



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### APPENDIX C POLICY REVISION PLAN UPDATE MARCH 2015 (REPORT) V2.DOCX

*Therefore the Law has become our tutor to lead us to Christ, so that we may be justified in faith. Galatians 3:24*

Created, Draft	First Tabling	Review
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#### INFORMATION 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity*



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## A. EXECUTIVE SUMMARY

On January 31<sup>st</sup>, 2013, the Board of Trustees adopted an action priority for each policy on the TCDSB Policy Register, informed by staff recommendation. That framework has acted as a primary guide in the work of policy revision of the board for the past two years. This report will provide a status update for all new, revised and rescinded policies since implementation of the Meta Policy Template, and further provides suggestions for an action plan for policy revision for the upcoming year of review.

## B. PURPOSE

1. This report is intended to report on the progress of policy revision to date and to present considerations for prioritizing policies for revision for the period of January 2015 to June 2015 and into the fall/winter of 2015.

## C. BACKGROUND

1. On March 20, 2012 the Board approved M. 01 Meta Policy, providing a framework by which all subsequent policy revision was to be guided.
2. Policy revision activities by various department were further reviewed for accuracy in consideration of new legislation, and were integrated into a full policy status report for the Governance Committee on November 14<sup>th</sup>, 2012.
3. On January 31<sup>st</sup>, 2013 the Board adopted a framework for policy review that consisted of 5 actions for consideration:

A. **RESCIND** the policy because it is:

- I. Operational and belongs in a procedural guideline or manual easily accessible by all stakeholders
- II. Closely mirrors language in the Education Act or other types of legislation
- III. Does not comply with current legislation
- IV. The policy originated from an initiative implemented by an external agency but the service/program no longer exists

**B. REVISE** the policy because:

- i. it needs to comply with legislation or regulation
- ii. component of the policy reflect guidelines and operational procedures
- iii. policy and regulation statement need to be re-written to accurately reflect Multi-Year Strategic Plan and appropriate legislation, and conform to the meta policy template.

**C. CONSOLIDATE** policies because:

- i. they are very succinct and narrow in focus
- ii. many brief, specific policies share a common theme with other policies
- iii. a single themed policy can more accurately align with the MYSP
- v. A newly consolidated policy can provide greater consistency with legislation/industry standards
- vi. It will reduce the number of policies on the register and provide greater ease of navigation for all stakeholders.

**D. RE-FORMAT** the policy because

- vii. It was enacted by the Board as a policy with in the past year, but it is not written in the proper Meta Policy template.

**E. NO ACTION** is required for a policy because:

- i. It already has been enacted in the proper Meta Policy template.

4. TCDSB Policies were given a priority status given the above-outlined framework and that has guided policy revision for the past two years.

**D. EVIDENCE/RESEARCH/ANALYSIS**

The status of recent policy review and revision categories is found in **Appendix A and B**. **Appendix A** presents the Policy Register as it appears on our website in Alpha order, with notations on level of completion (colour coded). **Appendix B** presents the Policy Register according to status of completion, (also colour coded). Staff have been recently consulted so that recommendations and commentary reflect current analysis of immediate priority items.

**1. NEW POLICIES:**

Since the implementation of the Meta Policy Template in March 2012, the Board has approved 15 new policies that were not previously on the TCDSB policy register.

Since January 2014 there have been 3 significant new policies, the Concussion Policy, Freedom of Information and the Good Neighbour Policy, with the Governance Policy Pending.

**2. REVISED POLICIES:**

Since the implementation of the Meta-Policy Template in March 2012, the Board has approved 41 revised policies from the TCDSB policy Register.

Since January 2014 there have been 27 revised policies from the register, including many of the previously identified high priority items such as the Elementary Admissions policy, the Consolidated Suspension and Expulsion policy, the School Accommodation policy, the School Boundary policy, the Purchasing policy, the Access to Schools policy, the Lines of Communication policy and the Food and Beverage policy. The CSAC (now Catholic School Parent Council Policy) is tentatively approved with minor amendments pending.

**3. REVISED POLICIES PENDING APPROVAL:**

There are currently 8 policies that are in the process of revision in the Meta Policy Template, with a number of them again representing high priority items, including: the Secondary Admissions Policy, the Harassment and Discrimination in the Workplace Policy and the French Program (Admission) Policy.

**4. POLICIES REQUIRING RE-FORMATTING in the META-POLICY TEMPLATE:**

There are 11 new and revised policies approved by the Board that need to be re-written in the full Meta-Policy Template.

**5. RESCINDED POLICIES:**

The Board rescinded 6 policies from the implementation of the Meta-Policy Template to December 2013. Since January 2014, the Board has rescinded another 26 policies, many in the area of Safe Schools and Administration.

**6. POLICIES PENDING RESCISSION:**

There are 5 Trustee policies awaiting rescission once the revised Trustee By-Laws are approved. There are another 31 policies currently before the Board to be consolidated or rescinded, including 27 which are connected to the new consolidated Awards Policy. Within the proposed plan there are another 6 policies that would be recommended for immediate rescind.

7. Based on the previous TCDSB Policy Revision Action Plan and recent consultation with staff, the policies considered to require prioritized revision are highlighted (in green and with notation) **in Appendix A** and also listed in the consolidated table below:

Policy Number	Policy name	Date last Revised	Comments 2013	Additional Comments
B.B.01	Design modifications	1986	High	Recommend spring 2015
B.B. 02	School Design-New and additions	1986	Medium	Recommend “high”; spring 2015
B.B.03	Portables-clustered	1986	Medium	Recommend spring 2015
B.B.04	Smoke free space	2007	Medium	Recommend high; spring 2015
B.B. 05	Key control	1988	Low	Recommend update to “high”
B.G. 01	Playground Equipment	2005	Medium	Board motion
R.06	Consultants real property	1988		Recommend <b>rescinding</b> ; incorporated in F.P. 01
H.M.03	Compassionate leave non union	1986	High	Update to reflect MOU
H.M.06	Sick leave plan non union	1986	High	Update to reflect MOU
H.M.11	Employment equity	2010	High	Revise per PPM 119 Fair Practice Hiring
H.M.12	Medical examinations and employment	1986	Low	Should be rescinded; non-applicable
H.S.09	Chaplaincy program	1987	Low	Requires relevant updating
P.01	Reporting to Parents	2006	Low	Consolidate with S.P. 13
S.A. 01	Admission of Pupils	2008	High	Consultation has occurred; polices for ES and SS pupils were connected; no secondary policy on register.
S.A. 02	Placement of Pupils	2008	High	Policies for elementary and secondary were connected

S.14	Vehicles secondary schools	1988		Recommend spring 2015 revision
S.M.06	Resource materials acquisition in schools	2006	High	Recommend rescinding; cross reference F.P. 01 Purchasing
S.P.02	French as a second language (FSL)	2008	High	Recommend Spring 2015; <b>consolidate</b> with SP 03, 04 and 10
S.P.03	Establishment of an elementary extended French center (FSL)	2006	High	Recommend Spring 2015; <b>consolidate</b> with SP 02, 04 and 10
S.P.04	Review of elementary extended French centre (FSL)	2006	High	Recommend Spring 2015; <b>consolidate</b> with SP 02, 03 and 10
S.P.10	Elementary French Immersion	2006	High	Recommend Spring 2015; consolidate with SP 02, 03, 04
S.P.13	Student and program assessment	2006	High	Recommend Spring 2015; revise consistent with <i>Growing Success</i>
S.S.02	Opening and closing exercises	2002	Low	Align with current practice
S.S.03	Alcohol and other drug abuse	2002	High	Recommend review
S.S.08	Principal's inquiry – suspensions and expulsion	2003	High	Requires Revision or consider rescinding – prescribed in Ed Act 311.1
S.S.12	Fresh Start <i>Review of suspension process</i> Police/School Board Protocol <i>Guide to review appeals from pupils suspension &amp; expulsions</i>	2008 2014 2006 2014	High Done In process Done	Recommend update Spring 2015
S.T. 05	Program Transportation	2006	Medium	Recommend Fall 2015
T.06	Invitation to school functions	1986	Low	Recommend rescind; captured in S. 02
T. 20	New Proposed Governance Policy	NEW	High	Per Board motion Jan 29 <sup>th</sup> , 2015
	Operational Procedure for	NEW	High	Recommend Spring 2015

	Inclement Weather			
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There are 30 policies identified above for priority work in the next year. There are another 8 policies thereafter that continue to have a ranking of “high” for policy revision per the current rankings. Another 34 policies have a ranking of “medium”. (Further, 11 policies require transition to the Meta-Policy Template.) All rankings are subject new legislation and new Program Policy Memorandums from the Ministry.

It should also be noted that some of the policies noted for immediate priority revision may require consultation in the development of the policy. For example many of the Human Resources polices, as well as those connected to Program and/or Assessment, as well as the upcoming Fresh Start Policy, which will be connected to our on-going Safe Schools’ Inquiry. Other Safe Schools policies may also be affected by the outcome of the inquiry.

In summary, since the implementation of the Meta Policy Template there has been updated work on 144 policies, with 145 pending – as captured in the table below. Policies also remain in a cycle of renewal, with an aspirational goal of review every 3-4 years to ensure policies remain current.

	Policies updated Nov 2012-Jan 2014	Policies updated Jan 2014-Feb 2015	Currently before Board pending approval	Identified as next Immediate Priorities	Remaining to be completed; rank of “High”	Remaining to be complete; rank of “Medium”	Remain to be complet ed rank of “Low”	<b>T O T A L</b>
New	12	3		1				16
Revise	14	27	8					49
Rescind	6	26	36*					68
Reformat				11				11
<b>Subtotal</b>	<b>32</b>	<b>56</b>	<b>44*</b>	<b>12</b>				<b>144</b>
				30	8	34	73	<b>145</b>
<b>TOTAL</b>	<b>32</b>	<b>56</b>	<b>44*</b>	<b>42</b>	<b>8</b>	<b>34</b>	<b>73</b>	<b>289</b>

*\*Note: 27 connected to Awards Policy*

## **E. METRICS AND ACCOUNTABILITY**

1. The Governance and Policy Committee will provide direction on the development of new policies, and the revision and rescission of policies throughout 2015.

**F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

APPENDIX C