

# GOVERNANCE AND POLICY COMMITTEE

## REGULAR MEETING Public Session

### AGENDA

OCTOBER 5, 2016

**Maria Rizzo, Chair**  
Trustee Ward 5

**Nancy Crawford, Vice Chair**  
Trustee Ward 12

**Jo-Ann Davis**  
Trustee Ward 9

**Angela Kennedy**  
Ex-Officio

**Frank D'Amico**  
Ex-Officio



*The Toronto Catholic District School Board is an inclusive learning 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.*

### **VISION**

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

Recording Secretary: Lalita Fernandes 416-222-8282 Ext. 2293  
Asst. Recording Secretary: Sophia Harris 416-222-8282 Ext. 2298

**Angela Gauthier**  
Director of Education

**Angela Kennedy**  
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**

*The Toronto Catholic District School Board is an inclusive learning 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*

## **OUR VISION**

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



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

## **PUBLIC SESSION**

**Maria Rizzo, Chair**

**Nancy Crawford, Vice Chair**

Wednesday, October 5, 2016

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 September 13, 2016 for Public Session.	1 - 9
7. Delegations	
8. Presentation	
9. Notices of Motion	
10. Consent and Review	
11. Unfinished Business	
12. Matters referred or deferred	
13. Staff Reports	

13.a	Review of Policy Register Categories	10 - 24
13.b	Non-Union Policies	25 - 40
13.c	Update to Resource Materials Acquisition in Schools Policy (S.M.06)	41 - 49
14.	<b>Listing of Communications</b>	
15.	<b>Inquiries and Miscellaneous</b>	
16.	<b>Updating of Pending List</b>	
17.	<b>Adjournment</b>	

**MINUTES OF THE REGULAR MEETING OF THE  
GOVERNANCE AND POLICY COMMITTEE  
TUESDAY, SEPTEMBER 13, 2016**

**PUBLIC SESSION**

**PRESENT:**

Trustees: N. Crawford, Chair  
J.A. Davis  
A. Kennedy  
F. D'Amico  
A. Andrachuk

A. Gauthier  
P. Matthews  
C. Kavanagh  
C. Fernandes  
M. Pucetti  
J. Wilhelm

L. Fernandes, Recording Secretary  
S. Harris, Assistant Recording Secretary

Prayers were offered for Trustee Rizzo who is ill, for all our new students and for resolution to be found for the transportation issues.

MOVED by Trustee Davis, seconded by Trustee D'Amico, that the agenda be approved.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The motion to approve the agenda was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee D'Amico, that the Minutes of the Regular Meeting held June 14, 2016 for PUBLIC SESSION be referred back to staff.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion to refer the Minutes was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee D'Amico, that item 12a) be adopted as follows:

**12a) Protocol for Meeting Agenda** that

- all reports to be added to the agenda are to be first reviewed by the Staff Lead or delegate before submission to Education Council or Director's Council.
- after approval at Director's Council, Staff Lead or delegate is to ensure all reports due at the committee meeting are on the agenda for review by the Chair and Vice-Chair of the committee
- seven (7) days before the committee meeting, Staff Lead or delegate is to hold a conference call with the Chair and Vice-Chair to review and discuss the proposed agenda for the upcoming meeting
- if additional items are added to the agenda or the agenda changes after the conference call, the Staff Lead is to notify the Chair and Vice-Chair of the addition or change

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee D'Amico, to add the words "at a minimum" to the start of the 3<sup>rd</sup> bullet point above

On the vote being taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Amendment was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Amendment.

On the vote being taken, on the Motion, as Amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion, as Amended was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion, as Amended.

MOVED by Trustee Davis, seconded by Trustee Kennedy, that item 13a) be adopted as follows:

- 13a) Suspected Child Abuse Reporting** that the board approve a motion that Regulation 2 of the TCDSB Suspected Child Abuse Reporting Policy be amended to “*All employees are required to review the TCDSB media clip regarding Suspected Child Abuse and Neglect on an annual school year basis*”.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D’Amico

The Motion was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion

MOVED by Trustee Davis, seconded by Trustee D’Amico, that item 13b) be adopted as follows:

**13b) Facilities Services Policies to be Rescinded**

1. that the following policies be rescinded:
  - a. Design Modification (B.B.01)
  - b. School Design – New and Addition (B.B.02)
  - c. Portables – cluster (B.B.03)
  - d. Playground Equipment (B.G.01)
  - e. Fencing (B.G.02)
  - f. Weed Control (B.G.03)
  - g. Parking – School Use (B.G.06)



- h. Architects (B.M.02)
- i. Additions and Replacements – Priority and Funding (B.M.03)
- j. Capital Expenditure Forecast (CEF) Categories (B.M. 04)
- k. Carpet (B.P.01)
- l. Window Coverings (B.P.04)
- m. Telephones in Schools (B.P.05)

- 2. the consolidated policy B.B. 01 Facilities Management and the TCDSB Facilities Services Operating Procedure be approved

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee Kennedy, that we do not delete Policy B.G.01 Playground Equipment but refer it to staff to revise the policy and bring it back to Governance and Policy Committee.

On the vote being taken, on the Amendment as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Amendment was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Amendment.

On the vote being taken, on the Motion, as Amended as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion, as Amended, was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion, as Amended.

MOVED by Trustee Davis, seconded by Trustee D'Amico, that item 13c) be adopted as follows:

**13c) Accessibility Standards for Customer Service Policy (H.M.36)** that the updated Customer Service Standards policy (H.M.36) provided in APPENDIX A be adopted with the amendment that the definition of Customer include staff and students.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Davis, that the Policy H.M. 36 be called Accessibility Standards for Customer Service and be numbered A.36. Further that the existing A.36 Multi Year Accessibility Plan become an appendix of A.35 Accessibility Standards.

On the vote being taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Amendment was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Amendment.

On the vote being taken on the Motion, as Amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion, as Amended, was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion, as Amended.

MOVED by Trustee Davis, seconded by Trustee D'Amico, that item 13d) be adopted as follows:

**13d) Update to Fire Emergency Procedures Policy S.M.** that the updated Fire Emergency Procedures policy (S.M. 07) provided in APPENDIX A be adopted.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion.

MOVED by Trustee Davis, seconded by Trustee Kennedy, that item 13e) be adopted as follows:

**13e)            Rescind Use of Dangerous Chemicals Policy (S.M.12)** that the Use of Dangerous Chemicals policy S.M. 12 be rescinded.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion

MOVED by Trustee Davis, seconded by Trustee Kennedy, that the Committee recommends to Board that the Sponsorship Policy F.F.26 be added as a high priority review for the Governance and Policy Committee.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion

MOVED by Trustee Kennedy, seconded by Trustee Davis, that all policy register categories be reviewed for clarity and ease of reference by the public.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Kennedy  
D'Amico

The Motion was declared

CARRIED

Trustee Andrachuk wished to be recorded as being in favour of the Motion

MOVED by Trustee Davis, seconded by Trustee D'Amico, that the meeting adjourn.

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

## REVIEW OF POLICY REGISTER CATEGORIES

*But all things should be done decently and in order  
1 Corinthians 14:40*

Created, Draft	First Tabling	Review
September 27, 2016	October 5, 2016	
Caitlin Kavanagh, Sr. Manager Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

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



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

This report reviews the current policy register categories and makes recommendations for clarity and ease of reference by the public.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee by a Trustee request through approved motion on September 13, 2016:

*That all policy register categories be reviewed for clarity and ease of reference by the public.*

## **C. BACKGROUND**

1. The policy tracking system developed provides key names for each section. Some major sections are divided into subsections. There are 12 major classifications: Administration, Buildings/Plants/Grounds, Finance, Human Resources, Insurance, Meta Policy, Parents, Real Property, Schools, Students, Safe Schools and Trustees.
2. The first letter of the section name appears in the number, for example, policies relating to Administration begin with "A". Where there are subsections, the first letter refers to the section and the second letter indicates the name of the subsection. For example, a policy on Transportation is labelled S.T. 01: "S" for Students, "T" for Transportation, and "01" for policy number within the section.
3. There are currently 26 different policy register categories:
  - a. Administration (A.)
  - b. Buildings/Plant/Grounds-Buildings (B.B.)
  - c. Buildings/Plant/Grounds-Grounds (B.G.)
  - d. Buildings/Plant/Grounds-Miscellaneous (B.M.)
  - e. Buildings/Plant/Grounds-Plant (B.P.)
  - f. Buildings/Plant/Grounds-Rentals/Permits (B.R.)
  - g. Finance- Funds and Foundations (F.F.)

- h. Finance- Miscellaneous (F.M.)
  - i. Finance- Purchasing (F.P.)
  - j. Human Resources- Compensation (H.C.)
  - k. Human Resources- Miscellaneous (H.M.)
  - l. Human Resources- Support (H.S.)
  - m. Human Resources- Teaching (H.T.)
  - n. Insurance (I.)
  - o. Meta Policy (M.)
  - p. Parents (P.)
  - q. Real Property (R.)
  - r. Schools (S.)
  - s. Schools- Health (S.) *\*\*to be re-designated (Students- Health (S.H.))*
  - t. Students- Admissions and Placement (S.A.)
  - u. Students- Excursions (S.E.)
  - v. Students- Miscellaneous (S.M.)
  - w. Students- Programs (S.P.)
  - x. Safe Schools (S.S.)
  - y. Transportation (S.T.)
  - z. Trustees (T.)
4. A full listing of the policy name, number and section is attached as APPENDIX A.
  5. The TCDSB Policies and Procedures website allows policies to be searched by Section (26 options above), Type (Policy, Procedure or Other) and Keywords.

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

1. Other school boards' approaches to policy register categories vary.
  - York Catholic: 7 categories, numeric
    - Governance/Board (100)
    - Students/Admissions (200)
    - Program/Curriculum (300)
    - Human Resources (400)
    - Community (600)
    - Facilities (700)
    - Finance (800)



- Halton Catholic: 5 categories (excluding procedures); numeric
    - Education (II)
    - Facility and Maintenance (IV)
    - Management (I)
    - Personnel (III)
    - Procedures (VI)
    - Public Relations (V)
  - Dufferin Peel: lists all policies by alphabetical order online; numbers also assigned to each policy
  - Toronto District School Board: Lists all policies and procedures by designated number online—searchable database by the following functional designators:
    - Board Governance
    - Business, Finance & Purchasing
    - Communications & Public Affairs
    - Curriculum & Programs
    - Director’s Office & System Information
    - Employee Services, Employee Health & Safety
    - Facilities, Permits & Space
    - Human Rights Office
    - Information Technology
    - Mission and Foundation statements
    - Parents, Community & Equity
    - Schools- Operations & General Information
    - Special Education & Student Professional Support
    - Student Health, Safety & Medical Matters
    - Transportation & Busing
2. In comparison to the other school boards, the TCDSB has many more subcategories to assist in the search process.
3. Currently, only the Concussion Policy, S.26 is under “Schools-Health.” For clarity and ease of reference, the following policies should be re-designated to Students-Health (S.H.):
- Mental Health and Well Being (S.03)

- Food and Beverage Sold in Schools (S.M. 08)
  - Anaphylaxis (S.M. 15)
  - Asthma (S.M. 16)
4. For clarity and ease of reference, the following changes are recommended:
- Fundraising in Schools (S.M.04) be re-categorized under Schools (S.)
  - Resource Materials Acquisition in Schools (S.M. 06) be re-categorized under Schools (S.)
  - Fire Emergency Procedures (S.M.07) be re-categorized under Administration (A.)
  - Cafeterias—Secondary Schools (S.M. 13) be re-categorized under Schools (S.)

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report be monitored by policy development staff.
2. Further reports to Board will be brought as necessary.

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

1. Policies will be re-categorized as recommended on the policy register.
2. The changes will be communicated to relevant stakeholders as necessary.

## **G. STAFF RECOMMENDATION**

Staff recommends that:

1. The following policies be re-designated to Students-Health (S.H.):
  - Concussion Policy (S.26)
  - Mental Health and Well Being (S.03)
  - Food and Beverage Sold in Schools (S.M.08)
  - Anaphylaxis (S.M. 15)
  - Asthma (S.M. 16)
2. Fundraising in Schools (S.M.04) be re-categorized under Schools (S.)

3. Resource Materials Acquisition in Schools (S.M. 06) be re-categorized under Schools (S.)
4. Fire Emergency Procedures (S.M.07) be re-categorized under Administration (A.); and
5. Cafeterias—Secondary Schools (S.M. 13) be re-categorized under Schools (S.)

NAME	NO.	SECTION
Advertising	A.03	Administration
Advocacy	A.06	Administration
Curriculum Booklets--Use by other boards	A.08	Administration
Board Recognized Charitable Foundations	A.09	Administration
Credit Union	A.10	Administration
Copyright	A.11	Administration
Legal Counsel	A.12	Administration
Copyright and Fair Dealing Guidelines	A.15	Administration
Emergency School Closure	A.16	Administration
Business Cards	A.17	Administration
Development Proposals, Amendments of Official Plans and Bylaws	A.18	Administration
Records Management	A.20	Administration
Archives	A.21	Administration
Art Collection	A.22	Administration
Special Education Advisory Committee	A.23	Administration
Credit and Purchase Cards	A.24	Administration
Letterhead	A.26	Administration
Electronic Communication Systems	A.29	Administration
Hand-Held (Mobile) Wireless Communication Device	A.31	Administration
First Nations, Metis and Inuit Voluntary Self-Identification	A.32	Administration
Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns	A.33	Administration
Information and Communication Technology - Hardware and Software Standards	A.34	Administration
Accessibility Standards	A.35	Administration

Multi-Year Accessibility Plan	A.36	Administration
Communications Policy	A.37	Administration
Freedom of Information and Protection of Privacy	A.38	Administration
Facilities Management	B.B.01	Buildings/Plant/Grounds – Buildings
Smoke & Vapour Free Space	B.B.04	Buildings/Plant/Grounds - Buildings
Key Control	B.B.05	Buildings/Plant/Grounds - Buildings
Playground Equipment	B.G.01	Buildings/Plant/Grounds - Grounds
Board Vehicles	B.G.04	Buildings/Plant/Grounds - Grounds
Board Vehicles Operational Procedures (Appendix A)	B.G.04	Buildings/Plant/Grounds - Grounds
Parking--Church Use	B.G.05	Buildings/Plant/Grounds - Grounds
Vandalism	B.M.01	Buildings/Plant/Grounds - Miscellaneous
Environmental Practice--Waste Management and Purchasing	B.M.06	Buildings/Plant/Grounds - Miscellaneous
Background Information for Environmental Practice Policy	B.M.06	Buildings/Plant/Grounds - Miscellaneous
Video Security Surveillance	B.M.07	Buildings/Plant/Grounds - Miscellaneous
Plaques for New Schools	B.P.02	Buildings/Plant/Grounds - Plant
Signage--New Sites and Building Projects	B.P.03	Buildings/Plant/Grounds - Plant
Rental of Surplus School Space	B.R.01	Buildings/Plant/Grounds - Rentals/Permits
Child Care Centre	B.R.02	Buildings/Plant/Grounds - Rentals/Permits
Child Care and Family Support Programs Manual	B.R.02	Buildings/Plant/Grounds - Rentals/Permits
Rental Properties	B.R.03	Buildings/Plant/Grounds - Rentals/Permits
Rental of School Accommodation	B.R.04	Buildings/Plant/Grounds - Rentals/Permits
Permits	B.R.05	Buildings/Plant/Grounds - Rentals/Permits
Use of School Facilities in Emergency Situations	B.R.06	Buildings/Plant/Grounds - Rentals/Permits
Facility Partnership	B.R.07	Buildings/Plant/Grounds - Rentals/Permits
Awards, Funds and Scholarships	F.F.01	Finance - Funds and Foundations
Donation	F.F.02	Finance - Funds and Foundations

Sponsorship	F.F.26	Finance - Funds and Foundations
Employee Expenses	F.M.01	Finance - Miscellaneous
Signing Officers	F.M.02	Finance - Miscellaneous
Assessment	F.M.03	Finance - Miscellaneous
Release of Holdbacks	F.M.04	Finance - Miscellaneous
Offering of Hospitality or Gifts	F.M.07	Finance - Miscellaneous
Effective Financial Management and Control of Operations	F.M.08	Finance - Miscellaneous
Finance and Accounting Operating Procedures	F.M.08	Finance - Miscellaneous
Purchasing Policy	F.P.01	Finance - Purchasing
Book Purchase	F.P.02	Finance - Purchasing
Border Brokers	F.P.03	Finance - Purchasing
Sweatshop-Free Purchasing Policy	F.P.04	Finance - Purchasing
Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment	F.P.07	Finance - Purchasing
Job Evaluation: Non-Union Administrative/Clerical Jobs	H.C.01	Human Resources - Compensation
Job Change: Non-Union Administrative/Clerical Jobs	H.C.02	Human Resources - Compensation
Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs	H.C.03	Human Resources - Compensation
Department Reorganization: Non-Union Administrative/Clerical Jobs	H.C.04	Human Resources - Compensation
Probationary Period (Non-Union)	H.C.05	Human Resources - Compensation
Performance Appraisal: Director of Education	H.C.06	Human Resources - Compensation
Eastern Rite Employees' Holy Day	H.M.01	Human Resources - Miscellaneous
Compassionate Leave (Non-Union)	H.M.03	Human Resources - Miscellaneous
Sabbatical Leave for Post-Graduate Study	H.M.04	Human Resources - Miscellaneous
Sabbatical Leave for Undergraduate or Non-Degree Study	H.M.05	Human Resources - Miscellaneous
Sick Leave Plan (Non-Union)	H.M.06	Human Resources - Miscellaneous
Continuing Education Instructors	H.M.07	Human Resources - Miscellaneous

Catholicity and School Support	H.M.08	Human Resources - Miscellaneous
Twenty-Five Year Club	H.M.09	Human Resources - Miscellaneous
Retirement Ceremonies	H.M.10	Human Resources - Miscellaneous
Employment Equity (Affirmative Action)	H.M.11	Human Resources - Miscellaneous
Harassment and Discrimination in the Workplace	H.M.14	Human Resources - Miscellaneous
Respectful Workplace Operational Procedure	H.M.14	Human Resources - Miscellaneous
Probationary and Permanent Appointments	H.M.15	Human Resources - Miscellaneous
Occupational Health and Safety	H.M.17	Human Resources - Miscellaneous
Work Creation Program	H.M.18	Human Resources - Miscellaneous
Conflict Resolution	H.M.19	Human Resources - Miscellaneous
Subsidy of Individual Courses	H.M.20	Human Resources - Miscellaneous
Vacation for Non-Union Administrative/Clerical Employees	H.M.22	Human Resources - Miscellaneous
Catholic Equity and Inclusive Education Policy	H.M.24	Human Resources - Miscellaneous
Involvement in Municipal, Provincial and Federal Elections	H.M.25	Human Resources - Miscellaneous
Charter of Rights of the Family	H.M.26	Human Resources - Miscellaneous
AIDS (Acquired Immune Deficiency Syndrome)	H.M.27	Human Resources - Miscellaneous
Benefits for Non-Union Administrative/Clerical Employees	H.M.29	Human Resources - Miscellaneous
Complaint Against a Staff Member	H.M.30	Human Resources - Miscellaneous
Conflict of Interest: Employees	H.M.31	Human Resources - Miscellaneous
Acceptance of Hospitality or Gifts	H.M.33	Human Resources - Miscellaneous
Conventions Conferences and Professional Development	H.M.34	Human Resources - Miscellaneous
Accessibility Standards for Customer Service	H.M.36	Human Resources - Miscellaneous
Workplace Violence	H.M.37	Human Resources - Miscellaneous
Workplace Accommodation for Employees with Disabilities	H.M.38	Human Resources - Miscellaneous
Negotiation Procedures	H.M.39	Human Resources - Miscellaneous
Fair Practice in Hiring and Promotion	H.M.40	Human Resources - Miscellaneous

Caretaker Deployment	H.S.03	Human Resources - Support
Permit Supervisors	H.S.06	Human Resources - Support
Overtime for Non-Union Administrative/Clerical Employees	H.S.07	Human Resources - Support
Remuneration--Employment elsewhere during working hours	H.S.08	Human Resources - Support
Chaplaincy Program	H.S.09	Human Resources - Support
Qualifications--Catholicity	H.T.01	Human Resources - Teaching
Employment of Former Priests and Religious	H.T.02	Human Resources - Teaching
Qualifications--Religious Education Courses	H.T.05	Human Resources - Teaching
Religious Education--Board of Education Schools	H.T.06	Human Resources - Teaching
Religious Education Course Requirement	H.T.09	Human Resources - Teaching
Insurance for School Volunteers	I.01	Insurance
Group Life Insurance	I.02	Insurance
Meta Policy	M.01	Meta Policy
Parents and Professional Activity Days	P.03	Parents
Catholic Parent Involvement Committee	P.04	Parents
Catholic Parent Involvement Committee Procedures	P.04	Parents
Sharing	R.01	Real Property
Demolition of Existing Buildings and Portables	R.02	Real Property
Demolition of Purchased Real Property	R.03	Real Property
Site Acquisition	R.04	Real Property
School Sites Expansion	R.05	Real Property
Expropriation of Real Property	R.07	Real Property
Disposal of Surplus Real Property	R.08	Real Property
Alternative Arrangements for School Facilities	R.09	Real Property
School Sites--Operating Budget Surplus	R.10	Real Property
School Events: Communications and Invitee Protocols	S.02	Schools



Mental Health and Well Being	S.03	Schools
Mental Health Response Guidelines	S.03	Schools
Suicide Intervention Guidelines	S.03	Schools
School Organization Change	S.05	Schools
National Flag	S.06	Schools
School Names	S.07	Schools
Blessing and Official Opening of Schools	S.08	Schools
School Accommodation Review	S.09	Schools
Administrative Review of Accommodation Review Process	S.09	Schools
Pupil Accommodation Review Guideline	S.09	Schools
Catholic School Parent Councils	S.10	Schools
CSPC Operational Procedures Protocol	S.10	Schools
Lunchroom Supervision and Facilities	S.11	Schools
Access to Pupil Information	S.16	Schools
Suspected Child Abuse Reporting	S.17	Schools
Research Conducted in the TCDSB	S.19	Schools
External Research	S.19	Schools
Program Advertising for Secondary Schools and Continuing Education	S.20	Schools
Religious Accommodation	S.22	Schools
Prayer in Schools	S.23	Schools
Combined (Split) Grade Classes for Elementary Schools	S.24	Schools
Good Neighbour	S.25	Schools
Good Neighbour Policy Operational Procedures	S.25	Schools
Concussion Policy	S.26	Schools - Health
TCDSB Protocols for Concussions and Forms	S.26	Schools - Health

Elementary Admission and Placement Policy	S.A.01	Students - Admissions and Placement
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Elementary School Attendance Boundary Review Policy	S.A.03	Students - Admissions and Placement
School Excursions	S.E.01	Students - Excursions
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Resource Materials Acquisition in Schools	S.M.06	Students - Miscellaneous
Fire Emergency Procedures	S.M.07	Students - Miscellaneous
Food and Beverage Sold in Schools	S.M.08	Students - Miscellaneous
Food and Beverage Program/Policy Memorandum	S.M.08	Students - Miscellaneous
Fees for Learning Materials and Activities Rationale	S.M.09	Students - Miscellaneous
Student Fees Handbook	S.M.09	Students - Miscellaneous
Cafeterias--Secondary Schools	S.M.13	Students - Miscellaneous
Student Pregnancy	S.M.14	Students - Miscellaneous
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Special Education Programs	S.P.01	Students - Programs
Elementary French Programming	S.P.02	Students - Programs
Establishment of an Elementary Extended French Centre (FSL)	S.P.03	Students - Programs
Review of Elementary Extended French Centre (FSL)	S.P.04	Students - Programs
International Languages Program (Elementary)	S.P.05	Students - Programs
Athletic Activities within the Physical and Health Education Programs	S.P.07	Students - Programs
Driver Education Programs	S.P.08	Students - Programs
School Safety Patrols	S.P.09	Students - Programs
Elementary French Immersion	S.P.10	Students - Programs

Credit Courses Outside Canada	S.P.11	Students - Programs
Religious Education Course Requirement for Secondary Pupils	S.P.12	Students - Programs
Student and Program Assessment	S.P.13	Students - Programs
Student Assessment, Evaluation and Reporting Operational Procedures	S.P.13	Students - Programs
Police/School Board Protocol	S.S.	Safe Schools
Suspension and Expulsion Policy	S.S.01	Safe Schools
Opening or Closing Exercises	S.S.02	Safe Schools
Alcohol and Other Drugs	S.S.03	Safe Schools
Access to Students in Schools	S.S.04	Safe Schools
Protocol & Guiding Principles- Access to Students in Schools	S.S.04	Safe Schools
Dress Code for Pupils	S.S.07	Safe Schools
Principal's Inquiry--Suspension and Expulsion	S.S.08	Safe Schools
Code of Conduct Policy	S.S.09	Safe Schools
Appendix A TCDSB Code of Conduct	S.S.09	Safe Schools
Appendix B Police School Board Protocol	S.S.09	Safe Schools
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Bullying Prevention and Intervention	S.S.11	Safe Schools
Fresh Start	S.S.12	Safe Schools
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Transportation--English Language Schools	S.T.01	Transportation
Transportation--Procedure for Annual Review and Removal of Non-Qualifying Bus Routes	S.T.03	Transportation
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Conflict of Interest: Trustees	T.01	Trustees
Student Trustee	T.02	Trustees
Election of Student Trustees	T.02	Trustees
Board Room Seating Arrangement	T.03	Trustees
Trustees Code of Conduct	T.04	Trustees
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Community Engagement	T.07	Trustees
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Appointees to Municipal Boards and Organizations	T.08	Trustees
Interrelations of Committees	T.10	Trustees
Delegation	T.14	Trustees
Provision of Requested Information to an Individual Trustee	T.15	Trustees
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Trustee Services and Expenditures	T.17	Trustees
Operational Expense Procedure	T.17	Trustees
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Trustee Expense Model	T.17	Trustees
Filling a Trustee Vacancy	T.18	Trustees
Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board	T.19	Trustees
Protocol for Participation in Electronic Meetings - Appendix A	T.19	Trustees
Governance	T.20	Trustees



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

## NON-UNION POLICIES

*For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.  
Jeremiah 29:11*

Created, Draft	First Tabling	Review
September 27, 2016	October 5, 2016	
Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

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



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

This report recommends rescinding policies that apply to conditions of employment for non-union employees. The policies will be updated to reflect current practices and consolidated into a non-union employee handbook for reference. Terms and conditions of employment are also set out upon hire.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policies be rescinded.

## **C. BACKGROUND**

1. There are a number of policies on the TCDSB policy register that apply to non-union employees' terms and conditions of employment (APPENDIX A). These include:
  - a. Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01
  - b. Job Change: Non-Union Administrative/Clerical Jobs H.C.02
  - c. Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03
  - d. Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04
  - e. Probationary Period (Non-Union) H.C.05
  - f. Compassionate Leave (Non-Union) H.M.03
  - g. Sick Leave Plan (Non-Union) H.M.06
  - h. Vacation for Non-Union Administrative/Clerical Employees H.M.22
  - i. Benefits For Non-Union Administrative/Clerical Employees H.M.29
  - j. Overtime For Non-Union Administrative/Clerical Employees H.S.07
  - k. Group Life Insurance I.02
2. All of the abovementioned policies have not been reviewed since approval 20 to 30 years ago.

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

1. Given the fact that the policies are very dated, many do not align with current practices and procedures.
2. Upon review of other school boards' policy registers, no other school boards have included non-union terms and conditions of employment as policies.
3. The policies relating to non-union staff are better suited as part of an employee handbook that non-union staff can reference.

## **E. METRICS AND ACCOUNTABILITY**

1. The recommendations in this report will be monitored and assessed by policy development staff and relevant Human Resources Department staff.
2. Further reporting to the Board will be brought as deemed necessary.

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

1. Once the policies are rescinded from the policy register, they will be updated and consolidated into an employee handbook.
2. The updated employee handbook will be communicated and sent to all non-union staff and available on the TCDSB Employee Portal.
3. Relevant stakeholder engagement includes senior staff from the Human Resources team.

## **G. STAFF RECOMMENDATION**

1. Staff recommends that the following policies be rescinded from the policy register:
  - a. Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01
  - b. Job Change: Non-Union Administrative/Clerical Jobs H.C.02
  - c. Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03
  - d. Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04
  - e. Probationary Period (Non-Union) H.C.05

- f. Compassionate Leave (Non-Union) H.M.03
  - g. Sick Leave Plan (Non-Union) H.M.06
  - h. Vacation for Non-Union Administrative/Clerical Employees H.M.22
  - i. Benefits For Non-Union Administrative/Clerical Employees H.M.29
  - j. Overtime For Non-Union Administrative/Clerical Employees H.S.07
  - k. Group Life Insurance I.02
2. Staff recommends that once the policies are rescinded from the policy register, they be updated and consolidated into an employee handbook.



**Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01**

<b>Date Approved:</b> 16 Dec 93	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

**Policy:**

The Toronto Catholic District School Board requires that all non-union administrative/clerical jobs must undergo formal job evaluation by the authorized job evaluation committee. The resulting evaluation will determine the salary grade assignment for the job.

**Regulations:**

1. The Deloitte-Touche Job Evaluation System will be used for the evaluation of jobs.

**Job Change: Non-Union Administrative/Clerical Jobs H.C.02**

<b>Date Approved:</b> 16 Dec 93.	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>  H.C. 05 -Probationary Period (Non- Union)		

**Policy:**

In order to ensure equitable and fair compensation of employees, all jobs that have experienced significant change will undergo job evaluation to facilitate salary grade assignment.

**Regulations:**

1. Since jobs are dynamic and hence continually evolving, they may over time experience natural change and thereby necessitate re-evaluation and perhaps reclassification.
2. The Human Resources Department may recognize a changed job, or the request to initiate the job change process may come from either the incumbent or the immediate supervisor.
3. The Job Change Process will involve the changing or the rewriting of the job description. The operating department may submit the job description changes or the Human Resources Department may conduct a job audit resulting in a rewritten job description.
4. Once the changed job description has been finalized, the Human Resources Department will arrange a job evaluation meeting for the purpose of evaluating the changed job.

5. In the case of an upward reclassification of the job, the incumbent will be reclassified to the higher grade by using the Promotion Policy. In the event of a downward reclassification, the incumbent will retain his/her salary or move to the maximum of the new salary range if his/her current salary is higher. The effective date of the reclassification will be the Monday following the date of evaluation.

APPENDIX A

**JOB EVALUATION APPEAL: NON-UNION  
ADMINISTRATIVE/CLERICAL JOBS H.C.03**

<b>Date Approved:</b> 16 Dec 93	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

**Policy:**

**Regulations:**

1. The period of appeal is 30 days from the date of evaluation. The appeal should be submitted in writing, to the Human Resources Department, complete with factors under appeal and rationale for appeal.
2. The Job Evaluation Committee will convene within 60 days of the original evaluation to address the appeal
3. The request for a final appeal must come from the incumbent within 30 days of the appeal decision. The final appeal is addressed by the office of the Director.
4. In addition to providing written submissions for both the first level of appeal and the final appeal, the incumbent may, if he/she wishes, present the appeal in person on the day of the appeal evaluation.
5. Should either the first level of appeal or the final appeal be successful for the incumbent, the job re- classification will be retroactive to the date of the original evaluation.

Jobs that have undergone evaluation may have their evaluation appealed by the incumbent(s). In cases where there is no incumbent in the job, the immediate supervisor may appeal the job evaluation.

## Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04

<b>Date Approved:</b> 16 Dec 93	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

### Policy:

Department reorganizations that result in changes to job(s) and job evaluations; increase or decrease in the number of staff; realignment of staff and staff Human Resources; and departmental focus, must, prior to implementing organizational change, seek approval from the Director's Council.

### Regulations:

1. The reorganization proposal will be presented to the Director's Council using a standard format.
2. The reorganization proposal will provide complete and itemized information eg: present and proposed organization charts; present and proposed job titles; provide all proposed job descriptions; outline budgetary impacts; impact on staff; etc.
3. Following approval by the Director's Council, the department will forward the approved document to the Human Resources Department. The Human Resources Department will ensure the finalization of job descriptions (if required) and the job evaluation of all changed and new jobs.
4. The Human Resources Department will ensure the recruitment/ reassignment (posting) of staff, following job evaluations.

## Probationary Period (Non-Union) H.C.05

<b>Date Approved:</b> 25 Jul 70	<b>Date of Review:</b> 19 Jan 07	<b>Dates of Amendment:</b> 17 Feb 94; 23 Jan 86
<b>Cross Reference:</b>		

### Policy:

1. All new employees who are not on contract will serve a probationary period of six (6) months.
2. Each non-union employee who is not on contract who is promoted to a higher grade and/or position will serve a probationary period of not more than three (3) months in the new position.
3. An employee who is promoted to a higher job classification shall receive a four (4) percent increase or the minimum of the salary range, whichever is higher.

### **Compassionate Leave (Non-Union) H.M.03**

#### **Policy**

1. The TCDSB shall grant to an employee requiring leave by reason of a death in the immediate family (spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandchild or grandparent) up to five working days without loss of pay for the purpose of attending the funeral.
2. The TCDSB shall grant an employee a leave of absence of up to two days with pay to enable him to attend the funeral of an uncle, aunt, brother-in-law, son-in-law, daughter-in-law or sister-in-law of the employee.
3. The Director of Education may grant up to seven hours leave with pay to an employee to attend a funeral as a mourner.
4. In cases where an employee is obliged to attend a funeral of an immediate family member beyond the time allowed for compassionate leave, or to attend to a dying immediate family member, the Director of Education shall be allowed to use discretion in allowing additional time to be deducted from the accumulated sick leave.

*BM p 34, 23 Jan 86; BM p 38, Jan 68.*

## **Sick Leave Plan (Non-Union) H.M.06**

### **Policy**

The permanent non-union administration personnel shall be provided the same sick leave plan as the teachers prorated on a twelve month basis.

*BM p 188, 16 Oct 86; BM, Mar 66*

APPENDIX A



## **VACATION FOR NON-UNION ADMINISTRATIVE/CLERICAL EMPLOYEES H.M.22**

### **Policy**

All non-union administrative/clerical employees shall be entitled to vacation with pay.

### **Regulations:**

1. The vacation time shall be at least equivalent to that of other Toronto Catholic District School Board unionized employee groups.
2. All vacation entitlement to this group will be reviewed on an annual basis upon the recommendation of the Director of Education.

*BM p 115, 19 May 88; BM p 1126, Jul 70.*

## **Benefits For Non-Union Administrative/Clerical Employees H.M.29**

### **Policy**

Notwithstanding other considerations, employee benefits will be provided to non-union administrative/clerical employees which are at least equivalent to other Toronto Catholic District School Board unionized employee groups.

### **Regulation:**

1. All benefits to this group will be reviewed on an annual basis upon the recommendation of the Director of Education.

*BM p 115, 19 May 88.*

APPENDIX A

## **Overtime For Non-Union Administrative/Clerical Employees H.S.07**

### **Policy**

All non-union administrative/clerical employees required to work beyond the normal hours prescribed for the position held shall be compensated.

### **Regulations For Non-Supervisory Personnel:**

1. All overtime shall be subject to the prior approval of the department head, or equivalent and in accordance with the Employment Standards Act.
2. The compensation for overtime shall be at least equivalent to that of other Toronto Catholic District School Board unionized employee groups.

### **Regulations For Supervisory Personnel:**

1. Officers, supervisors, and managers will be compensated for a "call out" according to a rate to be determined annually.
2. "Call out" is defined as the requirement of return to work by an employee who, after completion of the scheduled work day, is recalled for a period which is not contiguous to the preceding scheduled hours of work.
3. In lieu of other compensation, supervisory personnel may be granted time off with remuneration up to a maximum of five (5) days within the current year, subject to the approval of the Director of Education.
4. "Supervisory personnel" is defined as salaried non-union staff at, or above, the level of officer.

*BM p 124, 16 Jun 88.*

## **Group Life Insurance I.02**

### **Policy**

The TCDSB shall provide Group Life Insurance and Accidental Death Benefits for its employees.

Regulations:

#### **1. Amended Future Dividends**

The amended future dividends of the Group Life Insurance shall be applied as a reduction to the annual premium and shall not be transferred to the deposit fund.

#### **2. Early Retirement**

a) Group life insurance coverage shall be offered to all non-union non-teaching employees who retire prior to their retirement date which is on or before the 31 August following their 65th birthday.

b) Such coverage shall be no more than the amount the employee had prior to the early retirement date.

c) The full cost of such extended coverage shall be the responsibility of the retiree.

d) The full group life insurance coverage shall reduce to \$5,000.00 when the retiree attains the retirement date, which is on or before the 31 August following their 65th birthday, and a paid up policy in the amount of \$5,000.00 shall be provided at that time, in accordance with the existing provisions of the Group Life Insurance contract.

*BM P 213, 24 Nov 86; BM p 188, Feb 69.*



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### UPDATE TO RESOURCE MATERIALS ACQUISITION IN SCHOOL SPOLICY (S.M.06)

*Let the wise hear and increase in learning, and the one who understands obtain guidance.  
Proverbs 1:5*

Created, Draft	First Tabling	Review
September 27, 2016	October 5, 2016	
Caitlin Kavanagh, Sr. Manager Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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R. McGuckin  
Associate Director of Academic Affairs

A. Sangiorgio  
Associate Director of Planning and Facilities

C. Jackson  
Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier  
Director of Education

## **A. EXECUTIVE SUMMARY**

This report recommends updating the Resource Materials Acquisition in Schools policy (S.M. 06) to align with current resources including the Trillium List and the Ontario Ministry of Education “Guidelines for Approval of Textbooks,” 2008. Staff also recommend consolidating the Book Purchases policy (F.P.02) into policy S.M.06. An update of the policy in meta format is attached at APPENDIX A.

## **B. PURPOSE**

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

## **C. BACKGROUND**

1. Resource Materials Acquisition in Schools policy S.M.06 was approved January 1976 and was last amended January 21, 1988.
2. Book Purchases policy F.P.02 was approved November 24, 1986 and has not been reviewed since then.

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

1. In 2002, the Trillium List replaced *Circular 14, 1995*.
2. The Ontario Ministry of Education released an updated version of “Guidelines for Approval of Textbooks” (Guidelines) in 2008.
3. Textbooks that have been approved by the Minister of Education in accordance with eligibility requirements and evaluation criteria outlined in the Guidelines are listed on the Trillium List. School boards may select textbooks from the Trillium List and approve them for use in their schools. The selection should align with the TCDSB Multi-Year Strategic Plan through a Catholic lens.

4. Boards continue to have sole responsibility for the selection of supplementary resources to support elementary and secondary programs.
5. The Guidelines and the Trillium List are issued by the Minister of Education under the authority of the *Education Act*. Specifically, subsections 9(1), 170(1) and 171(1) of the *Education Act* and Section 7 of Regulation 298 under the *Education Act*.
6. Staff recommend that the policy be updated to reflect these resources and that the current Book Purchases policy F.P.02 be consolidated into the policy. Therefore, staff also recommend the policy be re-named to “Selection of Learning Materials.”

#### **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report be monitored by policy development staff and the Curriculum and Accountability department.
2. Further reports to Board will be brought as necessary.

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

Updates to the policies will be communicated to all staff and departments responsible for resource materials and textbook purchasing.

#### **G. STAFF RECOMMENDATION**

Staff recommends that the Selection of Learning Materials policy (S.M.06) provided in APPENDIX A be adopted.



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** SELECTION OF LEARNING MATERIALS  
**POLICY NO:** S.M. 06

<b>Date Approved:</b> January 1976	<b>Date of Next Review:</b> October 2021	<b>Dates of Amendments:</b> February 1985 January 21, 1988 June 6, 2006 October 2016
<b>Cross References:</b> Purchasing Policy F.P.01 Consolidating Book Purchase F.P. 02 The Trillium List, Ontario Ministry of Education Guidelines for Approval of Textbooks, 2008, Ontario Ministry of Education Education Act, Regulation 298		
<b>Appendix</b>		

**Purpose:**

To acquire materials that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student aligning with the mission and vision of the Toronto Catholic District School Board in an atmosphere of Catholic faith.

**Scope and Responsibility:**

This policy applies to all schools within the Toronto Catholic District School Board. The Director is responsible for this policy with the support of the Curriculum and Accountability Department.





POLICY SECTION: STUDENTS  
SUB-SECTION: MISCELLANEOUS  
POLICY NAME: SELECTION OF LEARNING MATERIALS  
POLICY NO: S.M. 06

**Alignment with MYSP:**

**Living Our Catholic Values**

**Strengthening Public Confidence**

**Fostering Student Achievement and Well-Being**

**Providing Stewardship of Resources**

**Policy:**

Acquisition of instructional and resource materials for the school and its learning resource centre from the assigned school budget is the responsibility of the principal. Selected resource materials must reflect the purpose and objectives of a Catholic school and its distinct educational philosophy. **The Board will select appropriate materials that best serve the needs of the students. This material will be consistent with the directives of the Ministry of Education and meet the requirements of the course or subject guidelines for which they are intended.**

**Regulations:**

- 1. Boards have sole responsibility for the selection and evaluation of supplementary resources to support elementary and secondary programs.**
2. Authority and responsibility for materials selection rests with the principal in consultation with the staff **and/or the appropriate Board designated curriculum staff.**
3. Selection of materials should **align with the TCDSB Multi-Year Strategic Plan and** reflect the emotional, **spiritual** and physical maturity of the intended audience, especially when it relates to sensitive and controversial materials.



**POLICY SECTION: STUDENTS**

**SUB-SECTION: MISCELLANEOUS**

**POLICY NAME: SELECTION OF LEARNING MATERIALS**

**POLICY NO: S.M. 06**

4. Materials selection is guided by:

- (a) a knowledge of positive Christian attitudes and values as an essential component in Catholic education;
  - (b) a knowledge of curriculum guidelines as developed by the Ministry of Education and the Toronto Catholic District School Board;
  - (c) a knowledge of the community served - its academic needs, interests and abilities;
  - (d) an ability to identify, analyze and judge bias, prejudice, stereotype and the mission of pluralism, commonalities and diversity in materials;
  - (e) a knowledge of recommended listings and/or reviews of materials to assure accurate content and relevance.
5. Priority will be given to materials written by Canadians and produced in Canada where appropriate to curricular needs.
6. Selection will be guided by an inherent respect for the copyright of materials. All Toronto Catholic District School Board employees will abide by the Copyright Act.
7. Learning materials, borrowed or rented, must be previewed and conform to this policy. They may not be used if the acquisition contract specifically prohibits school use.
8. Illegal, or "pirated", copies of materials may not be used in schools.
9. The Curriculum and Accountability Department will issue guidelines, updated from time to time, to assist schools in the selection and acquisition of learning resource materials.



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** **SELECTION OF LEARNING MATERIALS**  
**POLICY NO:** S.M. 06

10. The Board may acquire and distribute other resource materials from other funds consistent with these regulations.

#### *Book Purchases*

11. The purchase of library books and textbooks may be exempted from the tender procedure.

12. All textbook purchases shall be subject to the requirements of Circular 14 MET **The Trillium List**.

13. All book distributors will be considered as potential sources of supply for school libraries.

14. All other factors being equal, preference will be given to "Canadian Made" products.

15. Purchasing principles, as outlined in Policy F.P.01, Purchasing, will apply to the purchase of books.



POLICY SECTION: STUDENTS  
SUB-SECTION: MISCELLANEOUS  
POLICY NAME: SELECTION OF LEARNING MATERIALS  
POLICY NO: S.M. 06

### Definitions:

#### Textbook

A comprehensive learning resource that is in print or electronic form, or that consists of any combination of print, electronic, and nonprint materials collectively designed to support a substantial portion of the Ontario curriculum expectations for a specific grade and subject in elementary school or for a course in secondary school, or a substantial portion of the expectations for a learning area in the Ontario Kindergarten program. Such a resource is intended for use by an entire class or group of students. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)

#### Supplementary Resource

A resource that supports only a limited number of curriculum expectations, or the curriculum expectations in a single strand, outlined in the curriculum policy document for a specific subject or course, or a limited number of expectations for a Kindergarten learning area. Such a resource may be intended for use by an entire class or group of students. Examples are readers, novels, spelling programs, dictionaries, atlases, and computer software and instructional guides. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)



**POLICY SECTION:** STUDENTS  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** SELECTION OF LEARNING MATERIALS  
**POLICY NO:** S.M. 06

**Evaluation and Metrics:**

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

- 1. The Curriculum and Accountability Department will monitor requests regarding appropriate texts for use in schools that meet curriculum expectations.**
- 2. The Curriculum and Accountability Department will share with Trustees upon request a compilation of recommended texts approved centrally that meet the requirements that have been shared with schools.**

APPENDIX