



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO ACCESS TO PUPIL INFORMATION POLICY (S.16)

*Let the wise hear and increase in learning, and the one who understands obtain guidance,
Proverbs 1:5*

Created, Draft	First Tabling	Review
February 13, 2017	March 21, 2017	April 11, 2017

Adrian Della Mora, Superintendent of Education
 Bryan Shannon, Sr. Manager, Archives, Records Management and Freedom of Information
 Nick D'Avella, Superintendent of Student Success
 Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

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 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 recommends updating the Access to Pupil Information policy (S.16) to include updates which align with current practice. The amendments also include amendments moved by Trustees during the March 21, 2017 Governance and Policy Committee meeting.

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
2. Trustee request through approved motion during the Governance and Policy Committee meeting held on March 21, 2017:

That staff review the Safe School policies for information on how incident reports and other student information reports are addressed in the policies and report back to the April Governance and Policy Committee meeting.

C. BACKGROUND

1. The Access to Pupil Information policy was approved on May 9, 2007 and has not been updated since.
2. Staff brought forward recommended amendments to the policy on March 21, 2017 to the Governance and Policy Committee. Trustees moved amendments to the policy and sent the revisions back to staff.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In addition to minor updates to the policy, substantive updates include reference to providing information to a pupil between the ages of 16 to 18 in accordance with the Children's Law Reform Act as well as a new regulation on the maintenance or pupil records.
2. Pursuant to motions made by Trustees during the March 21, 2017 Governance and Policy Committee meeting, the word "records" has been replaced with "all pupil information, including the Ontario Student Record" throughout the policy. Clarity has been added to the fact that parents may access pupil

information at their child's school through the principal. A definitions section has been added.

3. The Progressive Discipline policy (S.S. 10) addresses the filing of documents for "violent incidents" (as defined in PPM 120) under Appendix II of the policy.
4. The Fresh Start policy (S.S. 12) addresses the "Fresh Start Acknowledgement Letter" and "Record of Fresh Start Form" for all Safe Schools Transitions that result in Fresh Start to ensure the principal files the documents accordingly.
5. The Suspension and Expulsion policy (S.S.01) addresses Notices of Suspension and Notice of Suspension Pending Possible Expulsion and written notice following the investigation.

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated to relevant stakeholders, including school principals in the management of the pupil Ontario Student Record (OSR).

G. STAFF RECOMMENDATION

Staff recommend that the Access to Pupil Information policy (S.16) provided in APPENDIX A be adopted.