



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

**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 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.

<b>POLICY NAME</b>	<b>NO.</b>	<b>Status</b>	<b>Last Review</b>
Design Modifications	B.B.01	Rescinded—Re-named to Facilities Management (+TCDSB Facilities Services Operational Procedures)	September 22, 2016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.

<b>POLICY NAME</b>	<b>NO.</b>	<b>Status</b>
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.

<b>NO.</b>	<b>POLICY NAME</b>	<b>LAST REVIEW</b>
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.