



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

REVIEW OF POLICY REGISTER CATEGORIES

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

Created, Draft	First Tabling	Review
September 27, 2016	October 5, 2016	
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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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

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Director of Education

A. EXECUTIVE SUMMARY

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

B. PURPOSE

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

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

C. BACKGROUND

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

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

D. EVIDENCE/RESEARCH/ANALYSIS

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

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

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

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

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

G. STAFF RECOMMENDATION

Staff recommends that:

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

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