



## TCDSB Policy Register

### Design Modifications B.B.01

#### Policy

1. The TCDSB shall consider all existing schools with both closed and open classrooms, for possible design modifications when requested according to the regulations.

2. Design modification may include the following elements when feasible:

a) a central library resource centre free from distraction,

b) instructional areas varying in size so as to provide an adaptive learning environment and including:

- i) some conventional classrooms;
- ii) some open areas for instructional purposes;
- iii) designed facilities for special areas of the curriculum such as JK, SK, special education, music, family studies, design technology, science, etc.

c) accessibility for the handicapped to the school, to school washrooms and instructional rooms, as well as being mindful of their needs in the practical day to day encounters within the school.

#### Regulations:

1. For purposes of school design modifications, the school community shall be defined as: separate school ratepayers within the catchment area of the school, staff of the particular school, Curriculum Support Unit supervisory officers, pastor(s), local trustee, and others who have an interest in the school.

2. The recommendations for design changes, to bring about improvement of instruction, shall be processed to the Board through the Curriculum Support Unit:

a) by the principal on behalf of the school staff, OR

b) by the principal or chairman of the Catholic School Advisory Council on behalf of the Catholic School Advisory Council following one or more meetings to which the community has been invited, at which the matter of school design has been fully explained and discussed.

3. A staff report concerning the need for a design change shall accompany the request for a change.

4. The design committee shall recommend the method of design modification based on the wishes of those requesting the change, the cost, and the structural design of the building.

5. The basic design concept of double classroom pods and single classrooms shall be used as an initial design guideline.

6. Requests for design modifications shall be considered with the capital expenditure forecast and the current annual budget.

*BM p 126, 19 Jun 86; BM p 26, Feb 77*

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## TCDSB Policy Register

### School Design- New And Additions B.B.02

#### Policy

The design of new schools and additions shall be submitted to a meeting of the school community for its consideration and recommendations before being acted upon by the Board.

#### Regulations:

1. The principal, in conjunction with the Curriculum Support Unit Superintendent and chairman of the Catholic School Advisory Council, shall:
  - a) determine convenient date, time and place for the meeting,
  - b) prepare agenda for the meeting,
  - c) invite the local trustee(s) to the meeting,
  - d) send notices of the meeting to all trustees and the Director of Education.
2. For purposes of school design, the school community shall be defined as:
  - a) parents of students attending the school,
  - b) staff of the particular school,
  - c) supervisory officers of the school,
  - d) pastor(s),
  - e) local trustee,
  - f) others who have an interest in the school.
3. The design of a new school or of an addition to an existing school shall consider accessibility for the handicapped to the school, to washrooms and to instructional rooms, as well as being mindful of their needs in the practical day to day encounters within the school.
4. The recommendations of the school community, for design changes to bring about improvement of instruction, shall be processed to the Board through the established administrative procedures.

*BM p 126, 19 Jun 86; BM, May 77.*

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## TCDSB Policy Register

### PORTABLES - CLUSTERED B.B.03

#### Policy

Clustered portables shall be considered in the following situations:

1. when establishing new schools (elementary and secondary) where MET approval for a permanent facility is not forthcoming,
2. where MET approval for a permanent school addition is not forthcoming,
3. when a site becomes overcrowded with single portables.

*BM p 126, 19 Jun 86; BM p 574, May 80.*

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APPENDIX A



## TCDSB Policy Register

### Playground Equipment B.G.01

**Date Approved:**

February 17, 2005 – Board Meeting

**Dates of Amendment:**

BM p 126, 19 Jun 86; BM p 216, 21 Oct 82; BM p 315, Mar 80.

**Cross Reference:**

**Policy**

Every school community will have suitable playground equipment to enhance the learning environment of students.

**Regulations:**

1. Subject to budgetary consideration, the Board will provide a maximum financial contribution for the installation of playground equipment at every TCDSB elementary school if requested by the school community.
2. The maximum Board financial contribution for playground equipment will be approved by the Board of Trustees and updated as required.
3. The TCDSB Playground Equipment Eligibility Criteria will be approved by the Board of Trustees and updated as required.
4. Individual school eligibility for any Board approved funding allocation for the purchase and installation of playground equipment will follow the ranking established utilizing the TCDSB Playground Equipment Eligibility Criteria.
5. Where playground equipment is being considered by a school community, the school's Superintendent of Education shall make the school community aware of the financial, safety, and social implications of such installation.
6. Elements of diversity, flexibility, child-scale, sensory stimulation, and safety will be included in the schoolyard design.
7. Playground equipment suitable for students with special needs shall be considered when the selection is made.
8. The school community, Principal, Superintendent of Education, and the Executive Superintendent of Planning and Facilities or designate shall collaboratively review the choice of playground equipment to ensure quality, safety, and functional use on site.
9. The Principal will highlight the safety aspects of the playground equipment to the school community on an annual basis.
10. All playground equipment installed on a TCDSB site shall comply with Board specifications and other jurisdictional codes. The Board is responsible for the maintenance and inspection of the equipment and site.
11. All playground equipment purchased with Board funds must comply with the TCDSB approved Procurement Process.
12. The maximum Board financial contribution will be used for playground structures/equipment, installation, and site preparation as required.
13. Individual School Communities are responsible for funding the purchase, installation, and site preparation for playground structures or equipment costing in excess of the maximum Board financial contribution. Such structures or equipment shall comply with Board specifications and other jurisdictional codes, and the purchase must comply with the TCDSB approved Procurement Process.
14. Insurance for public liability will be the responsibility of the TCDSB if the equipment is on TCDSB property.
15. School communities may apply to the Board of Trustees for funding to purchase play structures or equipment that exceeds the maximum Board Financial Contribution if circumstances warrant.
16. Installation of donated playground equipment is the responsibility of the donor. All equipment donated to the Board, if accepted by the Board, shall become the property of TCDSB and must meet Board standards.
17. Where outside agencies such as the City of Toronto have proposed a cost sharing arrangement for the provision and installation of playground equipment, TCDSB shall have regard for City of Toronto criteria in selecting candidate sites for funding under this program.

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## TCDSB Policy Register

### Fencing B.G.02

#### Policy

Fencing shall be installed as required to provide a safe environment for the school community.

#### Regulations:

The Director of Education shall have the discretionary authority to administer the policy as the need arises, with the following regulations as guidelines:

1. There will be fencing abutting private property at a minimum of six feet or as permitted by jurisdictional authorities.
2. Fencing between public parks and schools will be at the discretion of the principal and appropriate Curriculum Support Unit Superintendent.
3. Parking lots shall be separated from play areas by means of a four foot high fence or other physical barrier.
4. Kindergarten play areas located on front lawns will have a safe physical separation for the students at the discretion of the principal and appropriate Curriculum Support Unit Superintendent.
5. Play yards adjacent to roadways will have a safe physical separation for the students at the discretion of the principal and appropriate Curriculum Support Unit Superintendent.
6. Openings in fences for vehicular traffic will be protected by gates where required.

*BM p 126, 19 Jun 86; BM, Jun 76.*

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APPENDIX A



## TCDSB Policy Register

### WEED CONTROL B.G.03

#### Policy

The TCDSB shall control the growth of weeds on its property through safe, non-chemical alternatives. Herbicide application is prohibited.

#### Regulations:

TCDSB shall implement its weed control program through traditional horticultural practices like regular grasscutting, aeration and fertilization.

*Admin. Services Meeting 17 May 01, BM p 126, 19 Jun 86; BM p 497, May 81.*

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## TCDSB Policy Register

### Parking- School Use B.G.06

#### Policy

1. The playground shall be made inaccessible to vehicular traffic by an appropriate means, (fences, gates, etc.) and signs shall be posted at each vehicular gate indicating that drivers must report to the office.
2. The parking area for staff and visitors shall be made inaccessible to students at each school, wherever possible.
3. Vehicular movement on school playground areas during the day will be accompanied by a member of the school staff when students are present.
4. Separated parking lot and play areas shall be incorporated into future site design for new buildings and additions.
5. A preferred parking space will be identified for the handicapped.

*BM p 126, 19 Jun 86; BM, Oct 75.*

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## TCDSB Policy Register

### Architects B.M.02

#### Policy

The Board shall employ architects who are capable of designing educationally effective as well as cost efficient buildings.

#### Regulations:

1. Architects shall be selected where they have demonstrated good performance including cost, design and time line - contract production and supervision.
2. Subject to regulation 1. hereof in the case of additions, the original architect for the existing building will be given preference.
3. Architectural firms wishing to do work for the Board shall be requested to provide updated brochures.
4. For each building program, some consideration shall be given to recommending architects new to the Board.
5. The formal architect/client agreement shall be the standard form adopted by the Board.

*BM p 126, 19 Jun 86; BM p 326, May 78.*

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## TCDSB Policy Register

### Additions And Replacements- Priority And Funding B.M.03

#### Policy

The "Ministry Equity Capital Reserve" (MECR) and the "Board Equity Capital Reserve" (BECR), derived from the disposal of surplus sites, shall be used on a first priority basis to fund additions and/or replacements which do not receive an MET allocation.

#### Regulations:

1. The priority list which indicates the need for a replacement of or an addition to a school shall be updated annually in the Board's Capital Expenditure Forecast (CEF) submitted to the MET.
2. After receipt of the MET allocations, the priority list shall be used annually to identify the addition(s) and/ or replacement(s) to be considered for construction from the reserve fund.  
*BM p 126, 19 Jun 86; BM p 476, Apr 80.*

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## TCDSB Policy Register

### Capital Expenditure Forecast (CEF) Categories B.M.04

#### Policy

The capital expenditure forecast (CEF) shall be developed annually according to objective criteria to select the capital projects within each category.

#### Regulations:

1. Capital projects shall be prioritized within the following categories:

- a) site acquisition,
- b) new construction,
- c) additions,
- d) replacements,
- e) general purpose room - enrolment 650 and over,
- f) major renovations,
- g) portables,
- h) design modifications.

2. Capital projects shall be prioritized within these categories in accordance with objective criteria approved by the Board.

*BM p 126, 19 Jun 86; BM p 286, Feb 83.*

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## TCDSB Policy Register

### Carpet B.P.01

#### Policy

The Board shall provide carpet where required to satisfy academic and administrative needs.

#### Regulations:

1. The installation of carpet shall be limited to the areas as follows:

- a) kindergarten classroom, other than wet area;
- b) special education classrooms, other than wet area;
- c) multiple use areas (e.g. open or activity based classroom area, theatre arts);
- d) library and library support areas;
- e) administrative areas;
- f) staffroom, other than eating and kitchen area;
- g) music classroom; and,
- h) theatre arts.

2. Notwithstanding 1.i) hereof, the first twelve feet from the entrance doors of clustered portables will be covered with a resilient material.

*BM p 180, 16 Mar 89; BM p 126, 19 Jun 86.*

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## TCDSB Policy Register

### Window Coverings B.P.04

#### Policy

Appropriate window coverings shall be provided for all schools.

#### Regulations:

1. Window coverings for school facilities will be plastic vinyl or equivalent on a single track system.
2. Drapery cloth fabric or blinds will be limited for use in administrative units, staff lounges and for stages.
3. The principal and/or the appropriate Curriculum Support Unit Superintendent of Education will select the colours.

*BM p 126, 19 Jun 86; BM, 76.*

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# TCDSB Policy Register

## Telephones In Schools B.P.05

### Policy

All schools will be provided with an adequate telephone communications system.

#### Regulations:

1. a) The following areas qualify for a telephone set: principal's office, vice principal's office (each), secretary (each), staff room (one), guidance (each staffed office), athletic office (each), library, chaplain's office, cafeteria office, and health room.
- b) The following areas, with the approval of the appropriate Curriculum Support Unit superintendent, qualify for a telephone set: department head offices, auditoria, additional staff rooms and extraordinary circumstances.
- c) Where a school has two campuses, the annex may be provided with one additional line and one additional extension.
- d) Where a school has more than one building on the same campus, each student loaded permanent building will be equipped with an extension telephone set.
2. Telephone lines shall be provided on a need basis which is directly related to the number of sets and jacks:
3. A telephone jack will be provided for each school as the computerized energy management system is implemented.
4. Each school will be provided with a jack for a telephone answering machine if required by the school's safe arrival program. A telephone answering machine for use only outside of regular school hours requires the approval of the appropriate Curriculum Support Unit superintendent.
5. All lines entering a school will be directed to a common equipment room and appear on the secretary's telephone set.
6. All telephone systems will be configured to include multiple intercom paths.
7. All telephone systems will include a privacy feature as a requirement for all telephone sets.
8. All telephone systems will permit dial access to the school's public address system to the extent that an all call address can be made from the principal's telephone.
9. Secondary schools may have at least one pay telephone for student and visitor use and the telephone(s) should be installed on a non guarantee basis, where possible.
10. Where student councils have their own offices and wish to install a telephone, they may do so at no cost to the Board.

*BM p 151, 21 Aug 86; BM, Jan 79; BM p 543, 544, Jul 76.*

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