

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA MARCH 21, 2017

Nancy Crawford, Chair
Trustee Ward 12

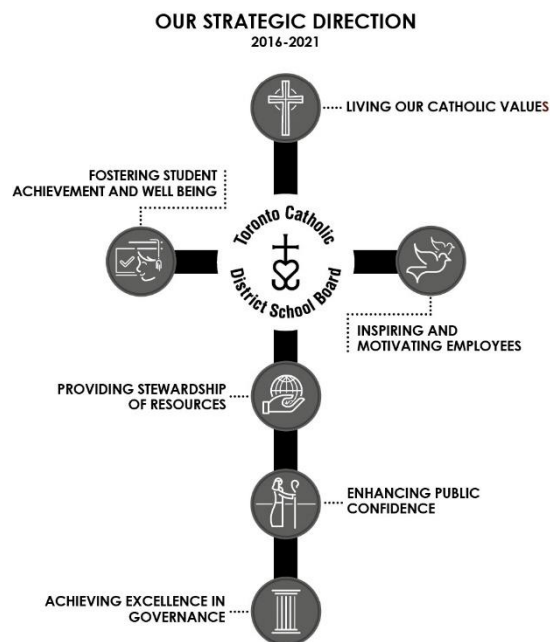
Ann Andrachuk, Vice Chair
Trustee Ward 2

Jo-Ann Davis
Trustee Ward 9

Maria Rizzo
Trustee Ward 5

Angela Kennedy
Ex-Officio

Frank D'Amico
Ex-Officio



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
Asst. Recording Secretary: 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

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OUR VISION

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through witness, faith, innovation and action.*



AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Nancy Crawford, Chair

Ann Andrachuk, Vice Chair

Tuesday, March 21, 2017

7:00 P.M.

	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 January 18, 2017 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	Update to Access to Pupil Information Policy (S.16)	10 - 17
13.b	Update to Religious Education Course Requirement for Secondary Pupils Policy (S.P.12)	18 - 22
13.c	Rescind School Safety Patrols Policy (S.P.09)	23 - 26
13.d	Policy Priority Review (February 2017)	27 - 34
13.e	Update to Chaplaincy Policy (H.S.09)	35 - 42
14.	Listing of Communications	
15.	Inquiries and Miscellaneous	
16.	Updating of Pending List	
17.	Adjournment	

**MINUTES OF THE REGULAR MEETING OF THE
GOVERNANCE AND POLICY COMMITTEE
TUESDAY, JANUARY 18, 2017**

PUBLIC SESSION

PRESENT:

Trustees: N. Crawford, Chair
A. Andrachuk, Vice-Chair
J.A. Davis – by teleconference
A. Kennedy – by teleconference
M. Rizzo – by teleconference

A. Gauthier
P. Matthews
C. Kavanagh
J. Yan
M. Silvo
S. Coray

S. Harris, Recording Secretary
C. Johnston, Acting Assistant Recording Secretary

An apology was received on behalf of Trustee D’Amico.

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Agenda, as amended, be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Kennedy

The Motion to approve the Agenda was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held November 8, 2016 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Kennedy

The Motion was declared

CARRIED

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

13a) Update to Opening and Closing Exercises Policy (S.S.02) received and that Regulations 2 and 6 be amended to read: Students will sing the National Anthem O Canada a cappella or with musical accompaniment as deemed appropriate.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Kennedy
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that Item 13b) be adopted as follows:

- 13b) Review of Policy Register Categories (Update)** received and that under Item C, Background, Point Number 2, that Admissions be removed from the list “School Operations, Admissions, Facilities, Permits and Space” and be listed as a standalone bullet point.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that a third recommendation be added for staff to come back with a report responding to additional questions on increasing the general and policy search functions’ capability on the Board’s website.

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

In favour

Opposed

Trustees Andrachuk
Crawford
Rizzo

The Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Andrachuk
Crawford
Rizzo

The Motion, as amended was declared

CARRIED

Trustee Crawford called Trustee Andrachuk to the Chair.

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that Item 13c) be adopted as follows:

13c) Update to Real Property Policies (R.01; R.04; R.05; R.07; R.08; R.09; R.10) received and

1. That the Board rescind the following Real Property policies:

- a. *Sharing (R.01)*
 - b. *Site Acquisition (R.04)*
 - c. *School Sites Expansion (R.05)*
2. That the consolidated policy *Real Property (R.01)* be approved.
 3. That the updated policy *Alternative Arrangements for School Facilities (R.09)* be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford

Rizzo

The Motion was declared

CARRIED

Trustee Crawford returned to the Chair.

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that the Agenda be reopened to amend the Motion regarding Item 13c) as follows:

- 13c) Update to Real Property Policies (R.01; R.04; R.05; R.07; R.08; R.09; R.10)** that this policy previously received be referred to Board of Trustees.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford

Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Andrachuk, that Item 13d) be adopted as follows:

13d) Update to Donation Policy F.F.02 that the following and additional amendments discussed be incorporated:

1. That Regulation four (4) become Regulation five (5).
2. That Regulation four (4) read that “All Art donations and gifts in kind be recorded in an Art Registry under the supervision of the Board archivist”.
3. That the Governance and Policy Committee recommend to the Board of Trustees that a report be provided regarding the inventory process.
4. That TCDSB be inserted before Operational Procedures in Procedure Number two (2).
5. That at the end of Procedure Number three (3), add the sentence “Acknowledgement of receipt of a communication should be made within three business days”.
6. That Under Terms of Reference for Gifts, last paragraph, add “ ... and forwarded to the Partnership Development Department”.
7. That Regulation Number two be removed.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Rizzo

The Motion was declared

CARRIED

Trustee Crawford called Trustee Andrachuk to the Chair.

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

13e) Update to Sponsorship Policy F.F.26 – received.

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee Rizzo, that staff review the Sponsorship Policy with the same lens as the Donation Policy feedback at the earliest opportunity.

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

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Rizzo

The Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Rizzo

The Motion, as amended, was declared

CARRIED

Trustee Crawford returned to the Chair.

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that the priority policies be reviewed at the February GAP Meeting.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that the meeting adjourn.

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO ACCESS TO PUPIL INFORMATION POLICY (S.16)

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

Created, Draft	First Tabling	Review
February 13, 2017	March 21, 2017	

Adrian Della Mora, Superintendent of Education
 Bryan Shannon, Sr. Manager, Archives, Records Management and Freedom of Information
 Nick D'Avella, Superintendent of Student Success
 Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

RECOMMENDATION REPORT

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 Access to Pupil Information policy (S.16) to include updates which align with current practice.

B. PURPOSE

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

C. BACKGROUND

The Access to Pupil Information policy was approved on May 9, 2007 and has not been updated since.

D. EVIDENCE/RESEARCH/ANALYSIS

In addition to minor updates to the policy, substantive updates include reference to providing information to a pupil between the ages of 16 to 18 in accordance with the Children's Law Reform Act as well as a new regulation on the maintenance or pupil records.

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated to relevant stakeholders, including school principals in the management of the pupil Ontario Student Record (OSR).

G. STAFF RECOMMENDATION

Staff recommend that the Access to Pupil Information policy (S.16) provided in APPENDIX A be adopted.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Date Approved:
May 9, 2007

Date of Next Review:
March 2022

Dates of Amendments:
March 30, 2017

Cross References:

Education Act, R.S.O. 1990, s.266, Pupil Records

Municipal Freedom of Information and **Protection of Privacy Act**, R.S.O. 1990, C.M56

Child and Family Services Act, R.S.O. 1990, C.11

Ontario Student Record Guideline, 2000

~~Access To Pupils S.15~~

~~Apprehension Or Arrest Of Pupils S.18~~

~~Police Investigation V.P.05~~

Suspected Child Abuse Reporting S.17

Access to **Students in Schools Premises S.S.04**

Police/School Board Protocol

Children's Law Reform Act

Appendix

Purpose:

All pupil information including the Ontario Student Record is to be maintained for all students in accordance with The Education Act, the Municipal Freedom of Information and Protection of Privacy Act and all applicable regulations and guidelines of the Government of Ontario. This policy supports the pursuit of strengthening public confidence and the assurance of accountability as articulated in the Board's Multi-Year Strategic Plan.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Scope and Responsibility:

This policy applies to all individuals who maintain pupil information within the TCDSB. The Director of Education is responsible for the implementation of this program in alignment with the Multi-Year Strategic Plan.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Policy:

The Toronto Catholic District School Board requires that all staff will strictly observe confidentiality with respect to **diligently-maintained**, pupil-identifying records, including health and other records, maintained by the Board.

Access to pupil records shall be in compliance to **with** existing ~~federal~~ Provincial Acts and the most current Ontario Student Record Guideline.

Regulations:

1. Maintenance Of Confidentiality

Principals shall regularly review with teaching and other staff the obligation of maintaining confidentiality respecting pupil records imposed by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act and the Ontario Student Record Guideline. No employee of the Board shall provide



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

information about any student or ~~their~~ **his/her** family to any outside agency, including immigration officials, unless legally obliged to do so.

2. Providing Pupil Information To Another School, Private School Or Other Educational Institutions

Principals shall adhere to the requirements of the Regulation respecting Pupil Records (Ontario Student Record Guideline) governing the transfer of Pupil Records when a pupil transfers from one school to another.

3. Providing Pupil Information To A Pupil, Or His/Her Parent Or Guardian

A pupil and his or her parent or guardian, where the pupil is a minor, are entitled to ~~examine~~ **view and/or receive a copy** the records **relating to such** pupil. **A pupil between the ages of 16 of 18, who has withdrawn from parental control, may have exclusive access to his or her pupil records as governed by section 65 of the Children's Law Reform Act.**

Upon reaching 18 years of age, a pupil shall have exclusive access to his or her student records and may elect to grant access to such records to others. The parent or guardian of a pupil who has been identified as legally incapacitated will retain the right to access the records relating to that student after he or she has reached 18 years of age.

A legally-identified custodial or non-custodial parent is entitled to be given information as to the education of that parent's child unless and until there is either an Order of the Court or a term in a separation agreement denying the person access to the child.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Unless the pupil, parent or guardian, and the existence of the necessary relationship of the latter two to the pupil are all actually known to the principal, proper identification should, with sensitivity and discretion, be insisted upon.

4. Providing Pupil Information To Others

Every person shall preserve ~~secrecy~~ **confidentiality** in respect of the content of a record that comes to the person's knowledge in the course of his or her duties or employment, and no such person shall communicate any such knowledge to any other person except,

- (a) as may be required in the performance of his or her duties **as set out in the Education Act or other relevant legislation;** or
- (b) with the written consent of the parent or guardian of the pupil where the pupil is a minor; or
- (c) with the written consent of the pupil where the pupil is an adult; or
- (d) through a search warrant requiring the surrender of an Ontario Student Record to the police; or
- (e) through a subpoena or appropriate court order; or
- (f) where a teacher or the principal may have information where it is suspected that the child is in need of protection as defined in the Child and Family Services Act; or
- (g) upon request of the medical officer of health as provided in the Education Act; or
- (h) where the Municipal Freedom of Information and Protection of Privacy Act permits a school board to disclose confidential information to the police to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

5. Maintenance of Pupil Records



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

The Ontario Student Record must be maintained, used, disclosed, and disposed of in accordance with all applicable legislation. School administrators will be advised of relevant changes through appropriate communication. Diligent maintenance of students' Ontario Student Records would entail the mandatory inclusion of any court documents and separation agreements which may impact rights to such records.

Evaluation and Metrics:

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

Qualitative feedback provided by Principals regarding access to information requests at monthly K-12 meetings conducted by Field Superintendents.

APPENDIX



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO RELIGIOUS EDUCATION COURSE REQUIREMENT FOR SECONDARY PUPILS POLICY (S.P.12)

*Keep hold of instruction; do not let go; guard her, for she is your life.
Proverbs 4:13*

Created, Draft	First Tabling	Review
February 13, 2017	3/21/2017	

Adrian Della Morra, Superintendent of Education
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

RECOMMENDATION REPORT

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 updates to the Religious Education Course Requirement for Secondary Pupils Policy (S.P. 12) to align with current practices; namely, that students are required to enrol in one religious education course in each of the four years of secondary school, subject to applicable legislation.

B. PURPOSE

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

C. BACKGROUND

The Religious Education Course Requirement for Secondary Pupils Policy was approved on August 21, 1986 and has not been amended since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Upon review of the policy, it was clear that the policy required an update to reflect practices regarding the Religious Education Course Requirement for Secondary Pupils at the TCDSB. The amendments to the policy attached at APPENDIX A align with the current practices.
2. The area superintendent consulted with and received input from the Superintendent of Student Success.

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated to all principals to communicate to their school community.

G. STAFF RECOMMENDATION

Staff recommend that the Religious Education Course Requirement for Secondary Pupils Policy (S.P.12) provided in APPENDIX A be adopted.



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
POLICY NAME: RELIGIOUS EDUCATION COURSE
REQUIREMENT FOR SECONDARY
PUPILS
POLICY NO: S.P.12

Date Approved: August 21, 1986	Date of Next Review: March 2022	Dates of Amendments: March 30, 2017
Cross References: Religious Accommodation – S.22 Religious Education – Board of Education Schools – H.T.06 Ontario Ministry of Education Policy/Program Memorandum 119, <i>Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools</i> Constitution Act, 1867, Section 93		
Appendix		

Purpose:

The Toronto Catholic District School Board is committed to educating our students to lead lives grounded in faith, hope and charity. The board's mandate, beyond meeting the Ministry of Education's goals regarding student achievement and well-being, is to deliberately infuse the Catholic Graduate Expectations and gospel values into all disciplines. Our vision is to create discerning believers who seek to transform the world through witness, faith, innovation and action.

Scope and Responsibility:

This policy applies to pupils of TCDSB secondary schools. The Director of Education is responsible for the implementation of this program in alignment with the Multi Year Strategic Plan.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees



POLICY SECTION:	STUDENTS
SUB-SECTION:	PROGRAMS
POLICY NAME:	RELIGIOUS EDUCATION COURSE REQUIREMENT FOR SECONDARY PUPILS
POLICY NO:	S.P.12

Policy:

A religious education course ~~shall~~ **will** be offered in each of the secondary school grades operated by the Board **and students are required to enroll in one of these courses in each of the four years. Our distinctive Catholic approach to teaching and learning is founded in the dignity and value of every person. This gospel value and approach permeate all aspects of school life and the Toronto Catholic District School Board thus holds specific expectations for all of our students.**

Regulations:

1. **Religious education courses are approved by the appropriate Catholic authorities and recognized by the Ontario Ministry of Education as credits which count towards the Ontario Secondary Graduation Diploma.**

~~Within the context of the Education Act, 1990, Section 144, every resident pupil under the age of twenty one shall be required to enrol and take part in a religious education course each school year.~~

2. **All students are expected to participate in the prayer and liturgical life of the school and be respectful of all religious observances.**
3. **The TCDSB will respect exemptions to this requirement pursuant to applicable legislation.**

Evaluation and Metrics:

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

Monitoring secondary school student scheduling data to ensure that all students are registered in and complete a Religion course in each academic year.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

RESCIND SCHOOL SAFETY PATROLS POLICY (S.P.09)

*You keep him in perfect peace whose mind is stayed on you, because he trusts in you.
Isaiah 26:3*

Created, Draft	First Tabling	Review
1/23/2017	February 14, 2017	

Caitlin Kavanagh, Coordinator Employee Relations & Policy Development
Vince Burzotta, Superintendent of Learning, Student Achievement & Well-Being, Safe Schools, SSI, Alternative, Continuing & International Education

RECOMMENDATION REPORT

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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

Staff recommend rescinding the current School Safety Patrols policy (S.P. 09) as it is outdated and no longer current practice. The current policy is attached as APPENDIX A.

B. PURPOSE

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

C. BACKGROUND

The School Safety Patrols policy was approved on June 19, 1986. It has not been amended since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The current policy states, “The TCDSB endorses the concept of school safety patrols and will cooperate with the Toronto police in establishing school safety patrols.”
2. The TCDSB School Resource Officer (SRO) and Community School Liaison Officer (CSLO) Programs fulfil this role and much more. In addition to visiting school communities to build relationships with students and staff, officers participate in extra-curricular activities, school special events and sometimes even deliver modules within certain disciplines/curriculum. Both roles are outlined in the Police/School Board protocol.
3. The TCDSB Safe Schools Department works very closely with the Divisional Policing Support Unit (formerly Community Mobilization) who oversee these programs and provide training to the officers involved in these programs to ensure that their work is consistent with school board goals, expectations and protocols.

E. METRICS AND ACCOUNTABILITY

1. How will the recommendations in this report be monitored by policy development staff.
2. There is no need for further reporting to Board once the policy is rescinded.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Policy development staff will ensure the policy is removed from the policy register.

G. STAFF RECOMMENDATION

Staff recommends that the School Safety Patrols policy (S.P. 09) be rescinded.

SCHOOL SAFETY PATROLS S.P.09

Date Approved: 19 Jun 86	Date of Review: June 6, 2006	Dates of Amendment:
Cross Reference:		

Policy:

The TCDSB endorses the concept of school safety patrols and will cooperate with the Toronto police in establishing school safety patrols.

Regulations:

1. Requests for school safety patrols will be made by the principal to the local Area superintendent.
 2. School safety patrols may be established at a school on the recommendation of the local Area superintendent with the approval of the Toronto police.
 3. The school safety patrols are to be located on streets where a police officer or school crossing guard would not be employed, but rather in places which meet police requirements.
-



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

POLICY PRIORITY REVIEW (FEBRUARY 2017)

*For where your treasure is, there will your heart be also.
Luke 12:34*

Created, Draft	First Tabling	Review
January 31, 2017	February 14, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
INFORMATION REPORT		

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C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report serves as a follow-up to the Policy Priority Review information report brought to the Governance and Policy Committee on April 11, 2016. It provides the status of the policies identified in the April 2016 report and sets out new policies as priority review and a tentative work plan.

B. PURPOSE

This Information Report is on the Order Paper of the Governance and Policy Committee as a Trustee request through approved motion at the February 16, 2016 Governance and Policy Committee Meeting:

14e) That staff review and bring back a comprehensive policy priority review list. Priorities should include:

- 1. Those that staff view as urgent*
- 2. Student related policies*
- 3. Those that are operational and staff recommends deleting*
- 4. Policies with no substantive change other than to add Meta Policy Sections.*

C. BACKGROUND

1. On April 11, 2016, Staff presented the Policy Priority Review information report to Trustees.
2. At the January 18, 2017 Governance and Policy Committee meeting, trustees requested an update to the policies identified as priority as well as an updated go-forward plan.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The following is a list of policies identified as priority in April 2016 which have subsequently been updated.

POLICY NAME	NO.	Status	Last Review
Design Modifications	B.B.01	Rescinded—Re-named to Facilities Management (+TCDSB Facilities Services Operational Procedures)	September 22, 2016
School Design--New and Additions	B.B.02	Rescinded	September 22, 2016
Portables--Clustered	B.B.03	Rescinded	September 22, 2016
Playground Equipment	B.G.01	Updated- re-named to “Outdoor Play Environment”	November 24, 2016
Additions and Replacements--Priority and Funding	B.M.03	Rescinded	September 22, 2016
Capital Expenditures Forecast (CEF) Categories	B.M.04	Rescinded	September 22, 2016
Compassionate Leave (Non-Union)	H.M.03	Rescinded—to be replaced with new policy “Non-Union Employee Handbook”	November 24, 2016
Sick Leave Plan (Non-Union)	H.M.06	Rescinded—to be replaced with new policy “Non-Union Employee Handbook”	November 24, 2016
Harassment and Discrimination	H.M. 14	Updated along with “The Respectful Workplace-Guidelines Addressing Workplace Harassment and Discrimination (2016)”	August 25, 2016
Principal's Inquiry--Suspension and Expulsion	S.S.08	Rescinded—updated and consolidated into Suspension and Expulsion Policy (S.S.01)	August 25, 2016
Fresh Start	S.S.12	Updated	August 25, 2016

Fire Emergency Procedures	S.M.07	Updated	September 22, 2016
Use of Dangerous Chemicals with Instructional Program	S.M.12	Rescinded	September 22, 2016
Resource Materials Acquisition in Schools	S.M.06	Updated to “Selection of Learning Materials”	November 24, 2016

2. The following is a list of policies identified in April 2016 remaining to be reviewed.

POLICY NAME	NO.	Status
Access to Pupil Information	S.16	Under review—estimated April 2017 Governance Meeting for review.
Placement of Pupils	S.A.02	Under review- update to be brought to Board.
Religious Education Course Requirement for Secondary Pupils	S.P.12	Under review—estimated March 2017 Governance Meeting for review.
Credit Courses Outside Canada	S.P.11	Under review—estimated April 2017 Governance Meeting for review.
Driver Education Programs	S.P.08	Under review—estimated April 2017 Governance Meeting for review.
International Languages Program (Elementary)	S.P.05	Under review—estimated June 2017 Governance Meeting for review.
Special Education Programs	S.P.01	Under review—estimated May 2017 Governance Meeting for review.
School Safety Patrols	S.P.09	At February 2017 Governance Meeting for Rescind.
Athletic Activities within the Physical and Health Education Programs	S.P.07	Under review—estimated April 2017 Governance Meeting for review.
Program Transportation	S.T.05	Under review—estimated May 2017 Governance Meeting for review.
Sharing	R.01	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board

Demolition of Existing Buildings and Portables	R.02	Under review—estimated March 2017 Governance and Policy meeting for review.
Demolition of Purchased Real Property	R.03	Under review—estimated March 2017 Governance and Policy meeting for review.
Site Acquisition	R.04	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board
School Sites Expansion	R.05	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board
Expropriation of Real Property	R.07	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board
Disposal of Surplus Real Property	R.08	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board
Alternative Arrangements for School Facilities	R.09	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board
School Sites--Operating Budget Surplus	R.10	Presented at January 18, 2017 Governance and Policy Meeting—referred to January 26, 2017 Board

3. The following policies have recently been identified as priority for review.

NO.	POLICY NAME	LAST REVIEW
A.03	Advertising	2007
A.16	Emergency School Closure	2006
A.18	Development Proposals, Amendments of Official Plans and bylaws	1987
A.20	Records Management	1994
A.29	Electronic Communication Systems	2012
A.31	Hand-Held (Mobile) Wireless Communication Device	2010
A.32	First Nations, metis and Inuit Voluntary Self-Identification	2010
B.R.01	Rental of surplus school space	2006

B.R.02	Child care centres	2003
B.R.03	Rental properties	1986
B.R.04	Rental of school accommodation	1986
B.R.06	Use of school facilities in emergency situations	1990
F.M.03	Assessment	1986
F.M.04	Release of holdbacks	1986
F.P.04	Sweatshop free purchasing policy	2006
H.M.04	Sabbatical leave for Post Graduate study	2006
H.M.05	Sabbatical leave for undergraduate or non-degree study	2006
H.M.07	Continuing Education instructors	1986
H.M.19	Conflict resolution	1997
H.M.31	Conflict of Interest: Employees	2002
H.M.34	Conventions, Conferences and Professional Development	2007
S.23	Prayer in schools	1993
S.T.03	Transportation procedure for annual review and removal of non-qualifying bus routes	2005

4. Staff have set out the tentative work plan for the policies identified above:

March 2017

Religious Education Course Requirement for Secondary Pupils	S.P.12
Demolition of Existing Buildings and Portables	R.02
Demolition of Purchased Real Property	R.03
Records Management	A.20

April 2017

Access to Pupil Information	S.16
Credit Courses Outside Canada	S.P.11
Driver Education Programs	S.P.08
Athletic Activities within the Physical and Health Education Programs	S.P.07

May 2017

Special Education Programs	S.P.01
Program Transportation	S.T.05

Transportation procedure for annual review and removal of non-qualifying bus routes	S.T.03
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June 2017

Rental of surplus school space	B.R.01
Child care centres	B.R.02
Rental properties	B.R.03
Rental of school accommodation	B.R.04
Use of school facilities in emergency situations	B.R.06
Emergency School Closure	A.16

September 2017

Assessment	F.M.03
Release of holdbacks	F.M.04
Sweatshop free purchasing policy	F.P.04
Development Proposals, Amendments of Official Plans and bylaws	A.18

October 2017

Sabbatical leave for Post Graduate study	H.M.04
Sabbatical leave for undergraduate or non-degree study	H.M.05
Continuing Education instructors	H.M.07

November 2017

Conflict resolution	H.M.19
Conflict of Interest: Employees	H.M.31
Conventions, Conferences and Professional Development	H.M.34

December 2017

Advertising	A.03
Electronic Communication Systems	A.29
Hand-Held (Mobile) Wireless Communication Device	A.31
First Nations, metis and Inuit Voluntary Self-Identification	A.32

E. METRICS AND ACCOUNTABILITY

1. The information in this report will be monitored by policy development staff.
2. Further reports to the Governance and Policy Committee regarding priority policies and work plans will be brought as deemed necessary.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board and Governance and Policy Committee.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO CHAPLAINCY PROGRAM POLICY (H.S.09)

*That the man of God may be competent, equipped for every good work.
2 Timothy 3:17*

Created, Draft	First Tabling	Review
February 13, 2017	March 21, 2017	

Adrian Della Mora, Superintendent of Education

Caitlin Kavanagh, Coordinator, Employee Relations & 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.*



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 Chaplaincy Program policy (H.S.09) to closer align with current practice. Specifically, the policy is updated in meta policy format and additional amendments focus on the Chaplaincy Team components.

B. PURPOSE

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

C. BACKGROUND

The Chaplaincy Program policy was approved on April 15, 1987 has not been amended or updated since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Upon review of the policy, it was clear that the policy does not reflect current and updated practices regarding the Chaplaincy Program at the TCDSB. The amendments to the policy attached at APPENDIX A align with the current practices.
2. The area superintendent consulted with and received input from the Religion team at the Catholic Education Centre.
3. The area superintendent also consulted with the Toronto Secondary Unit-OECTA regarding updates and changes to the policy.

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated to all staff in the Chaplaincy Program and the Religion Department will ensure prospective Chaplaincy program members and prospective candidates are aware of the policy.

G. STAFF RECOMMENDATION

Staff recommend that the Chaplaincy Program policy (H.S.09) provided in APPENDIX A be adopted.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: SUPPORT
POLICY NAME: CHAPLAINCY PROGRAM
POLICY NO: H.S. 09

Date Approved: April 15, 1987	Date of Next Review: March 2022	Dates of Amendments: March 30, 2017
Cross References: Catholic Equity and Inclusive Education Policy H.M. 24 Catholicity and School Support H.M. 08		
Appendix		

Purpose:

The Toronto Catholic District School Board recognizes the importance of the Chaplaincy Program in enhancing the Catholic faith formation of our students. The Chaplaincy team endeavors to serve the diverse needs of all members of the Catholic secondary school community. The team works in harmony with the Archdiocese and embraces the partnership of the parish, home, school and the broader community in helping students live out gospel values and fulfill the Catholic Graduate Expectations.

Scope and Responsibility:

Chaplaincy team ministry calls for presence, accompaniment, interpretation/proclamation, celebration and witness of our Catholic Faith. The chaplaincy team assists the school community in their faith development and affirms the traditions and practices of the Catholic Church. Chaplaincy team members seek the support of their local parish. They also have the support of the Principal, Religion Department, and the TCDSB Catholic Teacher's Centre in their pastoral ministry to staff, students and parents. The Director of Education is responsible for the implementation of this program in alignment with the Multi Year Strategic Plan.

Alignment with MYSP:

Living Our Catholic values

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: SUPPORT
POLICY NAME: CHAPLAINCY PROGRAM
POLICY NO: H.S. 09

Policy:

Each Catholic secondary school shall establish a chaplaincy program under the direction of a chaplain or chaplaincy team leader **members in consultation with the Principal.**

Regulations:

- 1. The work of the chaplaincy team shall be carried out according to the guidelines and expectations of the Assembly of Catholic Bishops of Ontario, Archdiocese of Toronto, and the Toronto Catholic District School Board.**
- 2. The TCDSB model of delivery is a teaching Chaplaincy program.**
- 3. Chaplaincy teams in TCDSB provide spiritual guidance and support for students and staff designed to nurture faith formation and provide opportunities for outreach and volunteering to the broader community.**
4. Every chaplaincy team shall seek to include in the pastoral and liturgical life of the school a parish Priest **and Pastoral/Youth minister**, at least on a part-time, voluntary or honorary basis.
- 5. The Principal will consult with the Chaplaincy Team to help articulate the spiritual plan for the school.**
6. The qualifications of chaplain and **chaplaincy team members** leader are as follows:
 - a) **At least one member of the Chaplaincy Team must be a member of the permanent teaching staff.**
 - b) The applicant **member** must have an interest and demonstrated ability in working with young people and accept the fact that many are coping with faith crises. **He/she must be willing to immerse himself/herself in the daily life of the school in order to engage students in courageous conversations.**
 - c) **Preferred consideration in the selection of the chaplaincy team member will be given to:**
 - a. **Members with direct involvement in the parish and community; or**



POLICY SECTION: HUMAN RESOURCES
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POLICY NO: H.S. 09

- b. Individuals who have undertaken additional studies in pastoral ministry and/or theology; or
- c. Individuals who provide evidence of course work in adolescent psychology or successful experience working with adolescents in different settings.

~~The applicant must have the capacity to be empathetic and compassionate. Special attention must be directed to the spiritual life of the candidate;~~

- ~~d) The applicant must hold a basic university degree with a minimum of five courses in scripture, moral theology, systematic theology liturgy, or certification in Chaplaincy service from an accredited educational institution ; and~~
 - ~~e) The applicant must provide evidence of course work in adolescent psychology or successful experience working with adolescents in different settings.~~
7. A confidential recommendation will be required:
- a) from the appropriate Bishop for applicants who are diocesan priests, or
 - b) from the Superior or Director for applicants of religious communities. ~~or~~
 - ~~c) from the parish Priest attesting to community and/or parish involvement.~~
8. Prior to the appointment of a chaplain ~~and/or chaplaincy team leaders and members,~~ approval of the Ordinary will be obtained:
- a) through the Office of the Director of Clergy Personnel for priest chaplains, **and**
 - b) through the office of the Permanent Diaconate for deacon personnel.
 - ~~c) through the office of the Catholic High School Commission for other than priest and deacon personnel.~~
9. The staffing level parameters for Chaplaincy **is determined by** teams shall be based on the student **enrolment** population of the school, but is not to exceed the following: **The**



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: SUPPORT
POLICY NAME: CHAPLAINCY PROGRAM
POLICY NO: H.S. 09

staff allocation will be represented on the annual Staff Allocation Form and informed by Local School Staffing Advisory Committees (LSSAC).

- ~~—0—300 students 1 day per week~~
- ~~—301—600 students 2 days per week~~
- ~~—601—900 students 3 days per week~~
- ~~—901—1200 students 4 days per week~~
- ~~—over 1200 students 5 days per week~~

~~b) The service of volunteer members of the chaplaincy team would be in addition to paid service set out herein.~~

~~-~~

~~10. All positions related to the chaplaincy program will be offered on a yearly basis, subject to an annual review.~~

~~-~~

~~11. The salary range for the chaplain and the chaplaincy team leader/member will be reviewed on an annual basis.~~

10. Within TCDSB contractual agreements and hiring practices, Chaplaincy positions are posted internally by the Principal in a timely fashion and applicants are interviewed by the Principal.

11. A chapel/prayer room should **will** be available for the purpose of personal prayer, quiet meditation and liturgical celebrations.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: SUPPORT
POLICY NAME: CHAPLAINCY PROGRAM
POLICY NO: H.S. 09

Definitions:

The title of "chaplain" will be reserved for priests.

~~The title of "chaplaincy team leader" will be reserved for other than priest personnel, when the priest is not the team leader.~~

The title of "chaplaincy team member" will be reserved for other than priest personnel.

Evaluation and Metrics:

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

- 1. Qualitative feedback provided by chaplaincy team representatives at an annual plenary session conducted at the Catholic Teachers' Centre scheduled early in the academic year as well as through their active participation in school-based dialogue and planning.**
- 2. Annual review of staffing allocations conducted by the Human Resources Department in order to ensure the proper allocation of Chaplaincy sections.**