



## Status Update on Policy Review Schedule for 2018/19 School Year

**To:** Governance and Policy Committee

**Date:** 11 September, 2019

**Report No.:** 09-19-3711

### Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

### Recommendation

It is recommended that the status update on the Policy Review Schedule for 2018/19 School Year, as presented in this report, be received.

### Context

In accordance with the Policy Framework (P001) and the Policy Development and Management Procedure (PR501), Board policies are to be reviewed at a minimum every four years.

Policy reviews are carried out in accordance with the Policy Review Schedule that is approved annually by the Board of Trustees upon recommendation by Director's Council and the Governance and Policy Committee.

The policy reviews in the 2018/19 school year (September 1, 2018 – August 31, 2019) were conducted in accordance with the Policy Review Schedule approved by the Board of Trustees on February 6, 2019. During that school year, reviews of nineteen (19) policies were completed and four (4) new policies were developed. In addition, nineteen (19) operational and governance procedures were reviewed and developed (see Appendix A).

As a result of policy reviews, several policies were consolidated and, in some instances, rescinded. Nineteen (19) policy reviews that were initiated prior to and in the 2018/19 school year are currently in progress. As of August 31, 2019, the Board has seventy-seven (77) active policies and three (3) policies under development (see Appendix B).

The current 4-year policy review cycle began in the 2016/17 school year. Given the total number of active policies and the commitment of the Board to review all policies at least once in 4 years, staff targeted to complete approximately twenty (20) policy reviews per year. In 2018/19, the Board achieved its goal by completing nineteen (19) reviews. In 2016/17 and 2017/18, however, the numbers of completed reviews were lower: four (4) and twelve (12), respectively. This amounts to a total number of 35 completed reviews in the last 3 years. During the same period, six (6) new policies were developed.

The delays were associated with major initiatives and new directions of the Board and the Provincial Government which impacted the implementation, including refinement of the Policy Review Process, introduction of the Integrated Equity Framework, development and implementation of the Board's Multi-Year Strategic Plan, and addressing of the Government's budget reductions in the recent year. These initiatives and events resulted in postponement of the active policy reviews to re-adjust the review process and associated timelines, as well as to re-prioritize the policies scheduled for reviews.

### **Action Plan and Associated Timeline**

Staff are currently updating the Policy Review Schedule based on priorities identified in the Multi-Year Strategic Plan and taking into consideration new realities associated with the recent educational budget cuts. Staff will also identify policies and procedures to be revised and developed in accordance with the new Government directions (e.g., PPM 162: [Exemption from Instruction related to the Human Development and Sexual Health Expectations in \*The Ontario Curriculum: Health and Physical Education, Grades 1–8, 2019\*](#), PPM128: Effective November 4, 2019: [The Provincial Code of Conduct and School Board Codes of Conduct](#), etc.)

The revised Policy Review Schedule for 2019/20 – 2022/23 is intended to be presented to the Governance and Policy Committee for consideration in October 2019, and then to the Board of Trustees for final approval.

### **Resource Implications**

No additional resources will be required for implementation of the Policy Review Schedule.

### **Communications Considerations**

Following Board approval, the 2019/20 – 2022/23 Policy Review Schedule will be communicated to the system, posted on the Board's public website, and communicated to the Board's community advisory committees and the Student Senate.

### **Board Policy and Procedure Reference(s)**

- Policy Framework (P001)
- Policy Development and Management (PR501)

## Appendices

- Appendix A: List of Completed Policies and Procedures (school year 2018/19)
- Appendix B: Policy Review Schedule (2018/19 – 2021/22)

## From

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**LIST OF COMPLETED POLICIES AND PROCEDURES**

**Appendix A**

School Year: 2018/19

**POLICIES REVIEWED**

	<b>Title</b>	<b>Number</b>	<b>Completion Date</b>
1	<a href="#">Accessibility Policy</a>	P069	22-May-19
2	<a href="#">Accommodation and Program Review</a>	P068	28-Nov-18
3	<a href="#">Anti-Fraud Measures</a>	P081	28-Nov-18
4	<a href="#">Board Member Code of Conduct</a>	P075	22-May-19
5	<a href="#">Caring and Safe Schools</a>	P051	19-Jun-19
6	Cellphone Use During Meetings	P058	06-Feb-19
7	Charitable Foundation	P043	22-May-19
8	<a href="#">Community Use of Board Facilities</a>	P011	24-Oct-18
9	<a href="#">Home Instruction</a>	P060	19-Jun-19
10	Education Plan	P027	28-Nov-18
11	<a href="#">Electronic Participation in Board Meetings</a>	P039	06-Feb-19
12	<a href="#">Excursions</a>	P033	19-Jun-19
13	Investment of Reserve Funds	P025	28-Nov-18
14	<a href="#">Honoraria for Trustees</a>	P074	24-Oct-18
15	<a href="#">Mission, Values and Goals</a>	P002	28-Nov-18
16	<a href="#">Occupational Health and Safety</a>	P048	20-Mar-19
17	<a href="#">Student Dress</a>	P042	22-May-19
18	<a href="#">Workplace Harassment Prevention</a>	P034	19-Jun-19
19	<a href="#">Workplace Violence Prevention</a>	P072	20-Mar-19
<b>TOTAL:</b>		<b>19</b>	

**NEW POLICIES DEVELOPED**

	<b>Title</b>	<b>Number</b>	<b>Completion Date</b>
1	<a href="#">Freedom of Information and Protection and Privacy</a>	P094	17-Apr-19
2	<a href="#">Restrictions on Alcohol, Drug and Tobacco Use</a>	P095	17-Apr-19
3	<a href="#">Student Health Support</a>	P092	24-Oct-18
4	<a href="#">Trustee Pregnancy and Parental Leave</a>	P093	20-Mar-19
<b>TOTAL:</b>		<b>4</b>	

**LIST OF COMPLETED POLICIES AND PROCEDURES**

**Appendix A**

School Year: 2018/19

**PROCEDURES REVIEWED AND DEVELOPED**

	<b>Title</b>	<b>Number</b>	<b>Completion Date</b>
1	Anaphylaxis	PR563	16-Apr-19
2	Admission Eligibility Requirements	PR518	03-Jul-19
3	Asthma Management	PR714	16-Apr-19
4	Behaviour on Buses	PR557	16-Apr-19
5	Board Code of Conduct	PR585	31-Oct-18
6	Child Care: Expanding Existing Space and Establishing New Space in Operating Schools	PR691	02-Apr-19
7	Cyber Risk and Security Procedure	PR725	11-Jul-19
8	Diabetes Management	PR607	16-Apr-19
9	Election Activities and Use of Board Resources	PR533	22-May-19
10	Life Promotion, Suicide Prevention, Intervention and Postvention Protocol	PR726	19-Mar-19
11	Medications	PR536	16-Apr-19
12	Optional Attendance	PR536	01-Sep-18
13	Parent and Community Involvement	PR558	23-Oct-18
14	Passwords for Network Access Security	PR573	22-Mar-19
15	Policy Development and Management	PR501	06-Feb-19
16	Promoting a Positive School Climate	PR697	12-Nov-18
17	Refusal to Admit	PR724	04-Jan-19
18	Return To Work Procedure for Employees with Disabilities	PR716	01-Dec-18
19	Workplace Accommodation Procedure for Employees with Disabilities	PR717	01-Nov-18
<b>TOTAL:</b>		<b>19</b>	

Agenda Page 6  
**POLICY REVIEW SCHEDULE**  
 (2018/19 - 2021/22 school years)

**Appendix B**

	<b>Title</b>	<b>No.</b>	<b>Year</b>	<b>Current Status / Note</b>
1	<u>Accessibility Policy</u>	P069	2018/19	Completed
2	<u>Accommodation and Program Review</u>	P068	2018/19	Completed
3	<u>Achieving Excellence in Reading, Writing and Mathematics</u>	P038	2018/19	In Progress, Phase 4
4	<u>Advertising</u>	P006	2018/19	In Progress, Phase 2
5	Allegations of Sexual Harassment and Misconduct	NEW	2018/19	In Progress, Phase 2
6	<u>Alternative Schools</u>	P062	2018/19	In Progress, Phase 2
7	<u>Anti-Fraud Measures</u>	P081	2018/19	Completed
8	<u>Board Member Code of Conduct</u>	P075	2018/19	Completed
9	<u>Budget Approval</u>	P012	2018/19	In Progress, Phase 2
10	<u>Caring and Safe Schools</u>	P051	2018/19	Completed
11	<u>Cellphone Use During Meetings</u>	P058	2018/19	Completed, merged with P039
12	<u>Charitable Foundation</u>	P043	2018/19	Completed, rescinded
13	<u>Community Use of Board Facilities</u>	P011	2018/19	Completed
14	<u>Dealing With Abuse and Neglect of Students</u>	P045	2018/19	In Progress, Phase 2
15	<u>Distribution and Display of Materials for Students and Parents From External Groups</u>	P041	2018/19	In Progress, Phase 2
16	<u>Education Plan</u>	P027	2018/19	Completed, rescinded
17	<u>Electronic Participation in Board Meetings</u>	P039	2018/19	Completed
18	<u>Employment Equity</u>	P029	2018/19	In Progress, Phase 2
19	<u>Excursions</u>	P033	2018/19	Completed
20	<u>Executive Signing Authority</u>	P082	2018/19	In Progress, Phase 2
21	<u>Fair Dealings (Copyright)</u>	P079	2018/19	In Progress, Phase 2
22	<u>Fundraising</u>	P021	2018/19	In Progress, Phase 2
23	<u>Home Instruction</u>	P060	2018/19	Completed
24	<u>Honoraria for Trustees</u>	P074	2018/19	Completed
25	<u>Human Rights</u>	P031	2018/19	In Progress, Phase 2
26	<u>Investment of Reserve Funds</u>	P025	2018/19	Completed, rescinded
27	<u>Learning Opportunities Index (LOI)</u>	P067	2018/19	

Agenda Page 7  
**POLICY REVIEW SCHEDULE**  
 (2018/19 - 2021/22 school years)

**Appendix B**

	Title	No.	Year	Current Status / Note
28	<u>Literacy Foundation</u>	P003	2018/19	In Progress, Phase 4
29	<u>Mathematics Foundation</u>	P004	2018/19	In Progress, Phase 4
30	<u>Mission, Values and Goals</u>	P002	2018/19	Completed
31	<u>Naming Schools and Special Purpose Areas</u>	P047	2018/19	In Progress, Phase 2
32	<u>Occupational Health and Safety</u>	P048	2018/19	Completed, annual review
33	<u>Optional Attendance</u>	P013	2018/19	In Progress, Phase 2
34	<u>Parent and Community Involvement</u>	P023	2018/19	In Progress, Phase 2
35	Recognition of Culturally Significant Observances Policy	NEW	2018/19	In Progress, Phase 2
36	<u>Student Dress</u>	P042	2018/19	Completed
37	<u>Student Leadership (and Student Engagement)</u>	P070	2018/19	
38	<u>Transportation of Students</u>	P020	2018/19	
39	<u>Trustee Constituency Communications</u>	P018	2018/19	In Progress, Phase 2
40	<u>Workplace Harassment Prevention</u>	P034	2018/19	Completed, annual review
41	<u>Workplace Violence Prevention</u>	P072	2018/19	Completed, annual review
42	<u>Accountability for Student Achievement</u>	P040	2019/20	
43	<u>Arts Foundation</u>	P005	2019/20	
44	<u>Community Engagement</u>	P078	2019/20	
45	<u>Community Planning and Partnerships</u>	P076	2019/20	
46	<u>Continuing Education</u>	P019	2019/20	
47	<u>Directional Statements: Middle Level Education (Junior High School), Special Education Low</u>	P046	2019/20	
48	<u>Educational Programming Partnerships</u>	P024	2019/20	
49	<u>Employee and Trustee Expenses</u>	P016	2019/20	
50	<u>Employee Conflict of Interest</u>	P057	2019/20	
51	<u>French as-a-Second Language Programs</u>	P080	2019/20	
52	<u>Gender-based Violence</u>	P071	2019/20	
53	<u>Hiring of Students</u>	P015	2019/20	
54	<u>Homework</u>	P036	2019/20	

Agenda Page 8  
**POLICY REVIEW SCHEDULE**  
 (2018/19 - 2021/22 school years)

**Appendix B**

	Title	No.	Year	Current Status / Note
55	<u>Leasing of Surplus School Properties</u>	P010	2019/20	
56	<u>Nutrition Foundation</u>	P035	2019/20	
57	Recorded Information Management	NEW	2019/20	
58	<u>Respectful Learning and Working Environment</u>	P073	2019/20	
59	<u>Selection, Promotion and Placement of School Principals and Vice-principals</u>	P052	2019/20	
60	<u>Student Trustee and SuperCouncil Communications</u>	P053	2019/20	
61	<u>The Environment</u>	P028	2019/20	
62	<u>Acceptable Use of Information Technology Resources</u>	P088	2020/21	
63	<u>Architect Selection</u>	P026	2020/21	
64	<u>Concussions</u>	P087	2020/21	
65	<u>External Auditor Independence</u>	P089	2020/21	
66	<u>Governance Policy</u>	P086	2020/21	
67	<u>Open Data</u>	P091	2020/21	
68	<u>Performance Management: Director of Education</u>	P049	2020/21	
69	<u>Policy Framework</u>	P001	2020/21	
70	<u>Pre-Examination Moratorium On Major Assignments and Activities</u>	P063	2020/21	
71	<u>Purchasing</u>	P017	2020/21	
72	<u>Reporting of Suspected Wrongdoing (Whistleblowing)</u>	P066	2020/21	
73	<u>Student Attendance and Safe Arrival</u>	P085	2020/21	
74	<u>Students Without Legal Immigration Status</u>	P061	2020/21	
75	<u>Voluntary First Nation, Métis And Inuit Self-Identification Policy</u>	P077	2020/21	
76	<u>Early Learning and Care</u>	P022	2021/22	
77	<u>Equity</u>	P037	2021/22	
78	<u>Professional Development for Trustees</u>	P090	2021/22	
79	<u>Staff Changes</u>	P014	2021/22	
80	<u>Student Health Support</u>	P092	2021/22	
81	<u>Supervisory Officer Selection</u>	P055	2021/22	
<b>TOTAL:</b>		<b>81</b>		