

POST SECONDARY TRAINING PROGRAMS A.02

Date Approved:	Date of Review: June 2006	Dates of Amendment: BM p 126, 19 Jun 86; BM, Nov 69.
Cross Reference:		

Policy

The Director of Education shall be authorized to cooperate with recognized post secondary institutes of learning to make use of TCDSB schools in the training of students in appropriate post secondary school programs.

Regulations:

1. Arrangements will be made cooperatively by the appropriate supervisory officers, the representatives of the institute and the principal.
2. There will be no additional cost to the TCDSB.
3. There will be no unnecessary interruption of classes.
4. The training program is in keeping with the TCDSB philosophy of education.

Office Hours A.04

Policy

The business hours of all administrative offices shall be at a time most convenient to conduct business with the schools and the public.

Regulations:

1. The business hours of the TCDSB administrative offices shall be 0830 hours to 1645 hours from Monday to Friday excluding statutory holidays.
2. Administrative offices will be closed on:
 - a) the second Friday in July and the following five Fridays in July and August;
 - b) any workday between Christmas and New Year's which is not a holiday or a day in lieu of a holiday; and
 - c) on December 24 when December 24 falls on a Monday.
3. The Board may require employees not to work on the remaining Fridays in July and August not included in 2(a) above, except that they will usually be required to work on the first Friday after Canada Day and the last Friday before Labour Day. Any days so affected will be recorded as vacation days.
4. The Board may require the services of an employee on workdays between Christmas and New Year's or on a Friday in July or August. Any employee so affected will be entitled to any other day(s) off in lieu thereof.
5. The switchboard at the Catholic Education Centre shall be open from 0800 hours to 1700 on the days that the Catholic Education Centre is open.
6. Notwithstanding 1. hereof, the Director of Education may authorize a system of flex time for administrative staff for specific Curriculum Support Units/departments

ensuring that offices are adequately staffed during the business hours specified in 1. hereof.

7. These office hours are applicable for administrative staff only.

BM p 209, 20 Jun 91; BM p 188, 16 Oct 86; BM p 939, Aug 68.

APPENDIX A

SHARELIFE A.09

Date Approved:	Date of Review: June 2006	Dates of Amendment: BM p 188, 16 Oct 86; BM p 694, Oct 76.
Cross Reference:		

Policy

The Toronto Catholic District School Board supports the Sharelife program.

Regulation:

The TCDSB shall provide payroll deduction services for all personnel who request them

PRINCIPAL/VICE-PRINCIPAL INTERVIEWS H.M.21

Policy

All trustees will be notified of interviews to be held for the purpose of screening principal and vice-principal applicants in order to attend such interviews if desired.

Regulations:

1. The Personnel Department will notify trustees of all scheduled interviews through the office of the Director, including notification after the appointments are made.

BM p 92, 18 May 89; BM p 19 May 88; BM p 47, Mar 73

Lunchroom Supervision And Facilities S.11

Policy

Toronto Catholic District School Board students, who are required to remain at school for lunch, shall be given a reasonable length of time to eat lunch in suitable facilities with appropriate supervision.

Regulations:

1. School Plan: Lunchroom Facilities and Supervision

- a) School principals shall prepare a plan regarding the accommodation and supervision of students who must remain at school to eat lunch.
- b) The plan shall be prepared in accordance with the policy statement, regulations and guidelines, and submitted to the appropriate supervisory officer no later than June 15 each year for implementation in September of the following year.
- c) The plan shall be reviewed by the appropriate supervisory officer upon submission each year and approved with appropriate modifications, if necessary.

2. Facilities

- a) Students shall be accommodated in the best possible environment with adequate adult supervision.
- b) Students shall be provided with adequate facilities that must include both a seat and table top for eating lunch. This may include:
 - i) tables and benches;
 - ii) classroom desks with seats.
- c) Students shall not be permitted to eat lunch while sitting on the floor.
- d) Benches, tables and chairs should be purchased over a period of time on a priority basis and funded by the Curriculum Support Unit through a special fund provided

for this purpose. The purchase of this equipment is to facilitate the grouping of students for lunchtime supervision purposes.

3. Supervision

- a) The appropriate number of adult supervisors shall be assigned to lunch supervision so as to ensure the safety of each student.
- b) Student monitors may be used to assist the appropriate number of adult supervisors.
- c) Each student shall be given a minimum of 20 minutes to eat lunch.
- d) Each teacher shall be given 40 minutes of time for lunch.

4. General

- a) The grouping of students in larger areas may assist in reducing the appropriate number of adult supervisors.
- b) Community volunteers may be recruited to assist school supervisors during the lunch period.

BM p 46, Apr 85.

Absenteeism S.M.03

Date Approved: May 81	Date of Review: June 6, 2006	Dates of Amendment: 03 March 99; 20 Feb 86
Cross Reference:		

Policy:

Each school shall establish procedures to encourage and monitor the attendance and safe arrival of students in school.

Regulations:

1. In September of each year every school shall adopt a procedure of reporting student absenteeism, and shall notify the school community accordingly.
2. The principal shall:
 - (a) request that parents inform the school of their child's absence,
 - (b) contact as early as possible on the first day those parents who fail to inform the school of their child's absence,
 - (c) encourage parents to provide a note, stating the reason for their child's absence,
 - (d) develop procedures for monitoring student absenteeism in consultation with the Catholic School Advisory Council,
 - (e) arrange for the implementation of a specific procedure in order to check on daily absence/attendance,
 - (f) make every effort to ascertain the reason for chronic absenteeism/truancy and to ensure the return of the child to school,
 - (g) be required to document the efforts made to have the student return to school,

(h) refer, using the appropriate forms, the case to the Curriculum Support Unit school social worker when a student has been absent for an unreasonable period of time (up to 20 accumulative days) without justifiable cause.

APPENDIX A

Adult Education- COSTI-IIAS S.C.01

Policy

The TCDSB shall cooperate with COSTI-IIAS in the provision of continuing education programs for adults, wherever possible.

BM p 188, 16 Oct 86.

APPENDIX A

Program Advertising For Secondary Schools And Continuing Education S.20

Policy

To enhance communication, promote community awareness and encourage neighbourhood participation, the Toronto Catholic District School Board will install appropriate permanent display signs on secondary school properties and continuing education locations.

Regulations:

1. The purpose of the program display signs will be to advertise and publicize approved schools and continuing education programs, related functions and events.
2. The erection of program display signs at secondary schools will be phased in over a period of five years subject to available funds. The installation of program display signs to advertise continuing education programs, if not offered at a secondary school, will be included in this phasing in period.
3. The secondary school and continuing education Superintendents will submit an annual priority listing of locations to be equipped with program advertising signs to the Deputy Director of Education.
4. The Deputy Director of Education will submit an annual request for appropriate funds to be included in the budget, to provide for the acquisition and erection of permanent display signs, until the phase-in has been completed.
5. Depending on the location of the school building and the main thoroughfares, signs may be one of the following:
 - (i) illuminated plastic, steel frame
 - (ii) illuminated frame, wall mounted
6. The decision as to the type, location and design of the sign will be the joint responsibility of the school Principal, the secondary school Superintendent, and the

Superintendent of Continuing Education if applicable, in conjunction with the Superintendent of Planning and Facilities.

BM p 43, 25 Jan 90.

APPENDIX A

Block Parent Program P.02

Policy

The TCDSB supports the Block Parent Program and where possible shall cooperate with the local community in implementing the program.

BM p 188, 16 Oct 86.

APPENDIX A

Sick Leave Credit Plan- Reciprocal Agreements H.T.07

Policy

Subject to Section 180 of the Education Act, Revised 1990, and subject to the collective agreement with the teachers, a reciprocal arrangement regarding the transfer of sick leave credits may be made with other boards of education, school boards and provincial or territorial educational authorities within Canada.

BM p 34, 23 Jan 86; BM, Apr 78.

PRINCIPALS' REASSIGNMENT H.T.04

Policy

1. Reassignment of a principal may be requested by a principal or may be made by the Director of Education at any time but, in any case, there shall be a review of a principal's assignment within five years in a particular school.
2. Notice of reassignment shall be given by the 31 December, if possible.

BM p 34, 23 Jan 86; BM, Apr 71.

APPENDIX A

Teacher Exchange H.T.03

Policy

The TCDSB approves and encourages the principle of exchange of Catholic teachers with other systems, particularly within Canada.

BM p 34, 23 Jan 86; BM, Nov 68.

APPENDIX A

Charter of Rights of the Family H.M.26

Policy

Recognizing their commitment to respect, maintain and enhance the rights of the students committed to its care, and those of their families, the Toronto Catholic District School Board and its employees shall carry out their duties in accordance with the principles enunciated in the Charter of Rights of the Family* presented by the Holy See on October 22, 1983.

* Charter of Rights of the Family, Boston, Mass., St. Paul edition 1983, reproduced for your convenience below.

Charter of the Rights of the family

Preamble

Considering that:

A. the rights of the person, even though they are expressed as rights of the individual, have a fundamental social dimension which finds an innate and vital expression in the family;

B. the family is based on marriage, that intimate union of life in complementarity between a man and a woman which is constituted in the freely contracted and publicly expressed indissoluble bond of matrimony and is open to the transmission of life;

C. marriage is the natural institution to which the mission of transmitting life is exclusively entrusted;

D. the family, a natural society, exists prior to the State or any other community, and possesses inherent rights which are inalienable;

E. the family constitute, much more than a mere juridical, social and economic unit, a community of love and solidarity, which is uniquely suited to teach and transmit cultural, ethical, social, spiritual and religious values, essential for the development and well-being of its own members and of society;

F. the family is the place where different generations come together and help one another to grow in human wisdom and to harmonize the rights of individuals with other demands of social life;

G. the family and society, which are mutually linked by vital and organic bonds, have a complementary function in the defense and advancement of the good of every person and of humanity;

H. the experience of different cultures throughout history has shown the need for society to recognize and defend the institution of the family;

I. society, and in a particular manner the State and International Organizations, must protect the family through measures of a political, economic, social and juridical character, which aim at consolidating the unity and stability of the family so that it can exercise its specific function;

J. the rights, the fundamental needs, the well-being and the values of the family, even though they are progressively safeguarded in some cases, are often ignored and not rarely undermined by laws, institutions and socio-economic programs;

K. many families are forced to live in situations of poverty which prevent them from carrying out their role with dignity;

L. the Catholic Church, aware that the good of the person, of society and of the Church herself passes by way of the family, has always held it part of her mission to proclaim to all the plan of God instilled in human nature concerning marriage and the family, to promote these two institutions and to defend them against all those who attack them;

M. the Synod of Bishops celebrated in 1980 explicitly recommended that a Charter of the Rights of the Family be drawn up and circulated to all concerned;

The Holy See, having consulted the Bishops' Conferences, now presents this Charter of the Rights of the Family and urges all States, International Organizations, and all interested Institutions and persons to promote respect for these rights, and to secure their effective recognition and observance.

Article 1

All persons have the right to the free choice of their state of life and thus to marry and establish a family or to remain single.

a) Every man and every woman, having reached marriageable age and having the necessary capacity, has the right to marry and establish a family without any discrimination whatsoever; legal restrictions to the exercise of this right, whether they be of a permanent or temporary nature, can be introduced only when they are required by grave and objective demands of the institution of marriage itself and its social and public significance; they must respect in all cases the dignity and the fundamental rights of the person.

b) Those who wish to marry and establish a family have the right to expect from society the moral, educational, social and economic conditions which will enable them to exercise their right to marry in all maturity and responsibility.

c) The institutional value of marriage should be upheld by the public authorities; the situation of non-married couples must not be placed on the same level as marriage duly contracted.

Article 2

Marriage cannot be contracted except by free and full consent duly expressed by the spouses.

a) With due respect for the traditional role of the families in certain cultures in guiding the decision of their children, all pressure which would impede the choice of a specific person as spouse is to be avoided.

b) The future spouses have the right to their religious liberty. Therefore to impose as a prior condition for marriage a denial of faith or a profession of faith which is contrary to conscience, constitutes a violation of this right.

c) The spouses, in the natural complementarity which exists between man and woman, enjoy the same dignity and equal rights regarding the marriage.

Article 3

The spouses have the inalienable right to found a family and to decide on the spacing of births and the number of children to be born, taking into full consideration their duties towards themselves, their children already born, the family and society, in a just hierarchy of values and in accordance with the objective moral order which excludes recourse to contraception, sterilization and abortion.

a) The activities of public authorities and private organizations which attempt in any way to limit the freedom of couples in deciding about their children constitute a grave offense against human dignity and justice.

b) In international relations, economic aid for the advancement of peoples must not be conditioned on acceptance of programs of contraception, sterilization or abortion.

c) The family has a right to assistance by society in the bearing and rearing of children. Those married couples who have a large family have a right to adequate aid and should not be subjected to discrimination.

Article 4

Human life must be respected and protected absolutely from the moment of conception.

- a) Abortion is a direct violation of the fundamental right to life of the human being.*
- b) Respect of the dignity of the human being excludes all experimental manipulation or exploitation of the human embryo.*
- c) All interventions on the genetic heritage of the human person that are not aimed at correcting anomalies constitute a violation of the right to bodily integrity and contradict the good of the family.*
- d) Children, both before and after birth, have the right to special protection and assistance, as do their mothers during pregnancy and for a reasonable period of time after childbirth.*
- e) All children, whether born in or out of wedlock, enjoy the same right to social protection, with a view to their integral personal development.*
- f) Orphans or children who are deprived of the assistance of their parents or guardians must receive particular protection on the part of society. The State, with regard to foster-care or adoption, must provide legislation which assists suitable families to welcome into their homes children who are in need of permanent or temporary care. This legislation must, at the same time, respect the natural rights of the parents.*
- g) Children who are handicapped have the right to find in the home and the school an environment suitable to their human development.*

Article 5

Since they have conferred life on their children, parents have the original, primary and inalienable right to educate them; hence they must be acknowledged as the first and foremost educators of their children.

- a) Parents have the right to educate their children in conformity with their moral and religious convictions, taking into account the cultural traditions of the family*

which favor the good and the dignity of the child; they should also receive from society the necessary aid and assistance to perform their educational role properly.

b) Parents have the right to freely choose schools or other means necessary to educate their children in keeping with their convictions. Public authorities must ensure that public subsidies are so allocated that parents are truly free to exercise this right without incurring unjust burdens. Parents should not have to sustain, directly or indirectly, extra charges which would deny or unjustly limit the exercise of this freedom.

c) Parents have the right to ensure that their children are not compelled to attend classes which are not in agreement with their own moral and religious convictions. In particular, sex education is a basic right of the parents and must always be carried out under their close supervision, whether at home or in educational centers chosen and controlled by them.

d) The rights of parents are violated when a compulsory system of education is imposed by the State from which all religious formation is excluded.

e) The primary right of parents to educate their children must be upheld in all forms of collaboration between parents, teachers and school authorities, and particularly in forms of participation designed to give citizens a voice in the functioning of schools and in the formulation and implementation of educational policies.

f) The family has the right to expect that the means of social communication will be positive instruments for the building up of society, and will reinforce the fundamental values of the family. At the same time the family has the right to be adequately protected, especially with regard to its youngest members, from the negative effects and misuse of the mass media.

Article 6

The family has the right to exist and to progress as a family.

a) Public authorities must respect and foster the dignity, lawful independence, privacy, integrity and stability of every family.

b) Divorce attacks the very institution of marriage and of the family.

c) The extended family system, where it exists, should be held in esteem and helped to carry out better its traditional role of solidarity and mutual assistance, while at the same time respecting the rights of the nuclear family and the personal dignity of each member.

Article 7

Every family has the right to live freely its own domestic religious life under the guidance of the parents, as well as the right to profess publicly and to propagate the faith, to take part in public worship and in freely chosen programs of religious instruction, without suffering discrimination.

Article 8

The family has the right to exercise its social and political function in the construction of society.

a) Families have the right to form associations with other families and institutions, in order to fulfill the family's role suitably and effectively, as well as to protect the rights, foster the good and represent the interests of the family.

b) On the economic, social, juridical and cultural levels, the rightful role of families and family associations must be recognized in the planning and development of programs which touch on family life.

Article 9

Families have the right to be able to rely on an adequate family policy on the part of public authorities in the juridical, economic, social and fiscal domains, without any discrimination whatsoever.

a) Families have the right to economic conditions which assure them a standard of living appropriate to their dignity and full development. They should not be impeded from acquiring and maintaining private possessions which would favor stable family life; the laws concerning inheritance or transmission of property must respect the needs and rights of family members.

b) Families have the right to measures in the social domain which take into account their needs, especially in the event of the premature death of one or both parents, of the abandonment of one of the spouses, of accident, or sickness or invalidity, in the case of unemployment, or whenever the family has to bear extra burdens on behalf of its members for reasons of old age, physical or mental handicaps or the education of children.

c) The elderly have the right to find within their own family or, when this is not possible, in suitable institutions, an environment which will enable them to live their later years of life in serenity while pursuing those activities which are compatible with their age and which enable them to participate in social life.

d) The rights and necessities of the family, and especially the value of family unity, must be taken into consideration in penal legislation and policy, in such a way that a detainee remains in contact with his or her family and that the family is adequately sustained during the period of detention.

Article 10

Families have a right to a social and economic order in which the organization of work permits the members to live together, and does not hinder the unity, well-being, health and the stability of the family, while offering also the possibility of wholesome recreation.

a) Remuneration for work must be sufficient for establishing and maintaining a family with dignity, either through a suitable salary, called a "family wage" or through other social measures such as family allowances or the remuneration of the work in the home of one of the parents; it should be such that mothers will not be

obliged to work outside the home to the detriment of family life and especially of the education of the children.

b) The work of the mother in the home must be recognized and respected because of its value for the family and for society.

Article 11

The family has the right to decent housing, fitting for family life and commensurate to the number of the members, in a physical environment that provides the basic services for the life of the family and the community.

Article 12

The families of migrants have the right to the same protection as that accorded other families.

a) The families of immigrants have the right to respect for their own culture and to receive support and assistance towards their integration into the community to which they contribute.

b) Emigrant workers have the right to see their family united as soon as possible.

c) Refugees have the right to the assistance of public authorities and International Organizations in facilitating the reunion of their families.

BM p 169, 17 May 90.

Loan Of Personnel H.M.16

Policy

The Director of Education may authorize the loan of personnel to other organizations.

Regulations:

1. The loans will be at no additional cost to the TCDSB.
2. The responsibilities of the person(s) will be adequately provided for.
3. The person(s) on loan will be reported on the monthly personnel reports.

BM p 188, 16 Oct 86; BM p 10, Jan 77.

Employment Interview Expenses H.M.13

Date Approved: Jul 68	Date of Review: 02 Oct 06	Dates of Amendment: 24 Nov 86
Cross Reference:		

Policy:

The TCDSB may bring an applicant for an employment vacancy to Metropolitan Toronto for an interview.

Regulations:

1. Where in the opinion of the Director of Education and with the concurrence of the Chair of the Board or the Chair of the Human Resources, Program, and Religious Affairs Committee, it is more expedient to bring an applicant to Toronto than to send staff members to another centre for an interview, the TCDSB may pay the following expenses for the interview:

- (a) cost of travel by the most economical means;
- (b) living expenses for one day and accommodation, if necessary.