the board may have engaged in a serious student incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I. In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators and other staff in board-operated extended-day programs, employees and contractors of third-party operators, and other individuals who are not employees of the board and come into direct contact with pupils on a regular basis are subject to these same reporting requirements.**

5. The Code of Conduct at each school of the TCDSB will be reviewed annually. In developing and reviewing the local standards of behaviour, the principal shall take into consideration the views of the Catholic School ~~Advisory Council~~ **Parent Council (CSPC)** and additionally should seek input from students, staff, parents and other members of the school community.
6. The Code of Conduct will be communicated to the school's community annually.



**POLICY SECTION:** SAFE SCHOOLS

**SUB-SECTION:**

**POLICY NAME:** Code of Conduct

**POLICY NO:** S.S.09

7. ~~In the situation~~ Where the TCDSB enters into agreement with a third party with respect to rental of school space, or any individual or organization respecting the permitted use of a school and/or premises operated by the Board, the standards of behaviour consistent with the Board's Code of Conduct must be followed.
8. The TCDSB will collaborate with the other district school boards in the city of Toronto and Toronto Police Services to review and revise the mandatory Police/School Board Protocol. The Protocol defines the working relationship and appropriate responses to incidents where police involvement ~~of intervention~~ is requested or required in relation to school related incidents. (~~Appendix B~~)
9. The TCDSB will collaborate with other district school boards, Toronto Police Services and community organizations to provide coordinated prevention and intervention programs and services in support of safe and respectful school communities.
10. The Board will conduct a thorough review of its Code of Conduct every three (3) years by consulting with Catholic School Advisory Councils of the Board and other stakeholders.

### **Definitions:**

#### **Police/School Board Protocol**

This protocol has been developed by the four publicly funded district school boards operating within the city of Toronto and Toronto Police Service with the clear purpose of supporting schools as safe, caring, inclusive and accepting places for



**POLICY SECTION:** SAFE SCHOOLS

**SUB-SECTION:**

**POLICY NAME:** Code of Conduct

**POLICY NO:** S.S.09

learning and teaching. The Protocol clearly outlines the roles and responsibilities of school officials and police officers in situations where the police are present at school for a school related incident or in other situations.

### **Safe and Accepting School Teams**

Each school must have in place a Safe and Accepting Schools Team responsible for fostering a safe, inclusive and accepting school climate. The team must include at least one parent, one teacher, one non-teaching staff member, one community partner, and the principal. The team should include at least one student. The Chairperson of this team must be a staff member.

At TCDSB, members of the Safe and Accepting School Teams will have opportunities to meet, provide input into discussions, review data from the student surveys, and provide advice to the principal about school safety and Ministry of Education initiatives related to school climate and safety.

### **School Climate**

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.



**POLICY SECTION:** SAFE SCHOOLS

**SUB-SECTION:**

**POLICY NAME:** Code of Conduct

**POLICY NO:** S.S.09

### **Third-Party Service Provider**

Any organization, not internal to a school board, that provides services for the TCDSB. Some examples include: regulated health professionals, bus companies, cafeteria operators, etc.

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

1. Anonymous Safe School Climate surveys administered to representative groups of TCDSB students and parents.
2. The Safe and Accepting Schools Team at each school will annually review safe schools data to assess the effectiveness of the school's Code of Conduct and inform of any changes required.



# TCDSB Code of Conduct Policy S.S. 09

## Appendix A - Guidelines

### Preamble:

The Toronto Catholic District School Board is an inclusive community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. Through our Catholic values, we believe in the worth and dignity of every person and that people thrive in a safe, healthy and compassionate environment. One of the goals of the Board's Multi-Year Strategic Plan requires that, in order to create equitable learning environments for all students, we will provide all students with safe, healthy learning environments by promoting a positive school climate, inclusive and accepting of all pupils, ~~and by promoting the prevention of bullying.~~

### Purpose of the Code of Conduct

The TCDSB Code of Conduct is consistent with the requirements set out in the Provincial Code of Conduct, by establishing standards of behaviour for all members of the school community. The following goals are foundational to the Board's Code of Conduct:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools and board sites.
6. To discourage the use of alcohol, and illegal drugs, and, except by a medical cannabis user, cannabis.
7. To prevent bullying in schools.

## Standards of Behaviour

### *Respect, Civility, and Responsible Citizenship*

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

### *Safety*

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;

- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage other to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

### **Role and Responsibilities**

#### *Toronto Catholic District School Board*

The Board will provide direction to its schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of the Board to:

- develop policies that set out how schools will implement and enforce the provincial Code of Conduct and all other rules that it develops that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct and TCDSB's code of conduct to all parents, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support;
- review these policies regularly with those listed above;
- seek input from school councils, Parent Involvement Committees, and the Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

### *Principals*

Under the direction of the Director of Education, principals take a leadership role in daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- holding everyone under their author accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

### *Teachers and Other School Staff*

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they;

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and other members of the school community;
- prepare students for the full responsibilities of citizenship.

### *Students*

Students are to be treated with respect and dignity, In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour, Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;

- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

### *Parents*

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfil their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

### **~~The Toronto Catholic District School Board will:~~**

#### **~~a) Provide direction to all schools to ensure opportunity, academic excellence, and accountability in the education system by:~~**

- ~~Developing policies that set out how schools will implement and enforce the provincial Code of Conduct and all other rules related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;~~
- ~~Establishing a process that clearly communicates the provincial Code of Conduct and TCDSB Code of Conduct to all parents/guardians, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support;~~

- Seeking input and reviewing the TCDSB Code of Conduct and related policies regularly in consultation with principals, teachers and other staff members, students, parents, parish priests, volunteers, community partners/agencies, Catholic School Advisory Councils, Safe and Accepting School Teams, Parent Involvement Committee, Special Education Advisory Committee, and other groups that may not be traditionally consulted;
- Providing opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence **and well-being** in a safe **inclusive and accepting** learning and teaching environment.

**b) Ensure that Respect, Civility and Responsible Citizenship are followed by all members of the school community.**

The standards of behaviour apply to all individuals involved in the publicly funded school system including, but not limited to, students, parents, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel, trustees, visitors, permit holders/third party with respect to rental of school space, co-op employers, crossing guards, bus drivers, service providers, guests and delivery personnel whether they are present on school property, on school buses, at school-related events or in other circumstances that could have an impact on the school climate.

All members must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;

- ~~Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or other;~~
- ~~Respect the rights of others;~~
- ~~Show proper care and regard for school property and the property of others;~~
- ~~Take appropriate measures to help those in need;~~
- ~~Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;~~
- ~~Respect all members of the school community, especially persons in positions of authority.~~
- ~~Respect the need of others to work in an environment that is conducive to learning and teaching.~~

c) **Ensure that a safe and positive climate is promoted in all schools and board sites by:**

- ~~Promoting strategies and initiatives to address inappropriate behaviour, and to foster a positive school climate that supports student achievement in all areas identified in the *Ontario Catholic School Graduate Expectations* and the *TCDSB Multi-Year Strategic Plan*;~~
- ~~Ensuring that all members of the school community, especially people in positions of authority, are treated with respect and dignity.~~
- ~~Promoting responsible citizenship by encouraging appropriate participation in the civic life of the school community;~~
- ~~Maintaining an environment where conflict and difference can be addressed in a manner characterized by respect and civility;~~
- ~~Encouraging the use of non-violent means to resolve conflict;~~

- Promoting the safety of people in the schools.

d) ~~Develop awareness/prevention/intervention strategies and will respond to all infractions related to the standards for respect, civility, responsible citizenship, safety including bullying prevention in schools.~~

~~Developing awareness/prevention/intervention strategies and will respond to all activities related to the standards for respect, civility, responsible citizenship, safety including bullying prevention in schools.~~

The Board will ensure that the following behaviours are responded to promptly and addressed through a progressive discipline approach and consistent with the Education Act and board policies for suspensions and expulsions. **Mitigating and Other Factors must be considered by the principal.**

#### **Education Act Section 306 Suspension**

~~Under subsection 306 (1) of the Education Act, a principal shall consider whether to suspend a pupil if he/she has engaged in any of the following activities on school property, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school climate~~

- 1) Uttering a threat to inflict serious bodily harm on another person
- 2) Possession alcohol or illegal drugs
- 3) Possessing cannabis, unless the pupil is a medical cannabis user.**
- 4) Being under the influence of alcohol
- 5) Being under the influence of cannabis, unless the user is a medical cannabis user.**



- 6) Swearing at a teacher or at another person in a position of authority
- 7) Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- 8) Bullying

Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board. At TCDSB, these activities include: **Under Board policy, activities for which a principal may suspend a pupil include:**

- Persistent opposition to authority
- Habitual neglect of duty
- Use of profane or improper language
- Theft
- Aid/incite harmful behaviour
- Physical assault
- **Being under the influence of illegal drugs**
- **Sexual harassment**
- Racial harassment
- Fighting
- Extortion
- Inappropriate use of electronic communications/media **equipment**
- Conduct injurious to the moral tone of the school or to the physical or mental well-being of others

### ~~Education Act Section 310 Suspension, Investigation and Possible Expulsion~~

~~Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he/she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate. The principal will conduct an investigation to determine whether to recommend to the board that the pupil be expelled.~~

- ~~1) Possessing a weapon, including possessing a firearm~~
- ~~2) Using a weapon to cause or to threaten bodily harm to another person~~
- ~~3) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner~~
- ~~4) Committing sexual assault~~
- ~~5) Trafficking in weapons or in illegal drugs~~
- ~~6) Committing robbery~~
- ~~7) Giving alcohol to a minor~~
  - ~~• Bullying, if,
    - ~~i. The pupil has previously been suspended for engaging in bullying, and~~
    - ~~ii. The pupil's continuing presence in the school creates an unacceptable risk to the~~
    - ~~iii. safety of another person.~~~~
  - ~~• Any activity listed in subsection 306 (1) of the Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor basis.~~

### **8. Give Cannabis to a minor.**

9. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. **Under board policy** At TCDSB, these activities include:

- Possession of explosive substance
- Serious or repeated misconduct.
- Refractory conduct
- Conduct injurious to the moral tone of the school or to the physical or mental well-being of others

**It is also an expectation of the TCDSB Code of Conduct that, in addition to students, all members of the school community not engage in any activity that may compromise school safety or security.**

e) **Ensure that principals take a leadership role in their respective school by demonstrating commitment to academic excellence and student well-being in a safe, inclusive and accepting teaching and learning environment. Principals will provide this leadership by:**

- Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive and accepting teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions in order to maintain proper order and discipline within the school and to ensure the highest standard of respect, civility and responsible behaviour;

f) **Ensure that, under the leadership of the principal, teachers and staff will maintain order in the school and are expected to role model and to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:**

- Help students work to their full potential and develop their sense of self-worth;

- ~~Empower students to be positive leaders in their classroom, school, and community;~~
  - ~~Communicate regularly and meaningfully with parents;~~
  - ~~Maintain consistent standards of behaviour for all students;~~
  - ~~Demonstrate respect for all students, staff, parents, volunteers, and other members of the school community;~~
  - ~~Prepare students for the full responsibilities of citizenship.~~
- g) ~~Ensure that students are treated with respect and dignity and in return students must demonstrate respect for themselves, for others, and for the responsibilities of good citizenship as they work towards the Ontario Catholic School Graduate Expectations. Respect and responsibility are demonstrated when students:~~
- ~~Come to school prepared, on time, and ready to learn;~~
  - ~~Show respect for themselves, for others, and for those in authority;~~
  - ~~Refrain from bringing anything to school that may compromise the safety of others;~~
  - ~~Follow the established rules and takes responsibility for their own actions.~~
- h) ~~Expect parents to support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role when they:~~
- ~~Assist school staff in dealing with disciplinary issues and by supporting the Code of Conduct and all associated policies;~~
  - ~~Show an active interest in their child's school work and progress;~~
  - ~~Communicate regularly with the school;~~
  - ~~Help their child be neat, appropriately dressed, and prepared for school;~~
  - ~~Ensure that their child attends school regularly and on time;~~

- ~~Promptly report to the school their child's absence or late arrival;~~
- ~~Show that they are familiar with the provincial Code of Conduct, the TCDSB Code of Conduct, and school rules;~~
- ~~Encourage and assist their child in following the rules of behaviour;~~
- ~~Assist school staff in dealing with disciplinary issues involving their child.~~



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATE TO PROGRESSIVE DISCIPLINE POLICY  
S.S.10

*All scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness..” 2 Timothy 3:16*

Created, Draft	First Tabling	Review
March 5, 2019	March 19, 2019	Click here to enter a date.

J. Shain, Acting Superintendent of Safe Schools  
 N. Adragna, Principal, Safe Schools Department  
 P. Aguiar, Superintendent of Student Achievement and Wellbeing and Governance and Policy Development.

## RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
 Director of Education

D. Koenig  
 Associate Director  
 of Academic Affairs

L. Noronha  
 Associate Director of Facilities,  
 Business and Community  
 Development, and  
 Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This Report recommends updating the current Progressive Discipline Policy (S.S.10) to reflect current practice and to reformat in meta policy format.

*The cumulative staff time required to prepare this report was 10 hours*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Progressive Discipline Policy (S.S.10) was first approved on January, 2008 and last revised on September 2014.
2. Changes to this policy reflect current practices and legislation.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

This policy has been amended in consultation with Safe Schools and Legal Services.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by the Director, with the support of the Superintendent of Safe Schools and reported on in the Annual Safe Schools Report.
2. Further reports will be brought to the Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION**

1. The updated policy, and accompanying appendices, as approved will be posted on the TCDSB policy register.
2. Principals will be informed of changes to this policy at K-12 meetings.

## **G. STAFF RECOMMENDATION**

Staff recommends that the revised Progressive Discipline Policy (S.S. 10) provided in Appendix A and the accompanying procedures and reporting forms provided in Appendix B, C and D, be adopted.





POLICY SECTION: SAFE SCHOOL

SUB-SECTION:

POLICY NAME: PROGRESSIVE DISCIPLINE

POLICY NO: S.S.10

**Date Approved:**

~~September 11, 2014 – SA~~  
**January 23, 2008 - Board**

**Date of Next Review:**

~~September, 2017~~

**Dates of Amendments:**

~~January 23, 2008 – Board~~  
**September 11, 2014 – SA**

**Cross References:**

- Code of Conduct Policy S.S. 09
- Education Act Part XIII, Behaviour, Discipline and Safety Bill 212, Progressive Discipline
- Bill 157, Keeping Our Kids Safe at School Bill 13, Accepting Schools Act Policy/Program Memorandum 145
- Policy/Program Memorandum 144
- Policy/Program Memorandum 128
- Policy/Program Memorandum 120
- S.S. 09 Code of Conduct
- S.S. 01 Suspension and Expulsion Policy ~~Police/School Board Protocol~~ (Revised 2013) Caring and Safe Schools **in Ontario** (2013) **(2010)**

**Appendix**

- Appendix A – Mitigating and Other Factors
- Appendix B – OSR Requirements
- Appendix C – Reporting Form Part I, Part II and Incident Summary sample

**Purpose:**

The purpose of this policy is to outline the Board's progressive discipline strategy. This policy affirms the Board's commitment to supporting schools in building and sustaining a positive school climate that is safe, inclusive, and accepting for all students. This policy also affirms that the progressive discipline strategy will support students in their education so that all students reach their full potential.



**POLICY SECTION:** SAFE SCHOOL

**SUB-SECTION:**

**POLICY NAME:** PROGRESSIVE DISCIPLINE

**POLICY NO:** S.S.10

### **Scope and Responsibility:**

This policy applies to all students of the TCDSB and assigns specific duties to principals and employees of the board to ensure compliance with the policy and legislation. The Director of Education, the Superintendent of Safe Schools, school principals, and all employees are responsible for this policy.

### **Alignment with MYSP:**

Living Our Catholic values  
 Strengthening Public Confidence  
 Fostering Student Achievement and Well-Being  
 Inspiring and Motivating Employees

### **Financial Impact:**

~~The TCDSB Safe Schools Department provides professional learning for TCDSB staff through delivery of certification modules. There is a cost associated with delivering these modules, which is largely funded through Board departmental budgets and grants.~~

### **Legal Impact:**

~~The Education Act requires school boards to develop goals for promoting a positive school climate that is safe, inclusive, and accepting of all pupils. Adherence to this policy by Board staff will contribute to reducing the risk of harm to students and legal liability to the Board.~~



**POLICY SECTION:** SAFE SCHOOL

**SUB-SECTION:**

**POLICY NAME:** PROGRESSIVE DISCIPLINE

**POLICY NO:** S.S.10

### **Policy:**

The TCDSB is committed to provide programs and activities that focus on the building of healthy relationships, a safe, inclusive, and accepting learning environment rooted in the Ontario Catholic Graduate Expectations. A positive school climate is founded upon an effective continuum of strategies within a school and school-related activities to promote student empowerment and positive student behaviour.

Progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours.

**Responses to behaviours that are contrary to the code of conduct must be developmentally appropriate. Information in the student's Individual Education Plan (IEP) must be considered in the determination of interventions, supports, and consequences for students with special education needs.**

### **Regulations:**

1. All schools must develop and implement a progressive discipline plan. Regular revision of the plan must be completed through a consultative process, including staff, students and broader community. (eg. ~~Toronto Police Services~~).



POLICY SECTION: SAFE SCHOOL

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2. When implementing progressive discipline, the principal will review all findings from the school investigation and consider mitigating and other factors to determine the appropriate consequence(s), support(s) and/or intervention(s). **(See Appendix A)**
3. All inappropriate student behaviour, including bullying, will be subject to progressive discipline.
4. In an effort to maintain a positive school climate, **any board employee who becomes aware that a pupil student at a school of the board may have engaged in a serious student incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I (See Appendix B). In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators and other staff in board-operated extended-day programs, employees and contractors of third-party operators, and other individuals who are not employees of the board and come into direct contact with pupils on a regular basis are subject to these same reporting requirements.** ~~any employee of the board who becomes aware that a pupil at a school of the board may have engaged in a serious incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I. In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators in board-operated extended-day programs, employees and contractors of~~



**POLICY SECTION: SAFE SCHOOL**

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~~third party operators, and other individuals who are not employees of the board and come into direct contact with pupils on a regular basis are subject to these same reporting requirements.~~

The principal must investigate all reports. Once the investigation is complete, the principal; must communicate the results of the investigation to the teacher who made the report using the Safe Schools Incident Reporting Form - Part II **(See Appendix B)**. If a board employee who is not a teacher made the report, the principal will communicate the results of the investigation to that employee if the principal considers it appropriate.

5. A progressive discipline approach includes using prevention programs and early and ongoing interventions and supports, reporting serious student incidents, and responding to incidents of inappropriate and disrespectful behaviour when they occur. Some examples of intervention strategies include ongoing communication with parents, verbal reminders, review of expectations, and/or written assignments with a learning component that require reflection.
6. In some circumstances, short-term suspension may be a useful tool. In the case of a serious student incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.
7. A Principal shall disclose to the parents of a student who has been harmed by another student the following information:
  - the nature of the activity that resulted in harm to the student
  - the nature of the harm to the student
  - the steps taken to protect the student's safety, including the nature of any disciplinary measures taken in response to the activity
  - the supports that will be provided for the student in response to the



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harm that resulted from the activity

The Principal may not disclose the name of the student who caused the harm to the other student.

8. A Principal shall disclose to the parents of a student who caused harm (perpetrator) to another student the following information:

- the nature of the activity that resulted in harm to the other student
- the nature of the harm to the other student
- the nature of any disciplinary measures taken in response to the activity (including providing a copy of any documentation placed in the student's OSR). **(See Appendix C)**
- the supports that will be provided for the student in response to his or her engagement in the activity

9. **A principal shall not notify a parent of a student if, in the opinion of the principal, doing so would put the student at risk of harm from a parent of the student, such that notification is not in the student's best interest. When principals have decided not to notify the parents that their child was involved in a serious student incident, they must document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision. Principals should also refer students to board resource staff who, if needed, can make referrals to community-based service providers that can provide the appropriate type of confidential support.**

**In circumstances where board employees have reason to believe that a student may be in need of protection, board employees must call a children's aid society according to the requirements of the Child, Youth and Family Services Act.**



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10. If a student is suspended for more than 5 days, the Principal is required to provide a program for suspended students.
11. A student who is expelled from all schools of the Board must be assigned to a program for expelled students.
12. A student who is expelled from his or her school only, must be assigned to a new school.
13. Board employees who work directly with students and who observe a student behaving in a way that is likely to have a negative impact on the school climate ~~shall~~ **must** respond to the student(s) if it is safe to do so. **If board employees feel it is not safe to respond, they will be expected to inform the principal orally verbally as soon as possible.**
14. A Principal is permitted to disclose to employees **who work directly with students**, on a need to know basis, information documented in a student's OSR pertaining to behaviour that may present risk of physical harm, so that the employee can carry out their duties.
15. Ongoing interventions may be necessary to address underlying causes of inappropriate behaviour. Some examples of ongoing interventions are meeting with the parent(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counselling.
16. In cases where a student is being transferred to another school in order to address school safety, a transfer meeting must be held prior to the student's attendance in class and must include transition strategies and supports that the student may require. The receiving school must be in possession of the OSR prior to a transfer meeting. **Prior to the start of the transfer meeting, the principal must inform all staff in attendance that they must treat any information about the student and the incident disclosed at the meeting as confidential.**



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**In cases where the transfer is necessary to protect a student, it is preferable that the student who has been harmed not be moved.**

### Definitions:

#### Discipline

~~a supportive and corrective approach to assist students in making appropriate decisions that reflect our Gospel values.~~

#### Progressive Discipline

a whole school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviour **that reflect our Gospel values.** (ppm-145)

#### School Climate

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions

#### Safe and Accepting Schools Team

**Each school must have in place a safe and accepting schools team responsible for fostering a safe, inclusive, and accepting school climate that should include at least one student and must include at least one parent, one teacher, one non-**





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**teaching staff member, one community partner, and the principal. An existing school committee (e.g., the healthy schools committee) can assume this role. The chair of this team must be a staff member.**

### **Board Resource Staff**

**Centrally assigned support staff in the areas of Special Services, Social Work, and Psychology.**

### **Evaluation and Metrics:**

**The effectiveness of the policy will be determined by measuring the following:**

1. Anonymous Safe School Climate surveys administered to representative groups of TCDSB students and parents.
2. Annual review of suspension/expulsion data
3. ~~Regular review of Incident Logs and Safe Schools Reporting Forms Part I from the Progressive Discipline Safe Schools Application~~
4. Safe Schools Advisory Committee consultation
5. Safe and Accepting School Team consultation **at a local level**
6. Student Leadership Group consultation
7. Annual review of provincial safe schools data (Ministry Report)
8. ~~Review of the Toronto Police Service School Resource Officer (SRO) and Community School Liaison Officer (CSLO) activities and programs~~

# TCDSB Progressive Discipline Policy, S.S. 10

## APPENDIX A

### Mitigating and Other Factors

#### **Mitigating Factors**

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

#### **Other Factors**

1. The pupil's history.
2. Whether a progressive discipline approach has been used with the pupil.
3. Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
4. How then suspension or expulsion would affect the pupil's ongoing education.
5. The age of the pupil.
6. In the case of a pupil for whom an individual education plan has been developed.
  - i. Whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan.
  - ii. Whether appropriate individualized accommodation has been provided, and
  - iii. Whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

# TCDSB Progressive Discipline Policy, S.S. 10

## APPENDIX B

### Ontario Student Records (OSR) Requirements

1. Reporting form Part I **and documentation** must be kept in the OSR for a minimum of one year **if the principal has decided that action must be taken as a result of a serious student incident.**

**For non-violent incidents, if no further action is taken by the principal, the principal is not required to retain the report.**

2. If the Principal has identified the incident as **violent**, the reporting form must be retained in that student's OSR
  - a. For **one year** if the student's suspension was quashed or withdrawn and the record of the suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period.
  - b. For **three years** if the student was suspended for the violent incident.
  - c. For **five years** if the student was expelled for the violent incident.

TCDSB Progressive Discipline Policy, S.S. 10

APPENDIX C

Reporting Forms and Incident Summary Sample

## Reporting Form Part I



### Reporting to the Principal - Safe Schools Incident

#### Reporting Form - Part I



<b>Report No:</b>	<b>CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM - PART I</b>		
Name of School:			
1. Names of pupil(s) Involved (if known)			
2. Where the Incident Occurred (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <input type="checkbox"/> At School-Related Activity (please specify) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <input type="checkbox"/> On a School Bus (Route #) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <input type="checkbox"/> Other Location (please specify) <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>		
3. When the Incident Occurred	Date: <div style="border-bottom: 1px solid black; width: 150px;"></div>	Time: <div style="border-bottom: 1px solid black; width: 100px;"></div>	
4. Type of Incident (check all applicable)	<p><b>Activities for which expulsion must be considered under section 310(1) of the Education Act</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Possessing a weapon, including possessing a firearm</li> <li><input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person</li> <li><input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner</li> <li><input type="checkbox"/> Committing sexual assault</li> <li><input type="checkbox"/> Committing robbery</li> <li><input type="checkbox"/> Trafficking in weapons</li> <li><input type="checkbox"/> Trafficking in illegal drugs</li> <li><input type="checkbox"/> Giving cannabis to minor</li> <li><input type="checkbox"/> Giving alcohol to a minor</li> </ul> <p><b>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Possession of explosive substance</li> <li><input type="checkbox"/> Serious or repeated misconduct</li> <li><input type="checkbox"/> Refractory conduct</li> <li><input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others</li> </ul>		

## Reporting Form Part I (Continued)

<b>Report No:</b>	<b>CONFIDENTIAL SAFE SCHOOLS INCIDENT REPORTING FORM - PART 1 CON'T</b>		
4. Type of Incident (check all applicable)	<p><b>Activities for which Suspension must be considered under section 306(1) of the Education Act</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.</li> <li><input type="checkbox"/> Uttering a threat to inflict serious bodily harm on another person</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Possessing alcohol</li> <li><input type="checkbox"/> Possessing cannabis, unless the pupil is a medical cannabis user</li> <li><input type="checkbox"/> Swearing at a teacher or at another person in a position of authority</li> <li><input type="checkbox"/> Possessing an illegal drug</li> <li><input type="checkbox"/> Being under the influence of alcohol</li> <li><input type="checkbox"/> Being under the influence of cannabis, unless the pupil is a medical cannabis user</li> </ul> <p><b>[Note: Boards must specify on this form any other activities for which the principal may suspend according to board policy.]</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Being under the influence of illegal drugs</li> <li><input type="checkbox"/> Harassment</li> <li><input type="checkbox"/> Aid/incite harmful behaviour</li> <li><input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others</li> <li><input type="checkbox"/> Fighting</li> <li><input type="checkbox"/> Habitual neglect of duty</li> <li><input type="checkbox"/> Persistent opposition to authority</li> <li><input type="checkbox"/> Physical assault</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Use of profane or improper language</li> <li><input type="checkbox"/> Extortion</li> <li><input type="checkbox"/> Inappropriate use of electronic communications / media equipment</li> </ul>		
5. Report Submitted By: Name: _____ Signature: _____ Date: _____			
<b>Role in School Community:</b>  _____			
Contact Information: Location: _____ Telephone: _____			
6. FOR PRINCIPAL'S USE ONLY: Check if incident was a violent incident, as defined in Policy/Program Memorandum No. 120.  <input type="checkbox"/> <b>Violent incident</b>  <small>Information is collected under the authority of Part XIII of the Education Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall be used for the purpose of student discipline. Questions about information collected on this form shall be directed to the school principal.          *As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law.</small>			

## Reporting Form Part II



### SAFE SCHOOLS INCIDENT REPORT FORM - PART II

#### ACKNOWLEDGEMENT OF RECEIPT OF REPORT


**Report No:**

Report Submitted By: Name: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Investigation completed**

- ☐ Principal to communicate results to the teacher at a mutually convenient time\*
- ☐ Principal to communicate results to other board employee at a mutually convenient time, as appropriate\*

☐ **Investigation in progress**

- ☐ Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time\*
- ☐ Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate\*

Name:

(Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Only Part II is to be given to the person who submitted the report.*

In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.

**Incident Summary Sample****St. Elsewhere**

**Date:** 2014-06-20  
**Report No:** 106318  
**Student Name:** Simpson, Bart

**Incident Details**

Location	Hallway
Date:	2014-02-25
Time:	01:30 PM

**Infraction(s)**

- ☒ Being under the influence of illegal drugs

**Action Taken By Administration****Intervention(s)**

- ☒ Meeting with Parents  
☒ Request Social Work Intervention  
☒ Request Guidance Counsellor Intervention  
☒ Request Child and Youth Worker Intervention  
☒ Meeting with Principal/Vice Principal  
☒ Other: Possible Drug Counselling

**Outcome:**

Given consideration to mitigating and other factors, suspension is not issued.

Principal Signature

\_\_\_\_\_

Principal Name  
Principal Title  
Copy to OSR and Parent/Guardian

Date





## REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### UPDATE TO PERMIT POLICY B.R. 05

*2 Corinthians 1:5: for as we share abundantly in Christ's sufferings,  
so through Christ we share abundantly in comfort too.*

Created, Draft	First Tabling	Review
March 4, 2019	March 19, 2019	<a href="#">Click here to enter a date.</a>

A. DiMondo, Sr. Manager, Community Use of Schools  
 E. Pallotta, Sr. Coordinator, Development Services  
 M. Loberto, Superintendent of Planning and Development

### RECOMMENDATION REPORT

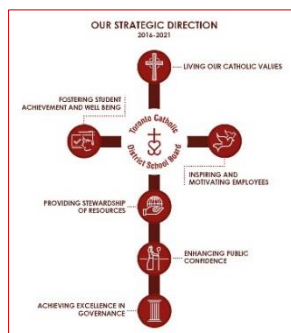
**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
 Director of Education

D. Koenig  
 Associate Director  
 of Academic Affairs

L. Noronha  
 Associate Director of Facilities,  
 Business and Community  
 Development, and  
 Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends amendments to the current Permit Policy B.R.05 to ensure the operational needs of the Boards are met.

*The cumulative staff time required to prepare this report was 12 hours*

## **B. PURPOSE**

The purpose of this report is to highlight proposed amendments to the Permit Policy B.R.05 following a review of this policy.

## **C. BACKGROUND**

1. The Permit Policy B.R.05 was approved in January 2007 and last amended in February 2014.
2. The Community Use of Schools Dept. encompasses the Priority Schools Initiative (PSI) and Focus on Youth (FOY) program providing space during non-instructional hours to Not-for-Profit and other community groups throughout the year.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

The proposed amendments have been considered and cross referenced with the following:

1. Cross referenced B.B.04 in accordance with the *Smoke-Free Ontario Act, 2017* and the *Ontario Cannabis Control Act, 2017* which came into force on October, 17 2018.
2. The recommendations to the rules and regulations and operational procedures is for the purpose of maximizing cost recovery and to make school facilities available to the community.
3. The Election section is to make new Principals aware of the Ministry of Education mandate to host elections.

## **E. IMPLEMENTATION**

This policy will be posted on the TCDSB Policy Registry website.

## **F. STAFF RECOMMENDATION**

That the amended Permit Policy B.R.05 provided in Appendix A and accompanying Operational Procedures provided in Appendix B, Rules and Regulations provided in Appendix C and Application for Permit Provided in Appendix D be adopted.



**POLICY SECTION:** Building/Plant/Grounds

**SUB-SECTION:** Rentals/Permits

**POLICY NAME:** Permits

**POLICY NO:** B.R. 05

<b>Date Approved:</b> January 2007	<b>Date of Next Review:</b> February 2017	<b>Dates of Amendments:</b> May 2013 February 2014
<b>Cross References:</b> <ul style="list-style-type: none"> <li>• Ministry of Education Memorandum 2006: B13 <i>Community Use of Schools</i></li> <li>• A.13 Distribution of Advertisements</li> <li>• A.35 Accessibility Standards</li> <li>• <b>B.B.04 Smoke and Vapour Free Space</b></li> <li>• H.S.03 Caretaking Deployment</li> <li>• H.S.06 Permit Supervisors</li> <li>• S.S.04 Access to School Premises</li> <li>• S.S.09 Code of Conduct</li> </ul>		
<b>Appendix:</b> <ul style="list-style-type: none"> <li>• Appendix A - Operational Procedures</li> <li>• Appendix B - TCDSB Permit Rules and Regulations</li> <li>• Appendix C – Application for Permit</li> </ul>		

### **Purpose**

This policy affirms the TCDSB'S commitment to making its facilities available for use by schools, organizations and community groups consistent with clearly articulated operational procedures.

### **Scope and Responsibility**

This policy extends to all facilities operated by the TCDSB throughout the year. The Director of Education, supported by the Community Use of Schools Department, is responsible for this policy.

### **Alignment with MYSP:**

Living Our Values  
Fostering Student Achievement and Well-Being  
Strengthening Public Confidence  
Stewardship of Resources



**POLICY  
SECTION:**

**Building/Plant/Grounds**

**SUB-SECTION:**

**Rentals/Permits**

**POLICY NAME:**

**Permits**

**POLICY NO:**

**B.R. 05**

**Financial Impact**

~~Fees charged to community groups and organizations are set according to Cost Recovery of Facility Operations and Caretaking fees.~~

**Legal Impact**

~~There may be liability associated with permitted use of TCDSB facilities. Community user groups shall provide a copy of their Third Party Liability Insurance Certificate prior to the issuance of a permit. A security deposit may be requested from permit holders for certain high-risk or extraordinary activities.~~

**Policy**

The Toronto Catholic District School Board, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.

**Regulations**

1. Every individual or organization that enters into an agreement with the TCDSB respecting the use of a school or premises operated by the board will comply with the standards of behaviour and safety outlined in the board's Code of Conduct.
2. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures. (Appendix A)
3. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (Appendix B).
4. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit charges.



**POLICY  
SECTION:**

**Building/Plant/Grounds**

**SUB-SECTION:**

**Rentals/Permits**

**POLICY NAME:**

**Permits**

**POLICY NO:**

**B.R. 05**

5. Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. **Block booking of school spaces to restrict community use is not permitted.** In addition, from September to June inclusive, principals may reserve their school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.
6. From July to August inclusive, TCDSB facilities will be made available to approved groups on a priority basis. Gymnasium facilities may not be exclusively reserved by TCDSB personnel, and will be shared with other permit holders in the same building.
7. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or police training permits in their wards.
8. Permit Supervision and Cleaner Fees will be calculated based on the current rate structure, and are subject to HST charges. The cost of the permit will be shown on the confirmation contract.
9. Displacement of an existing permit for use of facilities by the TCDSB requires two weeks advance notice and approval from the school principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education or designate.
10. With the exception of all board-sponsored activities at TCDSB facilities, permit applicants shall provide a copy of their Third Party Liability Insurance Certificate naming the TCDSB as an additional insured.
11. In cases where there are multiple requests for the use of the same facilities, staff will make reasonable efforts to distribute the facilities equally amongst the applicants. Preference will be given to those permit groups that serve students in the immediate school community.



**POLICY  
SECTION:**

**Building/Plant/Grounds**

**SUB-SECTION:**

**Rentals/Permits**

**POLICY NAME:**

**Permits**

**POLICY NO:**

**B.R. 05**

12. All appeals concerning permits shall be sent in writing to the Senior Coordinator of Development Services who will render a decision. In the case of a further appeal, the Associate Director of ~~Planning and Facilities~~ shall make the final decision.

## **Definitions**

### **Code of Conduct**

The TCDSB Code of Conduct is consistent with the requirements set out in the Provincial Code of Conduct. The Code of Conduct establishes standards of behaviour for all members of the school community.

The standards of behaviour apply to all individuals involved in the publicly funded school system including but not limited to students, parents, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel, trustees, visitors, permit holders/third party with respect to rental of school space, co-op employers, crossing guards, bus drivers, service providers, guests and delivery personnel whether they are present on school property, on school buses, at school-related events or in other circumstances that could have an impact on the school climate.

### **Permit-Type 1**

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of specified criteria.

### **Permit –Types 2**

This type of permit is intended for occasional or continuing use after 6:00 p.m. on a school day, and during non-school days and is processed centrally by the Community Use of Schools Department.



**POLICY SECTION:** Building/Plant/Grounds

**SUB-SECTION:** Rentals/Permits

**POLICY NAME:** Permits

**POLICY NO:** B.R. 05

### **Evaluation and Metrics**

The effectiveness of the policy will be determined by measuring the following:

The use of TCDSB sites will be monitored throughout the year based on the number of permits issued by TCDSB site, the revenues generated and expenditures incurred.





## Permits for Use of TCDSB Facilities

### APPENDIX A: OPERATIONAL PROCEDURES

#### A. PERMIT TYPES

##### i. Permit Type I:

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of the following:

- (1) The experience of facility use and relations with schools staff by the requesting group. Any group that consistently demonstrates positive experience in the use of a school facility and applies for by June 15 for continued use in September of the following school year will be given first priority. Due consideration will be given to new groups applying for a permit.
- (2) After consideration of (1), permits will be considered on the timing of the application.
- (3) Age appropriate ties to the existing student population will be strongly considered, (i.e. elementary school use for elementary-aged clients).
- (4) Local groups operating within the school community will be given priority.
- (5) The space requested is available and appropriate for the intended use.
- (6) Assessment of available space in schools as determined by staff needs, including staff planning/preparation and extracurricular activities.
- (7) Requests to use Auditoriums/Specially Designed Areas require the permit applicant to make an appointment with the school principal for the purpose of reviewing the space requested and discussing the intended use and all local arrangements, including payment for use of specialized school equipment pending approval by the school principal.
- (8) The impact of the proposed activity on the facility, including potential deterioration of the building.
- (9) Demonstrated respect by the facility user/permit holder for caretakers working in the capacity of permit supervisor. Groups who have had previous complaints about their conduct and have failed to take corrective action may be denied the use of the facility/permit.

##### ii. Permit Type II:

This type of permit is intended for occasional or continuing use after 6:00 p.m. on school days, and during non-school days and is processed centrally by the Community Use of Schools Department.

#### B. PRIORITIES FOR APPROVING PERMITS

**Permit applications are processed on a first-come, first-served basis, from the date of receipt in the Community Use of Schools Dept.** Permits may be issued to any organization or individual on the following priority basis:

- (1) Toronto Catholic District School Board schools, Trustees, and related departments.
- (2) Catholic Church Organizations;
- (3) City of Toronto Parks, Forestry and Recreation programs;**



## Permits for Use of TCDSB Facilities

### APPENDIX A: OPERATIONAL PROCEDURES

**(4) Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;**

**(5) Community groups and youth groups not included in #4. above;**

**(6) Post-secondary teacher education institutions;**

**(7) Other groups/Commercial Entities**

~~(8) Local school and parish community;~~

~~(9) Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;~~

~~(10) ——— Others.~~

#### **C. SUMMER PERMITS**

~~Permits may be issued to any organization or individual on the following priority basis:~~

~~1. TCDSB Continuing Education programs;~~

~~2. Catholic Church Organizations;~~

~~3. City of Toronto Parks, Forestry and Recreation programs;~~

~~4. Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;~~

~~5. Community groups and youth groups not included in #4. above;~~

~~6. Post-secondary teacher education institutions;~~

~~7. Other groups.~~

#### **D. FACILITIES AVAILABLE FOR PERMIT**

Facilities typically available for permit include:

**(1) General/Multi- purpose room;**

(2) Gymnasium;

(3) Playing fields (for any weekend permit of longer than 3 hours, the permit holder must pay fees for a caretaker to provide access to washroom facilities inside the building);

(4) Parking areas;

(5) Access to washrooms;

(6) Classrooms (requiring prior approval by principal); and

(7) Library Resource rooms (requiring prior approval by principal).

#### **E. PERMIT CATEGORIES**

Permits are divided into three (3) categories:

##### **CATEGORY A- Permits provided at no cost**

The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, to a maximum of 3 hours per use and education activities approved by the Director of Education.



## Permits for Use of TCDSB Facilities

### APPENDIX A: OPERATIONAL PROCEDURES

#### **CATEGORY B – Permits provided at reduced costs**

The use of facilities for registered charitable organizations and B1 - Not-For-Profit groups as funded by Community Use of Schools grant provided by the Ministry of Education.

#### **CATEGORY C – Permits provided at full cost**

The use of facilities by all other groups, including adult groups and organizations of Commercial Enterprise.

#### **F. PERMIT-TYPE II FACILITY USAGE FEES**

Facility Usage Fees applicable to Permit Type II are charged as per the current rate structure.

Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or Toronto Police Service permits in their wards.

- (1) Permits issued for polling stations shall be at the rates established by municipal, provincial or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).
- (2) Costs for the use of school equipment are to be approved by and arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment use requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.
- (3) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

#### **G. PERMIT SUPERVISION AND CLEANER FEES**

Permit Supervision and Cleaner Fees are subject to the current rate structure, and are subject to HST number 107-694-119 RT001.

- (1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.
- (2) Groups larger than 200 persons must pay for an additional permit supervisor(s).
- (3) Permit supervision rates will not be charged for:
  - i. The celebration of the Eucharist, Catholic religious services or instruction, or education activities approved by the Director of Education;
  - ii. Catholic School Advisory Councils, on application through the school principal, for two fundraising events **(to a maximum of 20 hours)** to be held at the school and supervised by the school principal.

#### **H. PERMIT PROCESSING FEES**

Permit Processing Fees are non-refundable as per the current rate structure.

#### **Recovery of Direct Costs:**



## Permits for Use of TCDSB Facilities

### APPENDIX A: OPERATIONAL PROCEDURES

Staff members are authorized to secure from the permit holder, where appropriate, any additional costs for extra supplies that may result from a permit.

- (1) Permit holder shall be responsible for all costs associated with malicious and nuisance fire alarms.
- (2) The use of high performance fields identified in the Permit Rates Schedule will include a non-refundable fee of \$100/season/school in addition to the flat or hourly fee.

#### **I. PERMIT APPLICATION APPROVAL NOTIFICATION TIMELINES**

School facilities will not be available on Professional Development days after 6:00 pm.

##### **(1) September – June (All Requests)**

Acceptance of applications starts June 1, or the next following business day if June 1 falls on a weekend. All applications received by July 31 will be processed, approved, where possible, and confirmed in date and priority order by August 31. Applications from non-TCDSB users received after July 31 will be processed based upon the availability of appropriate facilities and times. **Permits will not be granted for community use of school facilities during the two weeks prior to school closing in June, two weeks prior to school commencing in September and during the first week of school in September, unless otherwise authorized by the School Principal or Community Use of Schools Department.**

##### **(2) May-August – Exterior Use of Space**

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. Applications received after March 1 will be processed based upon the availability of appropriate facilities and times. The deadline for summer permit applications is April 30<sup>th</sup>.

##### **(3) July – August – Interior Use of Space**

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. All applications received by May 1 will be processed, approved, where possible, and confirmed in date and priority order by June 15. **The deadline for summer permit applications is April 30<sup>th</sup>.**

Note that school availability for summer use may be limited to allow for scheduled and/or necessary maintenance, renovations and major cleaning.

#### **J. CANCELLATION OF PERMITS**

In the event that a permit is cancelled after confirmation due to Board related activities, Community Use of Schools Staff will make all efforts to accommodate the permit holder in alternate locations.

The following standards apply in respect of the cancellation of a permit:

- (1) Once the school year has begun, displacement of an existing permit for use by the school requires two weeks' advance notice and approval from the School Principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education.



## Permits for Use of TCDSB Facilities

### APPENDIX A: OPERATIONAL PROCEDURES

- (2) Permit holders cancelling theatre/auditorium bookings shall do so 10 days prior to the event to avoid paying \$100 + HST penalty.
- (3) Permits in Priority Schools Initiative sites will receive a warning for the first “no show” and will be cancelled on the 2<sup>nd</sup> occurrence and charged a 3 hour “call out”.
- (4) Due to operational requirements to reschedule caretaking staff from afternoon shift to day shift, elementary schools are not available for permit use on P.A. Days.**

#### **K. SPECIAL EVENTS PERMITS**

Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers. The Community Use of Schools

Department will determine the aforementioned need based on the nature of the event and the anticipated number of people in attendance.

#### **L. SCHOOL PERMIT REQUESTS**

**Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to arrange an accommodation with the permit holder and will provide written notification to the Community Use of Schools Department.**

- (1) Annually, principals are requested to submit on-line requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year 2 weeks prior to June 1. This ensures that the school requests receive priority and reduces the number of cancellations and reprocessing of permits.**
- (2) Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict community use is not permitted. In addition, from September to June inclusive, principals may reserve their school’s gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.**
- (3) Block booking of school spaces to restrict community use is not permitted. Requests for permits must clearly identify the purpose of the school activity/event. If the school activity is not specified, the permit request will be rejected.**
- (4) For school-sponsored activities taking place on weekends, e.g. school anniversary/tournament, a total of 20 hours of custodial service per school year shall be provided at no cost to the school**

#### **M. ELECTIONS**

**TCDSB as a Provincially funded institution makes its schools available for the purpose of polling station for Municipal, Provincial and Federal elections. Elections Canada**



Permits for Use of TCDSB Facilities  
**APPENDIX A: OPERATIONAL PROCEDURES**

**submits payment based on the number of polling stations at each location. The cost per polling station is determined by Elections Canada. Further costs and/or security requirements are based on the Memorandum of Understanding between TCDSB and Elections Canada.**

**Once the requested facility has been assigned and permitted the polling stations cannot be relocated.**

**N. SECURITY DEPOSIT AGAINST POTENTIAL DAMAGES**

- (1) Staff members are authorized to secure where appropriate, from the permit holder, a security deposit to indemnify the Board against potential damages that may result from a permit.
- (2) Adult ball hockey is limited to facilities that have been identified by the Planning and Facilities Department as having floors suitable for that purpose.
- (3) Community User groups will be required to submit a copy of their public liability insurance certificate prior to the issuance of a permit. Proof of liability insurance coverage shall be a minimum of \$2 Million and the TCDSB must be named as an additional insured on the insurance certificate
- (4) Letter of Credit or other suitable security deposit in the amount of \$1,000.00 may be requested from permit holders obtaining a permit for tournaments.



NAME 2F ORGANIZATION

PERMIT HOLDER/DESIGNATE  
(Please Print)**APPENDIX B: TCDSB PERMITS RULES AND REGULATIONS**

- (1) **Minimum ten (10) days advance notice is required before a Permit can be issued. This ten day notice applies to ALL Permit applicants.**
- (2) **Fees** for Permits **shall be paid thirty (30) days in advance** where applicable to the Board, by money order, certified cheque, bank draft, or by presentation of Visa, MasterCard or Debit Card for payment online.
- (3) The Board reserves the right to cancel or alter a Permit at any time. Should this occur, appropriate charges for cancelled date(s) will be refunded. The Board assumes **NO** responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to the Permit.
- (4) If, for any reason, a permitted facility is not required on any of the requested dates, refund of charges will be made **ONLY** if the Permits Department of the Board is notified in writing, e-mail or fax, **48-72 hours before the event is scheduled to occur**
- (5) The National Anthem shall be sung or played at all assemblies held in school buildings.
- (6) Alcoholic beverages, smoking, **vaping**, illicit drugs and unlawful gambling of any form, are strictly prohibited and will **NOT** be allowed in any part of the building or Board property.
- (7) The building must be vacated by the time shown on the Permit. The Permit Holder is required to ensure that all those who are under his/her supervision have safely left the premises.
- (8) Adult supervision must be provided by the Permit Holder and must be to the satisfaction of the Board.
- (9) No organization whose policies or actions militate against the Church or country will be granted the use of any property of the Board.
- (10) Parking on Board property, where it is provided, is a privilege. All parking is at the risk and responsibility of the owner and/or driver of the vehicle.
- (11) Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment.
- (12) Permit Holders are not permitted the use of any school equipment unless authorized by the school Principal.
- (13) All equipment stored at schools by Permit Holders must be approved by school Principal, and is stored at the Permit Holder's own risk.
- (14) The School Board representative on the property during the hours of any Permit is in complete charge of the building. The Permit Holder is required to adhere to the instructions of the School Board representative.
- (15) Permit Holders are required to restrict activities to the locations stated on the Permit. However, washrooms closest to the activity are available for use by the Permit Holder and members of his/her party.
- (16) **The Permit Holder hereby releases, waives and forever discharges the Toronto Catholic District School Board and its employees, agents, officials, contractors, representatives, elected and appointed officials and successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to the Permit Holder or his/her or its property, as the case may be, howsoever caused, and the Permit Holder further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising out of or as a result of, or in any way connected with, the issuance of this Permit.**
- (17) Rubber-soled, non-marking shoes must be worn in the gymnasium or auditorium for gymnastics or sports activities. The application of powder, wax, or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
- (18) **The Permit Holder shall, if requested by the Board, produce a certified financial statement showing disposition of monies received as a result of the use of Board property under a Permit.**
- (19) The Permit Holder is responsible for the theft, loss and all damages arising from the use of the school premises by the Permit Holder or a member of his/her party.
- (20) Permit Holder must have a copy of approved Permit at each event. Persons unable to produce this Permit may have entrance to school delayed pending verification by custodian.
- (21) The Permits (Community Use of Schools) Department must receive a copy of advertisements at least five working days before the permitted event. All advertisements of events to take place on Toronto Catholic District School Board property shall **not contain the name of the school (only the Municipal address) and must list the name and telephone number of the Permit Holder.**
- (22) Food or beverages, where approved as a part of the approved Permit, must be consumed **ONLY** in the assigned cafeteria and lunchroom areas.
- (23) Assignment of the Permit or subletting of the permitted premises by the Permit Holder to a third party is prohibited and will be grounds for immediate cancellation of the Permit.
- (24) Permit Holders must comply with all fire regulations, including keeping all exits and fire routes free from obstruction at all times. The Permit Holder during the period of use will be responsible for any fee charged by the City of Toronto or Fire Department for false alarm due to a malicious act.

**I have read the Policy B.R. 05 and all Rules and Regulations and agree to abide by them as the Permit Holder.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# APPENDIX C - APPLICATION FOR PERMIT

## TCDSB – Community Use of Schools Department

80 Sheppard Avenue East, Toronto, ON. M2N 6E8

Tel: 416.222-8282 Ext. 4370 Fax: 416.512.3426

Email: [NewPermitBookingResponse@tcdsb.org](mailto:NewPermitBookingResponse@tcdsb.org)

ALL INFORMATION MUST BE FULLY COMPLETED

Organization/Group Name: .....

Name of Applicant: .....  
(must be 18 years of age or older)

Address: .....

Telephone: ..... Ext.: ..... Fax: ..... Email: .....

### PERMIT APPLICANT/S MUST SUBMIT THE FOLLOWING PRIOR TO PERMIT APPROVAL:

- 1) Public Liability Insurance Certificate naming the Toronto Catholic District School Board (TCDSB) AS AN ADDITIONAL INSURED.
- 2) CREDIT CARD payment authorization.

For use of Facility at: .....  
(Please specify the name of the School you wish to permit)

Purpose of Meeting: .....

### Please select the category that best describes the primary type of activity.

- ☐ Educational (e.g. homework, help, reading clubs) ☐ Parenting Support (e.g. new parent classes) ☐ Sports & Recreational (e.g. basketball, yoga)
- ☐ Health & Wellness (e.g. nutrition program, blood donation) ☐ Child Care Program ☐ Supports for Recent Immigrants
- ☐ Social (e.g. BBQ, meet and greet) ☐ Community Services (e.g. employment aid) ☐ Supports for Low-income Communities
- ☐ Meetings (e.g. neighbourhood action) ☐ Leadership (e.g. Scouts, Guides) ☐ Aboriginal-focused Programs
- ☐ Arts & Cultural (e.g. community theatre, concerts) ☐ Other: Please describe \_\_\_\_\_

Name of person(s) to be in authority (must be 18 years of age or older): ..... ☐ Elected Official

Gender: (please check one) ☐ Female ☐ Male ☐ Both

Total Attendance: .....

Age of Participants: (please check one) ☐ 0-6 ☐ 7-12 ☐ 13-18 ☐ 19-24 ☐ 25-64 ☐ 65+ (Including spectators, performers, players, coaches, etc.)

THE TIMES INSERTED BELOW ARE THE TIMES OF ADMISSION TO THE BUILDING AND THE LATEST TIME THE BUILDING IS TO BE VACATED.

Start Date: ..... End Date: ..... Start Time: ..... End Time: .....  
(From) (To) (From) (To)

Days of the week preferred: ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

Accommodation Required: ☐ GYMNASIUM ☐ LIBRARY ☐ STAFF ROOM ☐ AUDITORIUM ☐ CLASSROOM - HOW MANY?

☐ CAFETERIA ☐ PARKING LOT ☐ LUNCH ROOM ☐ FIELD ☐ OTHER: .....

**\*\*CAFETERIA & AUDITORIUM – ADDITIONAL COSTS MAY APPLY.**

**\*\* USE OF ANY SCHOOL EQUIPMENT MUST BE APPROVED BY THE PRINCIPAL.**

Will Admission or Tuition fees be charged? ☐ NO ☐ YES Price: ..... No. of chairs required: .... No. of tables required: ....

Will refreshments be served? ☐ NO ☐ YES If yes, a designated food area must be booked. Light refreshments only are permitted.

Special request or Comment: .....

THE APPLICANT ACKNOWLEDGES, ACCEPTS AND WILL ABIDE BY ALL RULES, REGULATIONS  
AND RATES PERTAINING TO PERMITS AS AGREED BELOW. **FAILURE TO COMPLY WITH THESE RULES & REGULATIONS CAN  
RESULT IN CANCELLATION OF THE PERMIT.**

Date of Application

Signature of Applicant





## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

## UPDATE TO ENVIRONMENTAL PRACTICE POLICY B.M.06 (ALL WARD)

*"I can do all things through HIM who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
March 5, 2019	March 19, 2019	

A. Rashid, Senior Coordinator, Operations  
M. Farrell, Coordinator, Materials Management  
P. de Cock, Comptroller, Business Services  
F. Cifelli, D. Yack, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell  
Superintendents of Learning, Student Achievement and Well-Being  
D. Friesen, (Acting) Executive Superintendent of Facilities Services

### RECOMMENDATION REPORT

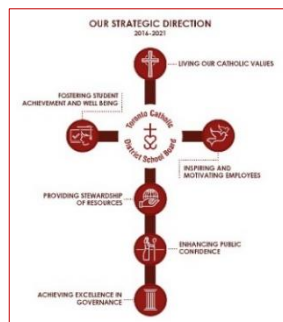
**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report identifies and recommends that the Environmental Practice Policy (B.M.06) be updated as proposed in Appendix B and reformatted in meta policy format.

*The cumulative staff time required to prepare this report was 6 hours.*

## **B. PURPOSE**

1. The recommended report is on the Order paper of the Governance & Policy Committee as it recommends a Policy revision.

## **C. BACKGROUND**

1. This policy was originally approved in 1998, and amended in May 2014.
2. As part of the regular policy review cycle, Facilities Services has updated the policy to reflect current environmental practices.
3. The Board promotes and encourages participation in a variety of system wide initiatives designed to raise awareness on environmental issues (Appendix A).

## **D. EVIDENCE/RESEARCH/ANALYSIS**

The current policy does not reflect current environmental practices and proposed initiatives which continuously evolve as curriculum programs change and relevant legislation and policies change in Ontario.

## **E. METRICS AND ACCOUNTABILITY**

That the TCDSB continually demonstrate, by attitude and example, that the preservation of the environment and concern for detrimental effects on the environment is an integral part of every function of the Board.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. Ongoing consultation with various TCDSB departments, Employee Union Groups as outlined in the TCDSB Environmental Working Group.
2. Updates to the Policy will be communicated to all TCDSB employees and stakeholders.
3. Ongoing consultation with external stakeholders and partnerships with internal staff and external organizations promoting environmental engagement and awareness.

## **G. STAFF RECOMMENDATION**

Staff recommends that the revised Environmental Practice Policy (B.M.06) provided in Appendix A and the Background Information for Environmental Policy provided in Appendix B, be adopted.



**POLICY SECTION: Buildings / Plant / Grounds**

**SUB-SECTION: Miscellaneous**

**POLICY NAME: Environmental Practice**

**POLICY NO: B.M.06**

**Date Approved:**

May 2014

**Date of Next Review:**

May 2017 **March 2024**

**Dates of Amendments:**

### **Cross References:**

- Cross Reference: Environmental Practice – Waste Management and Purchasing B.M.06
- Ontario Ministry of Environment – Ontario Regulation 102/94, 103/94, **Waste Audits and Waste Reduction Workplans, Industrial, Commercial and Institutional Source Separation Programs**
- **Ontario Regulation 278/05, Asbestos on Construction Projects and in Buildings and Repair Operations**
- **Ontario Regulation 347, Hazardous Waste Removal**
- **Resource Recovery and Circular Economy Act, 2016, S.O. 2016, c. 12, Sch. 1**
- **Waste Free Ontario Act - Bill 151**
- **Ontario Climate Change Action Plan**
- **Ontario's Food and Organics Waste Policy Statement**
- **Ontario Regulation 243/07, Water Sampling and Testing Program**
- **Ontario Regulation 397/11, The Green Energy Act**
- **Ontario Regulation 463/10: Ozone Depleting Substances and other Halocarbons**
- Ontario Ministry of Education – 2009, Acting Today, shaping tomorrow: A Policy framework for environmental Education in Ontario Schools – 2007, Shaping Our Schools, Shaping Our future

### **Appendix**

**Appendix A: Background Information for Environmental Policy**



**POLICY SECTION: Buildings / Plant / Grounds**

**SUB-SECTION: Miscellaneous**

**POLICY NAME: Environmental Practice**

**POLICY NO: B.M.06**

### **Purpose:**

For the TCDSB to align its Environmental policy with the Provincial policies, (Ministries of Environment, Education and Labour) **and provide leadership and direction for the protection and conservation of the environment.**

### **Scope and Responsibility:**

~~The scope extends to staff members, students, stakeholders, suppliers and contractors.~~ **This policy applies to all employees of the Toronto Catholic District School Board and individuals who use Board buildings, facilities or Board-owned property. The Director is responsible for this policy.**

### **Alignment with MYSP:**

Living Our Catholic values

~~Strengthening Public Confidence~~

Providing Stewardship of Resources

**Enhancing Public Confidence**

### **Financial Impact:**

~~The financial impact is realized through savings in waste management and energy reduction.~~

### **Legal Impact:**

~~Possible contravention to Municipal and Provincial Policies which may result in fines.~~



**POLICY SECTION: Buildings / Plant / Grounds**

**SUB-SECTION: Miscellaneous**

**POLICY NAME: Environmental Practice**

**POLICY NO: B.M.06**

### **Policy:**

1. The Toronto Catholic District School Board is committed to providing leadership and direction for the protection and conservation of the environment
2. In order to promote environmentally responsible practice in the workplace, all ~~employees of the board will:~~ **individuals on Board premises will:**
  - i) comply with all environmental legislation.
  - ii) increase the extent to which environmental issues are integrated into school board policies, procedures and strategic plans.
  - iii) Enhance the integration of environmentally responsible practices in the management of resources; purchasing, application and disposition.

### **Regulations:**

1. All staff to ensure they comply with the environmental practices adopted by the Board. (Please see Environmental Register)
2. The Board shall consider environmentally friendly criteria in the purchase of goods and services which meet its standards of performance. Tender specifications will include a statement to this effect.
3. Construction and demolition projects will comply with legislation and regulations on environmental policies in effect.



POLICY SECTION: **Buildings / Plant / Grounds**  
 SUB-SECTION: **Miscellaneous**  
 POLICY NAME: **Environmental Practice**  
 POLICY NO: **B.M.06**

4. Resources, materials and services will be provided to comply with policies.
5. A standing Ad-Hoc Environmental Committee be retained with a membership which includes representatives from the following groups:
  - a. **Executive** Superintendent of Facilities or designate
  - b. **Superintendent of Education**
  - c. Religious Education/Curriculum Staff
  - d. **Literacy Curriculum Staff**
  - e. **Physical Education Curriculum Staff**
  - f. **FMNI Education Curriculum Staff**
  - g. Science Curriculum Staff
  - h. Materials Management Staff
  - i. Communications Staff
  - j. ~~Facilities/Maintenance Staff~~ **Facilities – Operations and Maintenance Staff**
  - k. **Facilities – Planning Staff**
  - l. **Technical Services Staff**
  - m. ~~CPCO – Elementary~~ **Principal**
  - n. ~~CPCO – Secondary~~ **Vice Principal**
  - o. TSU Representative
  - p. TECT Representative
  - q. Student Trustee
  - r. CUPE 1280 member
  - s. CUPE 1328 member
  - t. Parent member – CSAC

#### **Definitions:**

##### **Board Premises and Property**

**Includes all administrative buildings of the Board, Board operated buildings including schools, and all locations where Board or School sanctioned**



**POLICY SECTION: Buildings / Plant / Grounds**

**SUB-SECTION: Miscellaneous**

**POLICY NAME: Environmental Practice**

**POLICY NO: B.M.06**

educational activities are taking place. Board-owned vehicles and machinery are also considered to be Board property.

#### **Individuals on Board Premises**

Includes students, staff, trustees, contractors, parents/guardians, volunteers, permit holders and all others who are invited to or who work on Board property and in Board operated buildings.

#### **Evaluation and Metrics:**

That TCDSB continually demonstrate, by attitude and example, that preservation of the environment and concern for detrimental effects on the environment are integral parts of every function of the Board.

#### **~~Policy Review Cycle:~~**

2017



## Fac 2018 006 Appendix A

### Background Information for Environmental Policy B.M.06

#### TCDSB

- Ontario EcoSchools Program
- School Ground Greening TCDSB Guidelines
- School Tree Planting Program – MOU with City of Toronto (Urban Forestry Services). The Board installs protective tree cages when trees are planted. This program includes an educational component.
- Tree Management and Inventory. This Program includes management of all tree assets at all Board sites. Tree management include, tree removal; tree planting and tree pruning.
- Custodial Consumable Supplies – Environmentally friendly and biodegradable products are used at all school Board sites (*where possible*).
- Take Back the Light Program – Recycling of used light bulbs.
- Recycling program from Toner Cartridges for Photocopiers and Printers.
- Recycling program for Electronics through Technical Services.
- Environmental TCDSB Website
- Surplus Assets Disposal through Materials Management - GovDeals website.
- TCDSB Energy Management Plan 2019-2023 (*due July 2019*)
- Enbridge Energy Challenge – September to April
- Bottled Water – World Water Day – March 22
- Elimination of Bottled Water from all TCDSB sites by 2012
- Water Bottle Filling Stations installations at Board Sites through Operations, Renewal and Capital Departments
- Health and Safety, Disposal of Hazardous Waste Materials
- Health and Safety, Water Sampling and Testing Program
- TCDSB Earth Hour - Last Friday of March
- Earth Day – April 22
- TCDSB Energy Awareness Month – February: National Sweater Day, Phantom Friday, Flip the Switch Friday and Energy Education Day.
- Waste Free Litter-less Lunch Program (Boomerang Lunch) promoted since 2010
- Waste Reduction Week – 3<sup>rd</sup> week of October
- Waste Diversion – school participation in recycling and organics diversion
- Active and Sustainable Transportation Charter
- School Travel Planning Program – Planning
- Walk and Wheel to School – October
- Winter Walk Day – February
- Bike to School Week – October

**Fac 2018 006 Appendix A**Education:

- Ministry of Education – Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools
- The Ontario Curriculum, Grades 1 to 8, Science and Technology 2007
- The Ontario Curriculum, Social Studies, Grades 1 to 6, History & Geography 7 & 8, 2018
- The Ontario Curriculum, Grades 9 & 10, Science, 2008
- The Ontario Curriculum, Grades 11 & 12, Science, 2008
- The Ontario Curriculum, Grades 9 & 10, Canadian & World Studies, 2018

Labour Regulations:

- Indoor Air Quality - OHS Act .... Employers shall take “ all reasonable precautions for the protection of the worker”
- Heat Stress – This is neither a regulation or policy ... Ministry of Labour requires that Employers consider heat stress under the Occupational Health and Safety Act’s general duty clause of “taking all reasonable precautions for the protection of a worker”

Environmental Regulations:

- Environmental Protection Act, R.S.O 1990, c. E.19
- Ontario Regulation 102/94 and 103/94, Waste Audits and Waste Reduction Workplans, Industrial, Commercial and Institutional Source Separation Programs
- Ontario Regulation 278/05, Asbestos on Construction Projects and in Buildings and Repair Operations
- Ontario Regulation 347, Hazardous Waste Removal
- Resource Recovery and Circular Economy Act, 2016, S.O. 2016, c. 12, Schedule. 1
- Waste Free Ontario Act - Bill 151
- Ontario Climate Change Action Plan
- Ontario’s Food and Organics Waste Policy Statement
- Ontario Regulation 243/07, Water Sampling and Testing Program
- Ontario Regulation 397/11, The Green Energy Act
- Ontario Regulation 463/10: Ozone Depleting Substances and other Halocarbons

City of Toronto:

- Toronto Municipal Code, Chapter 841 – Commercial Collection, includes diversion of 3 streams of waste, recycling and organics
- Toronto Municipal Code, Chapter 846 – Waste Transfer Stations
- Toronto Municipal Code, Chapter 517 and By-law 775-2010 – Idling Control Bylaw
- Long Term Waste Management Strategy 2019
- City of Toronto Shade Guidelines
- City of Toronto Green Standards
- Clean Toronto Together – Earth Week program organized by City of Toronto with participation by TCDSB



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

## UPDATE OF PURCHASING POLICY F.P.01

*“We can't have full knowledge all at once. We must start by believing; then afterwards we may be led on to master the evidence for ourselves.”*

**St. Thomas Aquinas**

Created, Draft	First Tabling	Review
March 5, 2019	March 19, 2019	<a href="#">Click here to enter a date.</a>

M. Farrell, Coordinator, Materials Management

P. De Cock, Comptroller of Business Services & Finance

P. Aguiar, Superintendent of Student Achievement and Wellbeing and Governance and Policy Development

## RECOMMENDATION REPORT

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



**Rory McGuckin**  
Director of Education

**D. Koenig**  
Associate Director  
of Academic Affairs

**L. Noronha**  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The Purchasing Policy F.P. 01 has been revised and updated to better meet Board operational requirements and reflect changes in the area of public sector procurement.

The changes are consistent with the principles of the Multi Year Strategic Plan in terms of stewardship of resources, excellence in governance and financial accountability.

The policy is also being changed to ensure alignment to and compliance with the requirements outlined in the Broader Public Sector (BPS) Procurement Directive, the new inter provincial Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

This report recommends the Governance and Policy Committee recommend to the Board of Trustees approval of the revised Purchasing Policy F.P.01.

*The cumulative staff time required to prepare this report was 6 hours.*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance Policy Committee for scheduled review.

## **C. BACKGROUND**

1. Purchasing Policy F.P.01 was last revised in November 2014. The revisions included a higher delegated approval limit for the Director of Education where a budget or project had been approved by the Board. The intent of this delegation was to streamline standard procurement awards, accelerate project start ups and remove reports on a Board agenda for an approval where the award had already been determined through a competitive bid process.
2. The revisions have made the policy more straightforward and easily understood by clearly delineating policy objectives and regulations. Procedural steps related to the policy and regulations have been included in a Purchasing Manual.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. The delegation of approval for all contract awards has increased the operational effectiveness and administrative efficiency by facilitating faster contract awards and project initiation.
2. Elimination of procurement recommendation reports from the Board agenda has reduced the number of Board/Committee agenda items.
3. There are no substantive changes to the Policy section while some Regulations have been revised. The revised version complete with mark-ups to highlight the changes appears in Appendix B and are listed below:
  - i. The Cross Reference section was updated to remove two deleted policies and to include two new trade agreements- the interprovincial Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).
  - ii. A minor change was made to the wording of Regulation 18 with respect to a sole source to include a reference to single sourcing which is now listed in the Definitions section.
  - iii. Regulation 21, the Supply Chain Code of Ethics, was amended to include a reference to the Procurement Directive.
4. The following two Regulations are recommended for deletion:
  - i. Regulation 10, which requires all contracts to be reviewed centrally, has been determined to be impractical to manage given the number of small value contracts that schools and departments have over the course of a year.
  - ii. Regulation 17, that notes that a Purchasing Procedures Manual will provide direction and guidance to staff, is redundant and no longer required as the Manual is now listed as an Appendix to this Policy.
5. The revised Board Policy F.P.01(Purchasing Policy) appears in Appendix A.

## **E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

Board staff at school and departmental levels will receive in-servicing with respect to Policy and Regulation changes.

## **F. STAFF RECOMMENDATION**

That the Governance and Policy Committee recommend to the Board of Trustees approval of the proposed revisions to the Purchasing Policy F.P.01 provided in Appendix A.

POLICY SECTION: **Finance**

SUB-SECTION:

POLICY NAME: **Purchasing Policy**POLICY NO: **F.P. 01****Date Approved:**

November 5, 2014

**Date of Next Review:**

2018

**Dates of Amendments:****Cross References:**

- ~~F.P. 02 Book Purchase~~
- ~~F.P. 03 Border Brokers~~
- F.P. 04 Sweatshop-Free Purchasing Policy
- T.01 Conflict of Interest: Trustees
- H.M. 31 Conflict of Interest: Employees
- H.M. 33 Acceptance of Hospitality or Gifts
- A.24 Credit and Purchase Cards
- Broader Public Sector Procurement Directive (2011)
- **Canadian Free Trade Agreement (CFTA)**
- **Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)**

**Appendix**

Purchasing Procedures Manual

**Purpose:**

The Board is committed to ensuring all goods and services are to be acquired through an open, transparent, and fair and competitive process whenever possible in order to obtain maximum value from the expenditure of public funds.

**Scope and Responsibility:****Scope and Responsibility:**

This policy, and these regulations and procedures applies apply to any employee or elected official who is involved in the acquisition of goods and /or services on behalf of the Board.



**POLICY SECTION: Finance**

**SUB-SECTION:**

**POLICY NAME: Purchasing Policy**

**POLICY NO: F.P. 01**

### **Alignment with MYSP:**

Fostering Student Achievement and Well Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Strengthening Public Confidence

Inspiring and Motivating Employees

### **Evaluation and Metrics:**

### **Financial Impact:**

~~Applies to the purchase of any goods, construction, and services, including consulting services made using Board funds.~~

~~Non-BPS compliance can affect Board funding~~

### **Legal Impact:**

~~Compliance with Agreement on Internal Trade (1995) Compliance with Broader Public Sector Procurement Directive~~





**POLICY SECTION: Finance**

**SUB-SECTION:**

**POLICY NAME: Purchasing Policy**

**POLICY NO: F.P. 01**

**Policy:**

The Board shall purchase goods and services through a process consistent with the Mission and Vision statements of the Board and with the following objectives:

- (i) to provide a high level of service to all areas of the Board;
- (ii) to provide fair, competitive and transparent business practices for vendors and ensure equal treatment without preference;
- (iii) to obtain all goods and services at the lowest total end-user cost considering price, quality, function and delivery in an efficient, effective manner while maintaining the controls necessary for the expenditure of public funds;
- (iv) to encourage the acquisition of environmentally friendly products and the reduction of the impact of the Board's activities upon the environment.

The Board **of Trustees** delegates to the Director of Education, the authority to approve the award of all contracts and expenditures where the budget, project or report has been approved by the Board **of Trustees** with the exception of:

- new school construction and major school additions;
- contracts which have exceeded the approved budget;
- significant strategic initiative.



**POLICY SECTION: Finance**

**SUB-SECTION:**

**POLICY NAME: Purchasing Policy**

**POLICY NO: F.P. 01**

### **Regulations:**

1. This policy, **and these** regulations and procedures shall apply to any employee or elected official who is involved in the acquisition of goods and /or services on behalf of the Board.
2. All supervisory personnel shall be responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
3. All purchasing activities will be carried out in accordance with all applicable Board policies and procedures and any other statutory acts or regulations.
4. Use of Board funds for personal purchases on behalf of an employee, elected official or family member is not permitted.
5. Purchases made without an authorized purchase order/purchase card are not permitted and will be considered an obligation of the person making the purchase and not an obligation of the Board.
6. Employees and elected officials shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all Board business operations.
7. In accordance with the Education Act, no teacher, supervisory officer or other employee of the Board may promote or sell goods or services for compensation to any to any board, provincial school or teachers' college, or pupil enrolled therein except as permitted by the Act.
8. All goods and services are to be acquired through a publicly advertised competitive bidding process whenever possible in order to obtain maximum value from the expenditure of public funds.



**POLICY SECTION: Finance**

**SUB-SECTION:**

**POLICY NAME: Purchasing Policy**

**POLICY NO: F.P. 01**

9. Any arrangements which might prevent fair competition shall be avoided, in order to ensure open competition among qualified bidders.
10. Lobbying during a competitive procurement call is prohibited. ~~Any~~ Communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
11. A vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current or future procurements at the Board's discretion.
12. Awards will be given to the lowest bidder except where the best interests of the Board are served by accepting other than the lowest price.
13. Where an emergency situation exists, the approval requirements of the Purchasing Policy shall not apply, and administration shall take immediate necessary remedial action.
14. Where feasible, the Board may participate in cooperative purchasing with other school boards and public agencies.
15. Contracts for all goods and services will be limited to a maximum term of five years and renewals will be subject to a public competitive bidding process whenever possible.
16. Contracts or purchases shall not be divided to avoid the requirements of this policy, its regulations or procedures and the annual or total project cost shall be considered.
- ~~17. Contracts for the acquisition of products and services on behalf of the Board, regardless of the amount or term, must be reviewed centrally prior to execution.~~



POLICY SECTION: **Finance**

SUB-SECTION:

POLICY NAME: **Purchasing Policy**

POLICY NO: **F.P. 01**

18. Use of a sole **or single** source for an expenditure greater than \$10,000.00 will require completion of a Sole Source Declaration Form.
19. The Director of Education shall be responsible for the approval of all procurement awards except as noted in this policy and will provide trustees with a list of procurement awards on a regular basis.
20. The Materials Management Department shall be responsible for operating a centralized purchasing system for tenders, contracts and purchases and have general oversight of the procurement process and procedures.
21. **In accordance with the Broader Public Sector (BPS) Procurement Directives**, employees and elected officials involved in the procurement process are subject to a Supply Chain Code of Ethics which requires:
  - Personal Integrity and Professionalism;
  - Accountability and Transparency and;
  - Compliance and Continuous Improvement.
22. Consulting services which are intended to provide expert or strategic advice for purposes of consideration and decision making, must be acquired through a competitive process regardless of dollar value.
23. The Purchasing/Materials Evaluation and Approval Committee, **or as otherwise delegated by the Director of Education**, will review tenders, proposals and quotations before issue.
- ~~24. A Purchasing Procedures Manual shall provide guidelines and direction to those individuals who have been delegated to purchase or approve the purchase of goods or services on behalf of the Board.~~



**POLICY SECTION: Finance**

**SUB-SECTION:**

**POLICY NAME: Purchasing Policy**

**POLICY NO: F.P. 01**

### **Definitions:**

**Acquisition** means the process for obtaining goods and services.

**Approval** means authorization to proceed with an award for acquisition of goods and/or services.

**Award** means the notification to a proponent of acceptance of a proposal, quotation or tender that brings a contract into existence

**Contract** means a binding agreement between two or more parties.

**Conflict of Interest** means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity.

**Consultant** means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

**Continuous Improvement** means an ongoing process for individuals involved in supply chain policies and practices to improve their supply chain knowledge and skill levels, and to share leading practices.

**Cooperative Purchasing** means the participation of two or more public agencies, in a request for quotation, tender or proposal.

**Delegation** means the assignment of specific responsibilities along with the necessary authority in order to discharge the responsibility properly.

**Lobbying** means an attempt to influence staff or elected officials with respect to decision or outcome related to a procurement activity.



**POLICY SECTION: Finance**

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**Procedure** means a set of instructions for carrying out a specific activity and the specific sequence of action.

**Procurement** means the combined functions of purchasing, contract administration and disposal of surplus equipment and supplies.

**Significant Strategic Initiative** is defined as a departure from traditional procurement activities, which has yet to receive Board approval and may commit the Board to long term expenditures based on new evidence or theory requiring a different strategy. This may include first-time partners or a new category of contract.

**Single Source** means the selection of a vendor to provide goods or services without utilizing a competitive process where there is more than one vendor capable of supplying the goods or services.

**Sole Source** means a vendor who due to patent, copyright or proprietary rights limits availability of a good or service.

**Supervisory Personnel** means one who is in charge of a particular department, school or unit and responsible for directing staff behavior.

**Supply Chain Code of Ethics** sets out the basic principles of conduct and defines acceptable behaviours for individuals involved with Supply Chain Activities.

**Vendor** means one who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources.



**POLICY SECTION: Finance**

**SUB-SECTION:**

**POLICY NAME: Purchasing Policy**

**POLICY NO: F.P. 01**

**Evaluation and Metrics:**

1. Streamlined Approval Process
2. Streamlined Board Agendas

# GOVERNANCE AND POLICY COMMITTEE

## PENDING LIST TO MARCH 19, 2019

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 Governance and Policy	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy ( <b>Update to Chaplaincy Program Policy</b> )	Legal Counsel
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered ( <b>Update to Transportation Policies S.T.01, 03, 04 and 05</b> )	Legal Counsel
3	Sep-2017 Governance and Policy	TBC	Governance and Policy	Staff to look at options to improve efficiencies for Trustees, staff and the public to gain greater Order Paper, report and back-up materials ( <b>Inquiry from Trustee Crawford regarding Gaining greater Order Paper, Report, and Backup Materials Efficiencies with e-Scribe</b> )	Director of Education
4	Jan-2018 Corporate Services	TBC	Governance and Policy	That the report and related policy be referred to the Governance and Policy Committee for consideration ( <b>Non-Qualifying Transportation Students by Trustee Ward (All Wards)</b> )	Legal Counsel



#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5	Jan-2018 Governance and Policy	TBC	Board	That staff look at various lobbying policies of the City of Toronto and other school Boards and draft a lobbying policy for the TCDSB ( <b>Policy Priority Update January 2018</b> )	Legal Counsel
6	Mar-2018 Regular Board	TBC	Governance and Policy	That the matter be referred to the Governance and Policy Committee ( <b>Photographing and Filming of Individuals at Board and Committee Meetings</b> )	Legal Counsel
7	May-2018 Governance and Policy	TBC	Governance and Policy	Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy ( <b>Update to School Events Communications and Invitee Protocols Policy (S.02).</b>	Legal Counsel
8	Jun-2018 Corporate Services	TBC	Governance and Policy	That the Pupil Accommodation Review Policy and Operating Procedures be referred to the Governance and Policy Committee to be updated to reflect changes to the Pupil Accommodation Review Guidelines with extensive community and Section E Implementation, Strategic Communications and Stakeholder Engagement Plan ( <b>Ministry Memo 2018: B10 – Final Pupil</b>	Legal Counsel

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
9				<b>Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education)</b>	
	Oct-2018 Governance and Policy	Apr-2019	Governance and Policy	<p>That the Director, or designate, engage in a consultation / dialogue with our union and non-union partners regarding wearing Identification (photo ID) tags to identify staff for safety and security reasons;</p> <p>That staff come back with the costing of plastic photo ID cards with name, for all staff who do not currently possess an access card; and</p> <p>That staff come back to the Committee with the results of the consultation by February 2019 (<b>Staff Identification Badges</b>)</p>	Director of Education
10	Dec-2018 Student Achievement	TBC	Governance and Policy	That the policy regarding Combined Grade Classes be referred to the Governance and Policy Committee, to be dealt with this school year ( <b>Policy S.24 – Combined Grade Classes and September Reorganization for Elementary Schools</b> )	Legal Counsel
11	Jan-2019 Governance and Policy	Jun-2019	Governance and Policy	Report regarding introducing Service Animal Policy at TCDSB ( <b>Delegation: Adelina Cotognini</b> )	Legal Counsel

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
12	Jan-2019 Governance and Policy	Jan-2020	Governance and Policy	Review the Director Performance Appraisal policy in one year, including the challenges during an election year and the “parked” items from the November 21, 2018 Special Board meeting, TRIPLE PRIVATE Session ( <b>Review of the Director Performance Appraisal</b> )	Legal Counsel
13	Jan-2019 Governance and Policy	TBC	Governance and Policy	That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and  That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document ( <b>SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion</b> )	Legal Counsel

# Governance and Policy Committee

## 2019 Policy Priority Schedule

Policy titles are linked to policy documents

<b>GAP Date</b>	<b>Policy</b>	<b>Policy #</b>
<b>January 16</b>	<a href="#"><u>Alcohol and Other Drugs</u></a>	S.S.03
	<a href="#"><u>Concussion Policy</u></a>	S.26
	<a href="#"><u>Religious Accommodation</u></a>	S.22
	<a href="#"><u>Fresh Start</u></a>	S.S. 12
	<a href="#"><u>Copyright and Fair Dealing Guidelines</u></a>	A.15
<b>February 12</b>	<a href="#"><u>Victim's Rights</u></a>	S.S.13
	<a href="#"><u>Suspension and Expulsion Policy</u></a>	S.S.01
	<a href="#"><u>Filling a Trustee Vacancy</u></a>	T. 18
	<a href="#"><u>Trespass</u></a>	S.S.14
	<a href="#"><u>Smoke &amp; Vapour Free Space</u></a>	B.B.04
	<a href="#"><u>AIDS (Acquired Immune Deficiency Syncrome)</u></a>	H.M.17
	<a href="#"><u>Year-End Celebrations for Kindergarten Children</u></a>	S.M.18
	<a href="#"><u>Employee PhotoIdentification (ID) Cards</u></a>	B.B.06
<b>March 19</b>	<a href="#"><u>Trustee Services &amp; Expenditures</u></a>	<del>T.17</del>
	<a href="#"><u>Code of Conduct Policy</u></a>	S.S.09
	<a href="#"><u>Progressive Discipline</u></a>	S.S.10
	<a href="#"><u>Permits</u></a>	B.R.05
	<a href="#"><u>Environmental Practice--Waste Management and Purchasing</u></a>	B.M.06
	<a href="#"><u>Purchasing Policy</u></a>	F.P.01
<b>April 9</b>	<a href="#"><u>School Excursions</u></a>	S.E.01
	<a href="#"><u>Catholic Parent Involvement Committee</u></a>	P.04
	<a href="#"><u>Catholic School Parent Councils</u></a>	S.10
	<a href="#"><u>Communications Policy</u></a>	A.37
	<a href="#"><u>Good Neighbour</u></a>	S.25
	<a href="#"><u>Trustee Services &amp; Expenditures</u></a>	<b>T.17</b>
<b>May 7</b>	<a href="#"><u>Bullying Prevention and Intervention</u></a>	S.S.11
	<a href="#"><u>Blessing and Official Opening of Schools</u></a>	S.08
	<a href="#"><u>Combined (Split) Grade Classes for Elementary Schools</u></a>	S.24
	<a href="#"><u>Elementary Admission and Placement Policy</u></a>	S.A.01
	<a href="#"><u>Elementary School Attendance Boundary Review Policy</u></a>	S.A.03

<b>June 4</b>	<u>Special Education Advisory Committee</u>	A.23
	<u>Business Cards</u>	A.17
	<u>Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns</u>	A.33
	<u>Freedom of Information and Privacy</u>	A.38
	<u>Video Security Surveillance</u>	B.M.07
<b>September 10</b>	<u>Food and Beverage Sold in Schools</u>	S.M.08
	<u>Trustees Code of Conduct</u>	T.04
	<u>Awards, Funds and Scholarships</u>	F.F.01
	<u>Community Planning and Partnerships</u>	B.R.07
	<u>Board Vehicles</u>	B.G.04
<b>October 8</b>	<u>Student and Program Assessment</u>	S.P.13
	<u>Effective Financial Management and Control Operations</u>	F.M.08
	<u>Elementary French Programing</u>	S.P. 02
	<u>Accessibility Standards for Services and Facilities</u>	A.36
	<u>Governance</u>	T.20
<b>November 12</b>	<u>Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns</u>	A.33
	<u>Pupil Accommodation Review</u>	S.09
	<u>Workplace Accommodation for Employees with Disabilities</u>	H.M.38