Digital Booklet

Policy Services

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DEFINITIONS

Policy: Statement of intent, a set of broad principles, rules, and expectations adopted by the Board of Trustees to guide decisions and actions toward achieving a desired outcome.

Procedure: A process-oriented document governing the operational implementation of a TDSB Policy, legislative requirement, government directive, or system operational need. TDSB has two types of Procedures: Operational Procedure and Governance Procedure

> ***Operational Procedure***: A process-oriented document issued through the Chief Executive Officer that primarily applies to TDSB employees.
>
> ***Governance Procedure***: A process-oriented document issued through the Board of Trustees that primarily applies to members of the Board of Trustees and employees.

POLICY CATEGORIES

All TDSB policies and procedures are organized into eight (8) categories:

A. Community Relations and Communications
B. Finance, Operations and Property Management
C. Governance and Accountability
D. Human Resources
E. Indigenous Education, Equity and Human Rights
F. Information Management and Technology
G. School Operations, Educational Programs and Curriculum
H. Student Safety and Well-being

A. Community Relations and Communications

1. Communications Policy (P104)
   - Media Relations Procedure (PR555)*
   - Direct Line Procedure (PR562)*
   - Logo Use and Other Identification Markers on Print Materials Procedure (PR568)*
   - Trustee Web Site Pages Procedure (PR652)*
2. Community Engagement Policy (P078)
   - Community Engagement Procedure (PR704)
   - Virtual Consultations Procedure (PR731)
   - Community Advisory Committees (CAC) and the Board of Trustees Procedure (PR741)
   - Community Advisory Committees (CAC) Procedure (PR742)
3. Community Planning and Partnerships Policy (P076)
   - Community Planning and Partnerships Procedure (PR713)
4. Open Data Policy (P091)
5. Parent and Caregiver Engagement Policy (P023)
   - Translation and Interpretation Procedure (PR503)
   - Parent/Caregiver Communication Protocol (PR505)
   - Parent and Community Involvement Procedure (PR558)

   OTHER PROCEDURES:

   - Official and/or High-profile Visits and Events Procedure (PR529)
   - Format and Distribution of Letters and Memos Procedure (PR566)*
   - Special Events Procedure (PR570)*
   - Web Site Development Procedure (PR581)

* *Marked items are internal only Procedures, and not accessible for the general public.*

B. Finance, Operations and Property Management

6. Advertising and Distribution of Materials Policy (P006)
    - Advertising and Distribution of Materials Procedure (PR507)
7. Anti-Fraud Measures Policy (P081)
8. Budget Approval Policy (P012)
    - Funds for School Anniversary Celebrations (PR538)
9. Community Use of Board Facilities Policy (P011)
    - Community Use of Board Facilities Procedure (PR666)
10. Employee and Trustee Expenses Policy (P016)
    - Employee Expense Procedure (PR582a)
    - Trustee Expense Procedure (PR582b)
    - Employee/Trustee Equipment Checklist Procedure (PR656)*
11. Enterprise Risk Management Policy (P101)
    - Mini Drone Use Procedure (PR744)
12. Executive Signing Authority Policy (P082)
    - Delegation of Authority Procedure (PR711)
13. External Auditor Independence Policy (P089)
14. Fundraising Policy (P021)
    - Fundraising Procedure (PR508)
    - International Disaster Relief Procedure (PR609)
    - Scholarships, Awards and Trust Funds for Students Procedure (PR685)
15. Leasing of Surplus School Properties Policy (P010)
16. Naming Schools, Teams, and Special-Purpose Areas Policy (P047)
    - Naming Schools, Teams, and Special-Purpose Areas Procedure (PR592)
17. Pupil Accommodation Review Policy (P068)
    - Pupil Accommodation Review Procedure (PR598)
    - Program Area Review Procedure (PR715)
18. Purchasing Policy (P017)
    - Occupational Health and Safety Purchasing Specifications Procedure (PR674)*
    - Consulting Services Procedure (PR680)*
19. The Environment Policy (P028)
    - Go Green: Climate Change Action Plan Procedure (PR603)

OTHER PROCEDURES:

- Legal Services Procedure (PR517)*
- Severe Weather: Schools and Administrative Offices/Sites Procedure (PR519)
- Safeguarding School Assets Procedure (PR550)
- Internal Mail Procedure (PR567)
- Allocating Space Within Schools for Program Delivery by the Board and Partners Procedure (PR587)
- Damage and Loss Procedure (PR669)*
- Equipment Assignment Procedure (PR671)*
- Moves Procedure (PR688)*

C. Governance and Accountability

20. Board Member Code of Conduct Policy (P075)
    - Election Activities and Use of Board Resources Procedure (PR533)
    - Complaint Protocol for the Board Member Code of Conduct (PR708)
    - Responding to Ombudsman's Office Inquiries Procedure (PR709)*
21. Electronic Participation in Board/Committee Meetings Policy (P039)
22. Freedom of Information and Protection of Privacy Policy (P094)
    - Freedom of Information and Protection of Privacy Procedure (PR676)
    - Privacy Breach Procedure (PR736)
23. Governance Policy (P086)
    - Staff Reports to Committee/Board Procedure (PR583)
    - Board Agendas, Minutes, Policies and Procedures Procedure (PR684)
    - Delegation Procedure (PR718)
    - Information Flow Protocol (PR733)
24. Honoraria for Trustees and Student Trustees Policy (P074)
25. Mission, Values and Goals Policy (P002)
26. Performance Management: Director of Education Policy (P049)
27. Policy Framework (P001)
    - Policy and Procedure Management Protocol (PR501)
28. Professional Development for Trustees Policy (P090)
29. Student Leadership Policy (P070)
    - Student Trustees Procedure (PR588)
30. Trustee Pregnancy and Parental Leave Policy (P093)

D. Human Resources

31. Disconnecting from Work Policy (P102)
    - Disconnecting from Work Procedure (PR737)
32. Employee Conflict of Interest Policy (P057)
    - Employee and Community Partners Conflict of Interest Procedure (PR673)
33. Flexible Working Arrangements Policy (P103)
34. Hiring of Students Policy (P015)
35. Occupational Health and Safety Policy (P048)
    - Safe Use of Power Tools Procedure (PR601)
    - Employee Accident or Injury Procedure (PR659)*
    - Temperature Guidelines Procedure (PR664)
    - Electrical Safety Procedure (PR665)*
    - Vending Machine Installation Procedure (PR678)*
    - Barbecue Safety Procedure (PR686)
    - Green Cleaning Procedure (PR701)
36. Reporting of Suspected Wrongdoing (Whistleblowing) Policy (P066)
    - Reporting of Suspected Wrongdoing (Whistleblowing) Procedure (PR710)
37. Selection, Promotion and Placement of School Principals and Vice-Principals Policy (P052)
    - Selection of Principals and Vice-Principals for Committees Procedure (PR690)*
38. Staff Changes Policy (P014)
39. Supervisory Officer Selection Policy (P055)
    - Supervisory Officer Selection and Transfer of Superintendents Procedure (PR516)
40. Workplace Harassment Prevention for Non-Human-Rights-Code Harassment Policy (P034)
    - Workplace Harassment Investigation (Non-Code) Procedure (PR740)
41. Workplace Violence Prevention Policy (P072)

OTHER PROCEDURES:

- Use of Head Protection During Skating, Skiing and Snowboarding Activities Procedure (PR600)
- Employee Interim Measures Pending Investigation Procedure (PR743)

- Attendance Support Procedure (PR748)

E. Indigenous Education, Equity and Human Rights

42. Accessibility Policy (P069)
    - Use of Service Animals by the General Public Procedure (PR604)
    - Use of Support Persons by the General Public Procedure (PR605)
    - Use of Assistive Devices by the General Public Procedure (PR606)
    - Return to Work Procedure for Employees with Disabilities Requiring an Accommodation Procedure (PR716)
    - Workplace Accommodation Procedure for Employees with Disabilities Procedure (PR717)
    - Digital Accessible Documents Format Procedure (PR749)
43. Employment Equity and Inclusive Employment Policy (P029)
44. Equity Policy (P037)
45. Human Rights Policy (P031)
    - Workplace Harassment Prevention and Human Rights Procedure (PR515)
    - Access to School Board Premises Procedure (PR523)
    - Search and Seizure Procedure (PR524)
    - Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools Procedure (PR728)
46. Learning Opportunities Index Policy (P067)
    - Learning Opportunities Index Procedure (PR526)
47. Student Dress Policy (P042)
    - Student Dress Procedure (PR596)
48. Student Use of Service Animals in Schools Policy (P096)
    - Animals in Classrooms Procedure (PR549)
    - Student Use of Service Animals in Schools Procedure (PR729)
49. Voluntary First Nation, Métis and Inuit Self-Identification Policy (P077)

F. Information Management and Technology

50. Acceptable Use of Information Technology Resources Policy (P088)
    - Code of On-line Conduct Procedure (PR571)
    - E-mail Usage Procedure (PR572)
    - IT Security Access Control and Password Management Procedure (PR573)*
    - Electronic Office Equipment Procedure (PR681)
    - Digital File Storage Procedure (PR719)
    - Cyber Risk and Security Procedure (PR725)
    - Social Media and Online Content Procedure (PR735)
    - Electronic Monitoring Procedure (PR738)
51. Records and Information Management Policy (P097)
    - Records and Information Management Procedure (PR677)*

OTHER PROCEDURES:

- Disposition of Devices and Access (for school administrators) Procedure (PR610)
- Non-warranty Computer Hardware and Audio Visual Equipment Repair Procedure (PR672)
- Third Party Vendor Change Management Procedure (PR593)

G. School Operations, Educational Programs and Curriculum

52. Accountability for Student Achievement Policy (P040)
    - Selection and Review of Learning Resources Procedure (PR531)
    - Transitions: Kindergarten - Grade 12 Procedure (PR543)
    - Plagiarism Detection Service Procedure (PR590)
    - Academic Honesty Procedure (PR613)
    - Evaluation of Late and Missed Assignments Procedure (PR614)
    - Protocol for Assigning a Lower Limit Below 50 percent for Reporting on Student Achievement Forms Procedure (PR615)
53. Alternative Schools Policy (P062)
    - Alternative Schools Procedure (PR584)
54. Arts Foundation Policy (P005)
55. Continuing Education Policy (P019)
56. Early Learning and Care Policy (P022)
    - Kindergarten to Grade 2 - New Student Registration: Developmental History Form Procedure (PR512)
    - Parenting and Family Literacy Centres Distribution Procedure (PR576)
    - Child Care: Occupancy Review Procedure (PR662)
    - Licensed Child Care and Before- and After-School Programs: New and Expanded Programs in Schools Procedure (PR691)
    - Child Care: Information Sharing and Confidentiality Agreement Procedure (PR692)
    - Child Care: Students Who Have Been Suspended, Expelled or Excluded Procedure (PR693)
    - Kindergarten Registration Procedure (PR696)
57. Educational Programming Partnerships Policy (P024)
    - Educational Programming Partnerships Procedure (PR667)
    - Educational Programming Partnership Criteria Procedure (PR700)
58. Excursions Policy (P033)
    - Excursions Procedure (PR511)
59. French as a Second Language Programs Policy (P080)
    - French Language Programs Procedure (PR597)
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61. Home Instruction Policy (P060)
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62. Out-of-Area Admissions Policy (P013)
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64. Pre-Examination Moratorium on Major Assignments and Activities Policy (P063)
65. Students Without Legal Immigration Status Policy (P061)
    - Admission Eligibility Requirements Procedure (PR518)
66. Transforming Student Learning in Literacy and Mathematics Policy (P038)
67. Transportation of Students Policy (P020)
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    - Bus Accident Procedure (PR556)
    - Behaviour on Buses Procedure (PR557)
    - TTC Tickets Procedure (PR668)
    - Collision Investigation Procedure (PR720)
    - Driver Safety Review Team Procedure (PR721)
    - Safe Operation of TDSB Vehicles Procedure (PR722)
    - Vehicle Collision Reporting and Claim Processing Procedure (PR723)
68. Use of Copyright Protected Works Policy (P079)
    - Fair Dealing Guidelines (Copyright) Procedure (PR616)
    - Copyright and Public Performance Rights for Media Resources Procedure (PR683)

OTHER PROCEDURES:

- Independent Learning Centre (ILC) Courses Procedure (PR506)
- System Meetings, Events and Professional Development Calendars Procedure (PR525)
- Changing a Timetable Procedure (PR542)
- Opening and Closing Exercises Procedure (PR544)
- Prior Learning Equivalent Credits Procedure (PR547)
- Home Schooling Procedure (PR553)
- Student Activity Fees and Course Cost Fees, Including French Procedure (PR579)
- Vetting External Presentations Procedure (PR589)
- Admission to Specialized Schools and Programs Procedure (PR612)
- Flag Protocol Procedure (PR682)

- Exemption from Instruction in Human Development and Sexual Health Expectations in the Health and Physical Education Curriculum, Grades 1 to 8 Procedure (PR727)

H. Student Safety and Well-being

69. Anti-Sex Trafficking Policy (P099)
70. Caring and Safe Schools Policy (P051)
    - Non-Discretionary and Discretionary Student Transfers Procedure (PR540)
    - Crisis and Incident Reporting Procedure (PR569)
    - Key and Access Control Procedure (PR663)*
    - Board Code of Conduct (PR585)
    - Programs for Students on Long-term Suspensions and Expulsions Procedure (PR586)
    - Suspension Appeal Meetings Procedure (PR594)
    - Expulsion Hearings Procedure (PR595)
    - Hearing of an Appeal Under Section 265(1)(m) of the Education Act Procedure (PR602)
    - Video Surveillance Procedure (PR694)
    - Threats to School Safety Procedure (PR695)
    - Promoting a Positive School Climate Procedure (PR697)
    - Police-School Board Protocol (PR698)
    - Progressive Discipline and Promoting Positive Student Behaviour Procedure (PR702)
    - Bullying Prevention and Intervention Procedure (PR703)
    - Refusal to Admit Procedure (PR724)
    - Promoting Respect in the Workplace Procedure (PR739)
    - Special Education Identification, Placement and Appeal Procedure (PR745)
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71. Concussions Policy (P087)
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72. Dealing with Abuse and Neglect of Students Policy (P045)
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73. Gender-based Violence Policy (P071)
    - Sexual Misconduct by Students Procedure (PR608)
74. Nutrition Foundation Policy (P035)
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75. Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
76. Sexual Misconduct Policy (P105)
77. Student Attendance, Safe Arrival and Safe Departure Policy (P085)
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78. Student Health Support Policy (P092)
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    - Bed Bugs (Cimex Lectularius) Procedure (PR599)
    - Diabetes Management Procedure (PR607)
    - Management for Risk of Injury Behaviours Procedure (PR699)
    - Do Not Resuscitate Confirmation Form Procedure (PR706)
    - Asthma Management Procedure (PR714)
    - Life Promotion, Suicide Prevention, Intervention and Postvention Protocol (PR726)

EXECUTIVE SUMMARIES – POLICIES

P001 Policy Framework

Objective	To establish governing principles and requirements for developing and reviewing TDSB Policies in alignment with best practices and statutory requirements under the *Education Act*.
Applicable to:	Members of the Board of Trustees and all employees involved in the development, review, and management of TDSB Policies and Procedures.
Key Components	This policy establishes the guiding principles, statutory compliance requirements, and governance structures for developing, reviewing, and evaluating all TDSB policies and procedures.

P002 Mission, Values and Goals

Objective	To outline the Board's vision and educational aspirations; to identify the fundamental convictions of the Board; and to share the Board's commitments with school communities, educational partners, and the public.
Applicable to:	All Trustees and employees of the Board.
Key Components	This policy outlines the Board's mission, values and goals and supports implementation of the legislative requirement under subsection 169.1 of the *Education Act*.

P005 Arts Foundation

Objective	The Board believes that all of the arts—dance, drama, music and visual arts—are essential to a complete education for all students.
Applicable to:	All employees and students of the Board
Key Components	All arts programs are based on the expectations outlined in the elementary and secondary school Ontario Ministry of Education policies. The TDSB is committed to awarding arts education a central position in the educational experience of elementary and secondary school students and to ensuring that opportunities are created for every student to participate in and to develop an appreciation of all the arts.

P006 Advertising and Distribution of Materials

Objective	To establish parameters related to advertising on Board property including distribution of advertising materials to students, parents/guardians and staff.
Applicable to:	All TDSB employees and Trustees. The Policy also covers students, parents/guardians, volunteers, the Board's school councils and their members, community advisory committees and their members, TDSB educational programming partners, approved vendors and service providers, contractors, and TDSB visitors.
Key Components	This policy supports the implementation of the legislative requirement under Ontario Regulation 298, section 24 of the Education Act which governs advertisements and announcements in a school, on school property, or to pupils of these schools. The policy provides direction for all advertising activities on Board property and outlines the TDSB's central pre-approval and distribution of materials process.

P010 Leasing of Surplus School Properties

Objective	N/A
Applicable to:	
Key Components	This policy outlines key principles when leasing school properties that have been declared surplus to the educational needs of the Board.

P011 Community Use of Board Facilities

Objective	To ensure that community groups/organizations have fair and equitable access to Board facilities when they are not being used for educational purposes.
Applicable to:	All employees, school councils and community groups that use Board facilities as permit holders.
Key Components	This policy directs the Board to optimize use and accessibility of TDSB facilities for community groups and organizations through a permit process that promotes fair and equitable opportunity. TDSB is authorized to permit school buildings and premises owned by the TDSB to be used for any educational or other lawful purposes. Categories of Community Permits is appended to the Policy.

P012 Budget Approval

Objective	The Board will adopt a process that will be followed by staff when presenting recommendations to the Board concerning the budget.
Applicable to:	All employees and Trustees of the Board
Key Components	• A comprehensive review of current expenditures • Identification and addressing of inefficiencies • Establishment of equitable distribution of resources • Identification of provincial funding gap and impacts of proposed expenditure reductions • Identification of critical data to support the Board's efforts to improve provincial funding • Development of a strategy to seek support from other governments and organizations in the Board's advocacy to change the provincial funding model

P013 Out-of-Area Admissions

Objective	To provide policy direction about access to schools outside a student's Designated Attendance Area.
Applicable to:	All students, Parents/Caregivers, and staff involved in out-of-area school applications and registrations
Key Components	This policy commits TDSB to strong community schools, guaranteeing every eligible student the right to attend their Designated School based on their primary residential address. It governs out-of-area applications, annual school status designations, and lottery priorities, including specific pathways for Child Care enrollees, Intensive French, and First Nations, Métis, and Inuit students.

P014 Staff Changes

Objective	To establish the approval levels for staff changes.
Applicable to:	All TDSB employees
Key Components	This policy sets out approval requirements for staff appointments, dismissals, promotions and transfers (including secondments). The Board of Trustees and Director of Education have authorization to approve different positions.

P015 Hiring of Students

Objective	To establish the parameters for hiring students.

Applicable to:	Secondary students, post-secondary students and hiring managers
Key Components	This policy states that students may be hired for short terms or special projects and commits to accessibility and equity throughout the process.

P016 Employee and Trustee Expenses

Objective	To set out the rules that apply to employees and trustees for expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.
Applicable to:	Eligible employees (including staff who administer reimbursement of expenditures) and trustees of the TDSB
Key Components	This policy provides direction to administration on approval requirements and reimbursement of expenditures by employees and trustees of the Toronto District School Board.

P017 Purchasing

Objective	To establish the rules and requirements for the procurement of goods and services through purchasing methods and decisions which maintain the integrity of the procurement process and provide the best overall value to the Board.
Applicable to:	All Trustees, employees, goods and service providers and agents of the Board engaged in procurement activities on behalf of the Board.
Key Components	This policy governs how TDSB plans, acquires, and manages the sourcing of goods and services. The provisions of this Policy apply to the purchasing of goods and services by the Board. Real estate transactions are not governed by this Policy. As a public sector organization responsible to taxpayers and the larger school community, the Board is committed to integrity, fairness, and transparency for all procurement processes and decisions.

P019 Continuing Education

Objective	To affirm the Board's commitment to provide Continuing Education programs.
Applicable to:	TDSB staff and students
Key Components	This policy directs TDSB's commitment to lifelong learning and delivering high-quality educational programs in safe, supportive learning environments. The Policy also outlines which programs are Ministry funded vs. Board-funded or unfunded.

P020 Transportation of Students

Objective	To establish the criteria for the equitable provision of student transportation and safety measures that will be taken.
Applicable to:	Policy applies to all TDSB employees, students, parents/guardians, drivers (TDSB and TSTG), service providers, and volunteers
Key Components	The Policy supports the Toronto District School Board's commitment to safe, reliable, and equitable transportation for TDSB students in accordance with the Education Act, Section 21 (2).

P021 Fundraising

Objective	To provide guidelines to direct schools when planning fundraising activities.
Applicable to:	TDSB staff, students, parents/guardians/caregivers and school councils
Key Components	This Policy provides direction on all TDSB fundraising initiatives, including central equity funds, door-to-door canvassing and what fundraising revenue cannot be spent on.

P022 Early Learning and Care

Objective	The early years are recognized as being critically important in supporting children's holistic development and in attaining the mission and values of the Board. This Policy provides forward-thinking principles and commitments that guide system planning, implementation, and improvement across a range of early years programs for children from birth to age 12. These include child care in schools, child and family programs, Full-Day Kindergarten (FDK) and elementary education, and before- and after-school programs.
Applicable to:	All TDSB employees and third-party service providers involved in early years and child care programs.
Key Components	This policy provides direction on early years programs and pedagogy, relationships with stakeholders (including families of students), and strategic system leadership (Board accountability).

P023 Parent and Caregiver Engagement

Objective	To establish a framework for shared responsibilities of parents/guardians/ caregivers, the Board, and the trustees for the

	implementation of effective strategies to increase and improve effective parent/guardian/caregiver engagement in the Board.
Applicable to:	Policy applies to all parents/guardians/caregivers, and employees of the TDSB, including supervisors, business unit leads, senior and executive managers, and trustees.
Key Components	The Board will ensure that parent/guardian/caregiver engagement is integrated into all programs, sustained with resources and infrastructure. It will be intentional, relational, linked to achievement and well-being, and build staff, parent/guardian/caregiver capabilities and confidence (self-efficacy).

P024 Educational Programming Partnerships

Objective	To govern TDSB educational programming partnerships with the communities, health, arts, social service, education, labour, small business, and corporate sectors; both locally and internationally.
Applicable to:	TDSB employees who engage in educational partnerships.
Key Components	This policy defines the rules by which the Board engages in educational partnerships and stewards public education resources in those collaborations.

P028 The Environment

Objective	To state the Board's commitment to the focus areas for sustaining the environment: mitigation, adaptation, and education.
Applicable to:	All employees
Key Components	This policy commits the Board to environmental goals and a focus towards environmentally sound practices throughout the TDSB.

P029 Employment Equity and Inclusive Employment

Objective	To affirm the Board's commitment to establishing transparent and consistent employment practices while upholding human rights and based on the principles of equity, anti-racism, anti-oppression and fairness; and to support a commitment to fair hiring, promotion and retention practices based on qualifications and experience while fostering a workforce that reflects, understands and responds to the diversity of the students that TDSB serves.

Applicable to:	All current and prospective employees
Key Components	This policy commits the Board to identifying and removing systemic barriers in all aspects of employment and calls for designated employment equity groups to be the focus of employment and promotion strategies.

P031 Human Rights

Objective	The objectives of the Policy are: To protect, promote and advance the human rights of all TDSB members to learn, function and work in an equitable, accessible, respectful and inclusive environment free of discrimination and harassment based on the protected grounds of discrimination specified in this Policy and protected under the Ontario Human Rights Code. To ensure TDSB meets its positive human rights obligations, including to proactively identify, address, and prevent all forms of discrimination, including individual and systemic discrimination.
Applicable to:	Policy applies to all parents/guardians/caregivers, and employees of the TDSB, including supervisors, business unit leads, senior and executive managers, and trustees.
Key Components	To protect, promote and advance the human rights of all TDSB members to learn, function and work in an equitable, accessible, respectful and inclusive environment free of discrimination and harassment on the basis of the protected grounds of discrimination specified in this Policy and protected under the Ontario Human Rights Code.

P033 Excursions

Objective	To establish the Board's commitment to and a basis for the full and equitable inclusion of all students in curriculum-based excursions while ensuring that all barriers to access are removed and that safety, accountability and transparency are paramount.
Applicable to:	This Policy applies to all employees and Trustees of the Board. The Policy also covers students, parents and guardians, occasional staff, volunteers, and Board employed or affiliated registered medical/health professionals.
Key Components	The Policy operates within Section 171 of the Education Act which outlines school boards' authority to provide field trips, activities, and programs outside of the school premises, including the ability to exercise jurisdiction over those who participate.

P034 Workplace Harassment Prevention for Non-Human-Rights-Code Harassment

Objective	This Policy is designed to promote a healthy, respectful, and supportive work environment. It highlights conduct that may amount to non-Code workplace harassment (i.e., harassment that is not covered by the Board's Human Rights Policy or the Human Rights Code) and outlines the system's shared responsibility for fostering a harassment-free workplace. The goal is to prevent non-Code workplace harassment from taking place and, where necessary, to investigate and respond to instances, potential instances, and complaints of such behaviour in a fair, timely, and effective manner.
Applicable to:	All TDSB workers and addresses non-Code workplace harassment from all sources, including supervisors, workers, trustees, students, parents, suppliers, and members of the public
Key Components	This Policy addresses workplace harassment under the OHSA that is not covered by the Board's Human Rights Policy (P031), that is, workplace harassment that is not based on a protected ground under the Human Rights Code or Human Rights Policy (P031). The policy outlines employees' responsibility to report non-Code workplace harassment.

P035 Nutrition Foundation

Objective	To state the Board's commitment to working with community partners to ensure that students have equitable access to high quality school-based nutrition programs.
Applicable to:	Staff, students and nutrition program service providers.
Key Components	This Policy commits to the delivery of safe and welcoming nutrition programs, developed in consultation with school communities. The Policy calls for procedures to secure funding from various external sources and ensure that nutrition programs support the learning needs of students.

P036 Homework

Objective	To establish the Board's belief that homework is an engaging and relevant learning activity. To establish the Board's commitment to the assignment of homework in a purposefully planned manner that is directly connected to a student's school program and learning expectations of the Ontario Curriculum.
Applicable to:	TDSB staff, students and families.

Key Components	This Policy defines the four types of homework, provides guidance on effective homework assignments, mentions potential consequences for incomplete homework, suggests grade appropriate quantities of homework and outlines roles and responsibilities of staff, students and families.

P037 Equity

Objective	To ensure that Fairness, Equity, Diversity, Acceptance, Inclusion, and the elimination of all forms of Discrimination are essential principles of our school system and are integrated into all TDSB policies, procedures, programs, operations, and practices.
Applicable to:	This Policy applies to all TDSB employees and Trustees. The Policy also covers TDSB students, parents and guardians, Caregivers, volunteers, consultants, contractors and vendors, permit-holders, community partners and visitors.
Key Components	The Policy is developed to support the Board's commitment to the elimination of institutional Discrimination and promotion of Fairness, Equity, Acceptance and Inclusion. The Policy is governed by and fully complies with the legislative requirements of the Constitution Act, 1982, the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Education Act, as well as the Ontario Ministry of Education's Policy/Program Memoranda PPM 119: Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools, and decisions of the Board of Trustees.

P038 Transforming Student Learning in Literacy and Mathematics

Objective	To affirm the Board's commitment to improve outcomes for all students and to develop and deliver strong, effective literacy and mathematics programs in all TDSB schools.
Applicable to:	All TDSB staff, including teachers, administrators, supervisory officers and support staff working in schools.
Key Components	This Policy commits to providing all students with enriching learning opportunities in literacy and mathematics, and to supporting all students in reaching high standards of achievement. The Policy commits to providing professional learning to help achieve its objective.

P039 Electronic Participation in Board/Committee Meetings

Objective	To govern electronic participation by Trustees in the meetings of the Board of Trustees and its Committees in accordance with the Education Act and its regulations.
Applicable to:	All Trustees and staff supporting meetings of the Board of Trustees and its Committees.
Key Components	This Policy provides Trustees with an opportunity for electronic participation in Board of Trustees and Committee meetings in accordance with the provisions as outlined in the Education Act and its regulations, and outlines other requirements related to physical attendance expectations and electronic participation decorum.

P040 Accountability for Student Achievement

Objective	To outline the Board's principles regarding accountability for student achievement.
Applicable to:	Staff, students, parents and the TDSB community.
Key Components	The Policy contains 9 foundational statements that outline TDSB's principles regarding accountability for student achievement. The Policy defines assessment, evaluation and overviews valid methods of assessment and evaluation.

P042 Student Dress

Objective	• To establish fair and equitable standards and practices for student dress in all schools. • To ensure that these standards and practices centre student engagement and student voice. • To recognize that students have both the right to express themselves and the shared responsibility to maintain respectful, safe and positive school climates. To recognize that students primarily experience school as a learning environment and a social environment. • To recognize that dress plays a fundamental role in how students build healthy relationships and explore self-identity. • To ensure that the design, application and enforcement of the student dress code does not reinforce or increase marginalization or oppression of any individual or group based on race, colour, creed, culture, ethnicity, linguistic origin, disability, socio-economic status, age, ancestry, nationality, place of origin, sex, gender Identity, gender

	expression, sexual orientation, citizenship, immigration status, family status, and marital status or body type/size or another factor as defined and covered under the TDSB Equity Policy (P037) and the OHRC.
Applicable to:	Policy applies to all students and employees of the Board.
Key Components	The Policy has been developed to provide students with learning environments that are safe, equitable, welcoming and inclusive and recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors and are personal and important factors to a person's health and well-being. This Policy operates within the legislative environment of the Education Act and the Ontario Human Rights Code (OHRC), and is consistent with the TDSB Equity Policy (P037) and the Human Rights Policy (P031).

P045 Dealing with Abuse and Neglect of Students

Objective	Policy aims to ensure a safe and nurturing learning environment free from abuse and neglect. It focuses on educating students about their rights and responsibilities, training staff and volunteers on reporting obligations, and providing support to victims.
Applicable to:	TDSB students, employees, and volunteers, emphasizing their roles in maintaining a safe environment and promptly reporting any suspected cases of abuse or neglect.
Key Components	• **Education Programs:** Evidence-informed programs educate students about abuse and neglect. • **Employee and Volunteer Training:** Training ensures understanding of legal reporting duties and how to recognize signs of abuse. • **Prohibitions:** Strictly prohibits abuse and neglect by employees and volunteers. • **Reporting Procedures:** Mandates immediate reporting of suspicions or disclosures to children's aid societies. • **Accountability:** Sets clear consequences, including disciplinary actions and termination, for violations of the policy.

P047 Naming Schools, Teams, and Special-Purpose Areas

Objective	To establish guiding principles for the naming and renaming of schools, teams, and special-purpose areas consistent with the Board's Mission, Values and Goals Policy (P002), the Human Rights Policy (P031), the Equity Policy (P037) and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples.
Applicable to:	All staff, students and others involved in naming and/or renaming schools, teams, and special-purpose areas
Key Components	The Policy establishes recognition that names of schools, teams, and special-purpose areas contribute an important element to the creation of positive school climate and image and have a direct impact on students, staff, and the entire organization. The Policy outlines guiding principles for naming/renaming schools, teams, and special-purpose areas.

P048 Occupational Health and Safety

Objective	To establish the Board's commitment to the well-being of workers through the promotion of health and safety in the workplace and active participation of all workers in the prevention of accidents.
Applicable to:	All workers of the TDSB and covers students, parents/guardians/caregivers, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.
Key Components	The Policy commits the TDSB to providing and maintaining a healthy and safe working environment through the development, promotion and implementation of programs designed to improve worker well-being and prevent occupational illness and injury, workplace violence and harassment. Endorsement of the internal responsibility system recognizes health and safety as a shared responsibility of both the employer and its workers, and as such, encourages the active participation of all workers in the prevention of accidents and the promotion of health and safety in the workplace.

P049 Performance Management: Director of Education

Objective	To outline requirements and expectations for standardized performance evaluation of Director of Education.
Applicable to:	Members of the Board and the Director of Education.

Key Components	The Policy supports implementation of Ontario Regulation 83/24: Director of Education Performance Appraisal under Part XI.1 of the *Education Act. The* Policy outlines the eight (8) steps of the full evaluation cycle, steps of the interim evaluation cycle, and provincial priorities in education. Supplemental technical guides provided by the Ministry of Education are included as appendices to the Policy to support the performance evaluation process.

P051 Caring and Safe Schools

Objective	Aims to create inclusive and supportive learning environments where all students feel safe, respected, and valued. It seeks to foster positive school climates that promote acceptance, equity, and mutual respect among students and staff
Applicable to:	All students, employees, parents/guardians, volunteers, and visitors involved in school-related activities or present on school premises. It encompasses various settings such as classrooms, extracurricular activities, school offices, and community events hosted by the Board.
Key Components	• **Equity and Anti-Oppression:** Addressing systemic biases and barriers. • **Support and Intervention:** Early identification and intervention in issues like bullying and discrimination. • **Professional Development:** Ongoing training for staff in equity, bullying prevention, and positive school climate strategies. • **Student Involvement:** Encouraging student participation in decision-making processes. • **Safety and Accountability:** Protocols for responding to incidents and ensuring transparency in reporting and support.

P052 Selection, Promotion and Placement of School Principals and Vice-principals

Objective	To establish the Board's commitment to the provision of exemplary leadership through the selection of its principals and vice-principals.
Applicable to:	TDSB principal and vice-principal applicants

Key Components	This policy directs the fair and equitable selection, promotion and placement of principals and vice-principals through its associated procedure.

P055 Supervisory Officer Selection

Objective	To establish the Board's commitment to the provision of exemplary leadership through the selection of its supervisory officers.
Applicable to:	All TDSB staff involved in selection of supervisory officers
Key Components	This policy commits to providing time and resources to prepare staff for supervisory officer positions and directs the establishment of an operational procedure to outline the required criteria and fair and equitable process.

P057 Employee Conflict of Interest

Objective	To establish the parameters for employee conduct regarding possible conflict of interest situations.
Applicable to:	All employees
Key Components	This policy directs staff to conduct themselves with personal integrity, ethics, honestly and diligence by avoiding situations where their personal interests actually or potentially conflict with the interests of the Board. All personal or financial interests that may present a conflict are to be reported and failure to do so may result in disciplinary action up to and including dismissal.

P060 Home Instruction

Objective	To establish the Board's commitment to providing home instruction services for all eligible pupils in accordance with the requirements of Ontario Regulation 298 (Operation of Schools - General).
Applicable to:	All full-time students of compulsory age (18 years old and below) who are registered in school with the TDSB. A pupil who turns 18 years old while participating in Home Instruction may request to continue participating in Home Instruction. Home Instruction cannot be provided to students who are on a "Refusal to Admit".
Key Components	This policy establishes the rules pertaining to home instruction in accordance with the requirements of Ontario Regulation 298. TDSB provides students with access to curriculum programming and/or remediation when unable to attend school full-time for medical and/or social-emotional reasons. These reasons include short-term physical, long-term physical, and special circumstances. Home Instruction is a short-term intervention, generally up to three months.

P061 Students Without Legal Immigration Status

Objective	Affirm the Board's commitment to providing a safe and inclusive educational environment for all students, regardless of their immigration status in Canada. It aims to ensure that every child who qualifies as a resident pupil of the Board has the right to admission and will not face discrimination based on their immigration status.
Applicable to:	Applies to all staff, students, parents/guardians/caregivers
Key Components	• **Equal Admission Rights:** Ensuring all children qualified as resident pupils are admitted, irrespective of immigration status. • **Confidentiality:** Prohibiting the sharing of information about students or their families with immigration authorities. • **Training and Orientation:** Providing ongoing training and orientation for staff regarding the policy and procedures, emphasizing sensitivity and expertise in handling admissions of students without immigration status. • **Documentation and Verification:** Accepting alternative forms of verification (e.g., letters from lawyers, doctors) for students lacking standard immigration documents. • **Operational Procedures:** Authorizing the Director to establish detailed operational procedures to support the policy's implementation across all schools.

P062 Alternative Schools

Objective	To ensure equitable access, admissions, and opportunities for all students in alignment with the priorities of the Multi-Year Strategic Plan; to provide direction to Alternative Schools on the development, monitoring and review of the school's distinct pedagogy; and, to provide direction on the creation of Alternative Schools.
Applicable to:	All TDSB staff. The Policy also covers students, parents/legal guardians, and community members of alternative schools
Key Components	The Policy affirms the Board's commitment to offering alternative schools across the TDSB, and outlines requirements related to application and admission processes for alternative schools.

P063 Pre-Examination Moratorium on Major Assignments and Activities

Objective	To provide the basis for a procedure for schools to follow during pre-examination periods.
Applicable to:	TDSB school-based staff and students.
Key Components	The Policy outlines what is and what is not permitted during the days leading up to mid-term, semester and final exams.

P066 Reporting of Suspected Wrongdoing (Whistleblowing)

Objective	To ensure ethical and professional conduct at the TDSB and to demonstrate the Board's commitment to maintaining and enhancing public confidence in the integrity of its trustees and employees; To enable trustees, employees, and the general public, including parents and students, to raise concerns about suspected wrongdoing by a trustee or employee of the Board in respect to the business and operations of its schools, offices, and facilities; To ensure protection against reprisal related to reporting of suspected wrongdoing.
Applicable to:	Anyone (trustees, employees, the Board's permit holders, volunteers, students, parents, external organizations, and the general public)
Key Components	This policy defines wrongdoing, encourages anyone to report suspicions of wrongdoing by TDSB trustees or employees and explains how to do so. This directive includes consequences for false, frivolous, malicious or vexatious reports, and retaliation for reports made in good faith.

P067 Learning Opportunities Index (LOI)

Objective	To provide direction to staff regarding the use of the Learning Opportunities Index
Applicable to:	Applies to staff engaged in program and accommodation reviews.

Key Components	The **Learning Opportunities Index (LOI)** is a tool used to measure external challenges to student success and guide the equitable allocation of resources among schools. It ensures that schools facing greater challenges receive more support, with the goal of addressing disparities in student outcomes. Key principles include: • The LOI should not stigmatize schools or students • It will be used to distribute resources equitably, with exceptions for basic needs and specific student categories (e.g., English Language Learners, Special Education) • Resource allocation should prioritize schools with greater needs, using LOI scores rather than rankings whenever possible • The LOI can be applied flexibly (e.g., through scaling or cut-offs) and should be transparent to staff and the public • It will be regularly reviewed and updated, with recalculations every three years The goal is to support all students equitably while ensuring that schools with greater external challenges are given the resources they need to succeed.

P068 Accommodation and Program Review

Objective	To provide guidance and to set parameters for processes leading to changes in the location of schools and programs, closure of schools, and changes in the configuration of grades and/or programs within specific schools.
Applicable to:	Applies to staff engaged in program and accommodation reviews.
Key Components	The policy is a requirement of the Ministry of Education and is intended to adhere to the Ministry's Pupil Accommodation Review Guideline, and outlines requirements related to program and accommodation reviews, including public engagement opportunities.

P069 Accessibility

Objective	To establish the framework for the Board's compliance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Integrated Accessibility Standards Regulation; and to

	demonstrate the Board's commitment in actively removing barriers and increasing accessibility and participation for all members of its community and maintain compliance through this Policy.
Applicable to:	All TDSB employees and Trustees. The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations not related to the Board but who nevertheless work on or are invited onto Board premises or utilize Board services.
Key Components	The policy commits the TDSB to maintaining learning and working environments which actively promote and support human rights and accessibility for persons with disabilities. Key components include general accessibility, accessible customer service, information and communication, accessible employment, accessible school transportation, and the accessible design of public spaces.

P070 Student Leadership

Objective	To further the Board's commitment of expanding platforms for student voice and establishing a governance framework for equitable, effective and efficient student representation and leadership across the system; to affirm the leadership roles of Student Council, Student Presidents' Council, Student Senate and Student Trustees in advancing interests and aspirations of TDSB students and the promotion of effective communication; and to provide resources and opportunities in order to build and foster a diverse group of student leaders.
Applicable to:	TDSB students, staff and trustees involved with student leadership.
Key Components	The Policy outlines the composition and responsibilities of student councils, the Student Presidents' Council, Student Senate and Student Trustees.

P071 Gender-based Violence

Objective	To establish the Board's commitment to eliminating gender-based violence in its school.
Applicable to:	TDSB staff, students and school communities.
Key Components	The Policy defines Gender-based Violence and outlines how to report and investigate suspected concerns. The Policy also overviews prevention strategies, peer education programs (student engagement) and policy/program communication and evaluation requirements.

P072 Workplace Violence Prevention

Objective	To establish the framework for the Board's compliance with the Occupational Health and Safety Act related to workplace violence prevention; and to demonstrate the Board's commitment in providing a work environment that is safe and free of workplace violence.
Applicable to:	All TDSB employees and Trustees. The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.
Key Components	The Policy affirms the Board's commitment to make every reasonable effort to ensure that all steps are taken to protect employees from workplace violence through the implementation of workplace violence procedures and programs.

P074 Honoraria for Trustees and Student Trustees

Objective	To establish annual honoraria amounts and payment rules for Trustees and Student Trustees in alignment with the Education Act, Ontario Regulation 320/26 (Honoraria for Board Members), and Ontario Regulation 7/07 (Student Trustees).
Applicable to:	All Trustees, including Student Trustees, as well as TDSB employees responsible for the administration, calculation, payment, public reporting, and oversight of Trustee and Student Trustee honoraria.
Key Components	The Policy establishes a standardized administrative framework under the *Education Act* and provincial regulations for managing, calculating, and publicly reporting honoraria for Trustees and Student Trustees. It defines base honoraria, additional amounts for leadership positions (Chair and Vice-Chair), and proration rules for partial-year service.

P075 Board Member Code of Conduct

Objective	To establish governing principles and standards for expected ethical behavior by members of the Board of Trustees.
Applicable to:	All members of the Board of Trustees.
Key Components	This Code outlines rules and expectations governing: • Confidential information

	• Gifts, Benefits and Hospitality • Use of Board Property, Services and Other Resources • Election Campaign Work • Improper Use of Influence • Conduct respecting Staff Members • Discreditable Conduct • Reprisals and Obstructions • Integrity Commissioner and Investigations of Alleged Breaches of Code of Conduct

P076 Community Planning and Partnerships

Objective	To establish the Board's commitment to the development of facility partnerships with community partners to enhance success for students in compliance with the Community Planning and Partnerships Guideline.
Applicable to:	All staff engaging in facility partnerships.
Key Components	This Policy adheres to the Ministry of Education's Community Planning and Partnerships Guideline. Key sections include: guiding principles, space, communication with potential partners, partnership compatibility, selection criteria, partnership agreements and exclusions.

P077 Voluntary First Nation, Métis And Inuit Self-Identification

Objective	To establish a policy for self-identification of First Nation, Métis and Inuit students. This will allow for more supportive programming and services for Aboriginal learners and their families by addressing Aboriginal student well being.
Applicable to:	First Nation, Métis and Inuit students and their parents.
Key Components	The Policy commits to providing opportunities for First Nation, Métis and Inuit students and parents to self-identify. The Board will protect the privacy of data collected and use it to provide inclusive programs.

P078 Community Engagement

Objective	To provide a framework and a model for community engagement in the Board
Applicable to:	All TDSB staff, students, parents/guardians, School Councils, and community partners.

Key Components	The Board is committed to open, inclusive processes and values stakeholder input. Engagement aims to facilitate two-way communication between the Board and a broad range of stakeholders, including students, parents, School Councils, community members, government, service agencies, and staff. The Board will develop and communicate diverse strategies for information sharing, consultation, and co-construction, ensuring opportunities for stakeholder participation at both the school and system levels. These engagement methods will be respectful, inclusive, and equitable, incorporating diverse voices and perspectives to foster positive outcomes. While the Board values engagement, it acknowledges that there may be times when engagement is not feasible or appropriate due to factors like time constraints or legal considerations.

P079 Use of Copyright Protected Works

Objective	To provide direction to all staff, students, Trustees, third party service providers, parents/guardians/caregivers, partners, and volunteers, regarding their rights and obligations in the use of copyright protected works for learning experiences and school or Board business.
Applicable to:	TDSB staff, Trustees, third party service providers, parents/guardians/caregivers, partners, volunteers, and students of the Board.
Key Components	This Policy affirms the TDSB's commitment to the legal and ethical use of copyrighted works as established by the *Copyright Act* in order to foster learning and work environments where respect for creators and copyright holders is an important part of decisions related to the use of works created by others, and that users of works understand their rights and responsibilities as defined by the Copyright Act and related legal decisions.

P080 French as-a-Second Language Programs

Objective	To affirm the Board's commitment to French-as-a-Second Language Programs.
Applicable to:	TDSB staff, students and school communities.

Key Components	This Policy outlines 9 commitments to providing quality French programs, including: equity of access and equity in participation, collaboration and partnerships with communities.

P081 Anti-Fraud Measures

Objective	To promote culture of accountability and fiscal prudence by increasing awareness of key fraud indicators, the different types of fraud and fraud schemes that may exist, and the roles and responsibilities of all stakeholders in fraud prevention, deterrence and detection.
Applicable to:	This Policy applies to all employees and Trustees of the Board. The Policy also covers students, school councils, parents/guardians, third party service providers, volunteers, permit holders, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions.
Key Components	The Policy affirms the TDSB's commitment to the prevention of fraud and the promotion of culture of accountability and fiscal prudence. This Policy supports anti-fraud provisions as outlined in applicable legislation, including the Education Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA), and PPM 128: The Provincial Code of Conduct and School Board Codes of Conduct

P082 Executive Signing Authority

Objective	To establish a policy regarding the signing authority of the Director of Education and Associate Directors of Education.
Applicable to:	To all TDSB staff
Key Components	The Director of Education serves as the Secretary, Chief Education Officer, and CEO of the Board, with duties outlined under the Education Act and other relevant legislation. The Director is authorized to sign agreements, contracts, and legal instruments on behalf of the Board, following Board policies and procedures. Any unusual or exceptional matters must be presented to the Board for approval or, if not possible, for information. Similarly, the Associate Director of Education has signing authority for agreements and contracts related to their responsibilities, subject to the same legal and procedural requirements. Both the Director and Associate Director can delegate their signing authority to staff members in writing, but

	those employees cannot further delegate this authority unless explicitly authorized.

P085 Student Attendance, Safe Arrival and Safe Departure

Objective	To outline expectations for student attendance, arrival and departure. To establish intervention strategies and best practices to address patterns of absence impacting learning, unexplained absences, prolonged absenteeism, and lateness. To create a system-wide standard for safe arrival and departure at TDSB schools and programs.
Applicable to:	All employees, students and parent(s)/guardian(s) of the Board. The Policy applies to in-person and virtual classroom settings.
Key Components	This Policy outlines expectations and standards for student attendance and daily safe arrival and departure. The Policy provides grade/age-appropriate requirements and a commitment to address patterns of absence impacting learning, prolonged and unexplained absences and lateness. The Policy also outlines responsibilities of principals, central staff, teachers, volunteers and parents/guardians.

P086 Governance

Objective	To delineate the governance roles of Trustees, the Chair, and Committees, and the operational role of staff in order to ensure the effective delivery of public education in our schools.
Applicable to:	Director of Education, Chair of the Board, all Trustees and staff at the TDSB.
Key Components	This Policy outlines TDSB's governance commitments; the powers and duties of the TDSB, as an organization; and delineates the roles and responsibilities of the Board of Trustees as a collective body, individual Trustees, the Director of Education, and staff.

P087 Concussions

Objective	Affirms the Board's commitment to student safety, injury prevention, and well-being by supporting concussion awareness, prevention, identification, management, tracking and training in schools.

Applicable to:	This Policy applies to all employees of the Board. The Policy also covers students, parents/guardians, coaches, team trainers, officials, occasional staff, volunteers, and Board employed or affiliated registered medical/health professionals.
Key Components	The Policy affirms the TDSB's commitment to student safety, injury prevention, and well-being by supporting concussion awareness, prevention, identification, management, tracking and training in schools. The Policy also supports the implementation of the Board's obligations under the Education Act and the direction of the Ministry of Education stated in Policy/Program Memoranda (PPM) 158 – School Board Policies on Concussion.

P088 Acceptable Use of Information Technology Resources

Objective	To provide users with Information Technology Resources for educational and business purposes dedicated to improving student success, achievement, and well-being. To provide a safe, nurturing, positive, and respectful learning environment through the use of Information Technology Resources that is in compliance with applicable law, and related TDSB policies and procedures.
Applicable to:	All users of TDSB's IT Resources (including all staff and students)
Key Components	This Policy overviews the expectations of use and standards of behaviour when accessing TDSB's IT resources, including privacy considerations. The Policy also clearly states what TDSB is not responsible for, which includes the loss or damage of user information or personal devices.

P089 External Auditor Independence

Objective	To establish principles and controls designed to provide assurance that the Board's External Auditors maintain an adequate degree of independence to ensure objectivity and integrity in the audit of the Board's financial statements.
Applicable to:	TDSB staff, Audit Committee and third-party auditors.
Key Components	This Policy outlines rules for the engagement of auditors and associated reporting requirements.

P090 Professional Development for Trustees

Objective	To set out requirements and processes that will promote and support professional development opportunities for Trustees at the TDSB.
Applicable to:	All Trustees of the Board, including student Trustees, and staff involved in development, management and delivery of professional development activities.
Key Components	This Policy outlines TDSB's commitment to support professional development opportunities for Trustees at the TDSB.

P091 Open Data

Objective	To establish rules for maximizing access to the TDSB data for the general public, subject to privacy, security and confidentiality restrictions as outlined in existing legislation and policies.
Applicable to:	All TDSB staff involved in the creation and management of data.
Key Components	This Policy supports TDSB's commitment to openness, transparency and accessibility of information.

P092 Student Health Support

Objective	To set out the framework, rules and requirements for providing effective health support to students, including those with prevalent medical conditions.
Applicable to:	This Policy applies to all employees and Trustees of the Board. The Policy also covers students, parents and guardians, occasional staff, volunteers, and Board employed or affiliated registered medical/health professionals.
Key Components	The Policy was developed in response to decision of the Board of Trustees on February 8, 2017 and the direction of the Ministry of Education stated in Policy/Program Memorandum (PPM) No. 161: Supporting Students with Prevalent Medical Conditions in Schools. The Policy aims to foster a healthy and inclusive learning environment that will improve student achievement and overall well-being while ensuring equitable treatment of students with prevalent medical conditions that supports equal access, participation and outcomes in school and maintains a safe, accepting, and healthy learning environment.

P093 Trustee Pregnancy and Parental Leave

Objective	To outline Trustees' rights to pregnancy and parental leave in accordance with the Education Act and the Board's Bylaws.
Applicable to:	All Trustees of the Board, including Student Trustees.
Key Components	This Policy supports implementation of provisions in the Education Act which require school boards to adopt and maintain policies respecting pregnancy leaves and parental leaves for Trustees of the Board.

P094 Freedom of Information and Protection of Privacy

Objective	To establish the framework for the Board's compliance with the MFIPPA and other applicable legislation; and to demonstrate the Board's commitment to protection of personal information while recognizing and supporting the public's right of access to information in the custody and control of the Board and its third party providers.
Applicable to:	Policy applies to all employees, service providers, volunteers, and Trustees of the Board.
Key Components	The Policy supports the implementation of the TDSB's obligations under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), particularly with regard to the collection, use, retention, and disclosure of information and protection of personal information held by the Board.

P095 Restrictions on Alcohol, Drug and Tobacco Use

Objective	To promote a working and learning environment that is free from the harmful effects of drugs, alcohol and substance use, including tobacco, cannabis, and its related products.
Applicable to:	This Policy applies to all students, employees and Trustees of the Board. The Policy also covers, parents/guardians, school council members, visitors, third party service providers, volunteers, permit holders, customers of the Board and other members of organizations while partaking in any activities that occur in Board premises or while engaging in Board related functions.
Key Components	The Board prohibits possession or use of alcohol, drugs (including cannabis), or tobacco on its premises or during Board-related functions, with a few exceptions. These include medical accommodations for disabilities under the Human Rights Code,

	culturally significant tobacco use by Indigenous persons, or special approval from the Director. The Board will accommodate individuals needing substances for medical reasons, unless it poses significant health or safety risks. Alcohol may only be served at school-sponsored events with a permit and approval. The promotion of alcohol, drugs, and tobacco is strictly prohibited, except in educational contexts. The smoking, vaping, or consumption of tobacco or cannabis is banned on or near school grounds, playgrounds, child care centres, and Board vehicles, except for medical cannabis use. The sale or distribution of alcohol, drugs, and tobacco is also banned on Board property. Board funds cannot be used to purchase these substances. The use of drugs for performance enhancement in athletics or misuse of substances like prescription medication is prohibited. Violations of these policies can lead to disciplinary actions. The Board supports prevention programs to educate on the harmful effects of these substances.

P096 Student Use of Service Animals in Schools

Objective	To provide direction regarding the administration and support of service animals in the school environment.
Applicable to:	TDSB staff, students, third party service providers, and school communities.
Key Components	The Policy affirms the TDSB's commitment to creating school learning environments which promote and support human rights and accessibility for persons with disabilities. This Policy supports the implementation of the Board's obligations under the Education Act, paragraph 29.5 of subsection 8(1), the Accessibility for Ontarians with Disabilities Act and the direction of the Ministry of Education stated in Policy/Program Memoranda (PPM) 163 – School Board Policies on Service Animals.

P097 Records and Information Management

Objective	To establish requirements for effective, efficient, and secure records and information management at the TDSB; and to protect the authenticity, reliability, usability, and integrity of recorded information recognized for its operational, legal, financial and/or historical value in order to support the delivery of Board programs and services.

Applicable to:	All recorded information created, collected, received or captured within the Board in the normal course of business, whether held in digital (electronic) or hardcopy format. All Board staff, Trustees, and service providers (including contractors, consultants) working on behalf of the Board.
Key Components	This Policy supports TDSB's commitment to the effective, efficient and secure management of recorded information, regardless of format or media. This Policy is consistent with subsection 171. (1), par. 38 of the Education Act which states the Board may institute a program of records and information management.

P099 Anti-Sex Trafficking

Objective	To set out principles for supporting coordinated action by the Board and school community to identify, recognize and prevent sex trafficking and develop responses to facilitate early and appropriate intervention.
Applicable to:	This Policy applies to all students, employees, and Trustees of the Board. The Policy also covers, parents/guardians, school council members, visitors, third party service providers, volunteers, permit holders, customers of the Board and other members of organizations while partaking in any activities that occur in Board premises or while engaging in Board or school related activities, either in person or online.
Key Components	The Policy supports implementation of the Ministry of Education's Policy/Program Memorandum (PPM) 166: Keeping Students Safe: Policy Framework for School Board Anti-Sex Trafficking Protocols. The Policy supports protecting students from sexual exploitation and sex trafficking while empowering school communities to play a key role in providing a safe, nurturing, positive learning and working environment, through the development and implementation of anti-sex trafficking programs and strategies.

P101 Enterprise Risk Management

Objective	To outline principles, requirements, and responsibilities for effective and efficient enterprise risk management at the TDSB; to integrate a consistent, system-wide risk management framework into strategic planning, decision-making, and TDSB operations supporting student achievement and academic success; to decrease uncertainty and improve the effectiveness

	and efficiency of TDSB operations through equity-focussed risk-based decision-making.
Applicable to:	All employees of the TDSB, including supervisors, business unit leads, senior and executive managers.
Key Components	Affirms the Board's commitment to effective risk management that integrates strategic planning and operations at the TDSB. The Policy is aligned with the principles of the Enterprise Risk Management Directive of the Government of Ontario and is in accordance with Ontario Regulation 361/10, Section 9, of the Education Act, on risk management supervision requirements.

P102 Disconnecting from Work

Objective	To establish healthy and professional boundaries between work and personal time as an investment in positive mental health, well-being and overall employee productivity; to develop a positive workplace culture; and, to support a culture of service excellence.
Applicable to:	All employees
Key Components	This Policy encourages disconnecting from work and directs staff to avoid communications and work activities outside of their work hours and after hours. This direction is subject to certain conditions and exceptions, including requirement to attend to emergencies, unexpected operational crises, or when employee's regular working hours are outside Board's after hours (such as evening/night shifts, stand-by duties on weekends, etc.

P103 Flexible Working Arrangements

Objective	To establish requirements and expectations for flexible working at the TDSB; to support employee productivity and engagement through an improved work-life balance; to maximize effective use of administrative office space; to enhance the Board's competitive hiring practices, talent acquisition and retention strategies; and, to maintain service delivery and business continuity in the event of an emergency.
Applicable to:	TDSB staff authorized for flexible working arrangements based on assessment and approval of eligibility criteria outlined in the Policy
Key Components	This policy outlines: which staff are authorized for flexible working arrangements, performance accountability responsibilities, health and safety considerations including reporting work related injuries, attendance reporting systems, resource and equipment procurement and IT and Privacy requirements.

P104 Communications

Objective	To manage communication across the TDSB in a well-coordinated, effective and client-focused manner; to develop, promote and maintain accessible, effective, transparent, timely and consistent communication with all stakeholders, including students, parents/guardians/caregivers, staff, Trustees, the media, and members of the public; and to provide clear expectations for staff with respect to all internal and external communications on matters impacting students, parents/guardians/caregivers, and the school communities.
Applicable to:	TDSB staff and Trustees. The Policy also covers the TDSB community including students, parents/ guardians/caregivers, education partners, the broader public and media.
Key Components	This Policy confirms the Board's firm belief that communication and information are central to the effective, inclusive role that a school board plays in advancing student success and well-being, strengthening relationships with school communities, staff and Trustees, and promoting confidence, transparency and accountability in public education. Key components of the Policy include general principles, media relations, Trustee and constituency communications, open data, emergency and crisis situations, and social media.

P105 Sexual Misconduct

Objective	To prevent sexual misconduct from taking place and to investigate and respond to incidents and complaints of such behavior in an accountable, timely and effective manner.
Applicable to:	TDSB students, employees, and Trustees of the Board. The Policy also covers, parents/guardians, school council members, visitors, third party service providers, volunteers, permit holders, customers of the Board and other members of organizations while partaking in any activities that occur in Board premises or while engaging in Board or school related activities, either in person or online.
Key Components	This Policy affirms the Board's commitment to provide a safe, nurturing, positive learning and working environment, free of sexual misconduct. This Policy outlines the system's shared responsibility in fostering a harassment free learning and working environment for staff and students.

P106 Personal Mobile Device Use in Schools

Objective	This Policy outlines requirements for the appropriate use of Personal Mobile Devices by students, staff and other members of

	the TDSB School Community at schools; advances a conducive learning environment and promote responsible Digital Citizenship; and aims to reduce negative impacts of excessive screen time and social media use on students' achievement, well-being, and mental health.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Policy supports implementation of the Ministry of Education's Policy/Program Memorandum No. 128: The Provincial Code of Conduct and School Board Codes of Conduct (PPM No. 128) and is aligned with TDSB's policies and procedures, including but not limited to: the Acceptable Use of Information Technology Resources (P088), the Communications Policy (P104), the Caring and Safe Schools Policy (P051), the Equity Policy (P037), and the Human Rights Policy(P031).

EXECUTIVE SUMMARIES – PROCEDURES

PR501 Policy and Procedure Management

Objective	To establish the governing requirements and step-by-step processes to implement, monitor, and maintain the lifecycle of TDSB Policies and Procedures.
Applicable to:	TDSB staff involved in the creation, revision, and management of TDSB Policies and Procedures.
Key Components	This Procedure supports implementation of the Board's Policy Framework (P001) and outlines TDSB's policy review and development process.

PR503 Translation and Interpretation

Objective	This Procedure supports implementing the Community Engagement Policy (P078) and the Parent and Caregiver Engagement Policy (P023). The Procedure provides information about resources for translations services and the translation of central board material.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure outlines translation and interpretation services available at the TDSB.

PR504 Transportation of Students

Objective	This Procedure supports implementing the Transportation of Students Policy (P020). The Procedure provides administrative processes for the transportation of students.
Applicable to:	TDSB staff, students, and health care service providers.
Key Components	The Procedure identifies appeal processes, medical conditions, mandatory performance requirements, staggered school hours, empty seat protocols, transportation of Special Education students, and section 27 requirements related to the transportation of students at the TDSB.

PR505 Parent/Caregiver Communication Protocol

Objective	To establish a transparent and accessible process for addressing Parent/Caregiver Inquiries and Concerns and creating school learning environments that are caring, accepting, safe, accessible, peaceful, nurturing, positive, equitable (interpretation/translation) and respectful, and that enable all

	students to reach their full potential; and to support implementation of Policy Program Memoranda (PPM) 170: School Board Communication with Parents.
Applicable to:	All TDSB employees and Parents/Caregivers.
Key Components	The Procedure identifies a three-step process expected to be followed by Parents/Caregivers when bringing forward Inquiries and/or Concerns.

PR506 Independent Learning Centre (ILC) Courses

Objective	To provide guidelines for schools to permit students to take ILC courses. Since these courses result in additional central charges to TDSB, it is desirable to minimize the access to the courses.
Applicable to:	TDSB staff and students
Key Components	This Procedure explains the conditions for secondary students to take Independent Learning Centre credits, which includes submitting the associated Form 506A.

PR507 Advertising and Distribution of Materials

Objective	To outline the central pre-approval process for advertising and distribution of materials at the TDSB through which: • Distribution of materials to TDSB schools are reviewed and approved; and, • Vendors/service providers/partners who intend to promote their goods or services to TDSB are reviewed and screened.
Applicable to:	TDSB employees overseeing and managing advertisement and distribution of materials at the TDSB. The Procedure also covers Trustees, students, parents/guardians/caregivers, volunteers, the Board's school councils and their members, community advisory committees and their members, TDSB educational programming partners, approved vendors and service providers, contractors and TDSB visitors.
Key Components	This Procedure supports implementation of TDSB's Advertising and Distribution of Materials Policy (P006) and includes provisions regarding advertising approvals and agreements, logo recognition of external groups, and distribution of materials.

PR508 Fundraising

Objective	To provide guidelines for fundraising activities and administering the funds in accordance with Board Policy P021, Fundraising.
Applicable to:	TDSB staff and students

Key Components	This Procedure has provisions regarding: fundraising events and products, consent forms and protection of privacy, incentives, calendars, marketing materials, sponsorships, donations, recognition, central equity fund, local charitable foundations, and expenditure of proceeds.

PR511 Excursions

Objective	This Procedure supports implementing the Excursions Policy (P033). The Procedure establishes processes and requirements for carrying out safe and inclusive Excursions
Applicable to:	Applies to all employees, TDSB Trustees, students, occasional staff, Parents/Guardians, Program Service Providers, Volunteers, and TDSB employed or affiliated registered medical/health professionals.
Key Components	This Procedure is consistent with TDSB's commitment to the equitable inclusion of all students in Excursions, field trips and educational extra-curricular activities.

PR512 Kindergarten to Grade 2 - New Student Registration: Developmental History Form

Objective	To gather information (e.g., strengths, needs, interests, etc.) about students entering school for the first time, in order to provide meaningful and engaging learning experiences for each child; and to ensure that children experience a positive transition to school.
Applicable to:	All TDSB staff, students, parents/guardians and community members
Key Components	This Procedure supports the implementation of the Early Learning and Care Policy (P022) by providing information for staff and parents/guardians/caregivers to complete the Developmental History Form as part of kindergarten registration. The Form (Form 512A) is appended, as well as an explanatory letter which is available in 23 different languages.

PR515 Workplace Harassment Prevention and Human Rights

Objective	To provide information and instruction, regarding the process for how to effectively prevent and, where necessary, address harassment and unlawful discrimination. All parties involved in a matter under these procedures (including staff, management,

	union/federation/association and Human Rights Office) must work together to prevent and address harassment and unlawful discrimination.
Applicable to:	All employees (including contract, temporary, permanent and occasional employees). It addresses harassment and unlawful discrimination from all sources including volunteers, students, trustees, as well as members of the public.
Key Components	This Procedure supports the implementation of the Workplace Harassment Prevention Policy (P034) and Human Rights Policy (P031) by outlining the harassment prevention and investigation processes. An associated Incident Reporting Form is appended to the procedure.

PR516 Supervisory Officer Selection and Transfer of Superintendents

Objective	To provide a process for the selection of supervisory officers and transfer of superintendents.
Applicable to:	All TDSB staff involved in selection of supervisory officers and transfer of superintendents, including candidates for supervisory officer positions, Superintendents, Executive Superintendents, Associate Directors and the Director of Education
Key Components	This procedure supports the implementation of the Staff Changes Policy (P014) and the Supervisory Officer Selection Policy (P055). The procedure outlines the phases of the selection process, including: pre-application, application, resume validation, interview, permanent placement. Transfers are made by the Director in consultation with Executive Council. The procedure has many appendices including forms for applicants to fill and submit.

PR517 Legal Services – Internal Only

Objective	To provide guidelines for accessing legal services from external law firms
Applicable to:	All staff involved in accessing legal services
Key Components	This Procedure establishes requirements to consult with Legal Services Department who will make a determination as to whether access to legal services will be in-house or provided by external law firms.

PR518 Admission Eligibility Requirements

Objective	To outline admission eligibility requirements for new students in accordance with the Education Act, Ontario Schools,

	Kindergarten to Grade 12: Policy and Program Requirements, and the TDSB's Students without Legal Immigration Status Policy (P061).
Applicable to:	TDSB prospective students, current students, employees, and Parents/Caregivers must comply with all applicable requirements set out in this Procedure.
Key Components	This Procedure supports the student admission requirements as outlined in the Education Act the Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016, and the Board's Students without Legal Immigration Status Policy (P061). This Procedure is also aligned with the Out-of-Area Admissions (formerly Optional Attendance) Policy (P013) and the Student Attendance, Safe Arrival and Safe Departure Policy (P085), which set out enrolment, admission, and attendance requirements at the TDSB.

PR519 Severe Weather: Schools and Administrative Offices/Sites

Objective	To provide a process to be followed during severe weather conditions, either occurring or predicted.
Applicable to:	All students and employees of the Board at both schools and administrative offices/sites. The Procedure also covers, parents/guardians/caregivers, school council members, visitors, third party service providers, volunteers, permit holders, customers of the Board and other members of organizations while partaking in any activities that occur in Board premises or while engaging in Board related functions during severe weather conditions.
Key Components	The Procedure outlines operational requirements for severe weather conditions at TDSB schools and administrative offices/sites, including: expectations regarding outdoor activities, cancellation of transportation and programs, closure of schools and administrative sites, communication protocols, early closure, early dismissal, and expectations around recording of absences.

PR523 Access to School Board Premises (formerly Trespass to Property)

Objective	To provide guidelines regarding trespass to property at the TDSB.
Applicable to:	This Procedure applies to all students and employees of the Board. The Procedure also covers, parents/guardians, school council members, visitors, third party service providers,

	volunteers, permit holders, customers of the Board and other members of organizations while partaking in any activities that occur in Board premises or while engaging in Board related functions.
Key Components	This Procedure outlines access to school board premises at the TDSB and the restrictions that apply.

PR524 Search and Seizure

Objective	This Procedure helps support the implementation of the Caring and Safe Schools Policy (P051). The Procedure provides a process for conducting search and seizure.
Applicable to:	Procedure applies to all TDSB staff and students.
Key Components	This Procedure outlines the Charter of Rights and Freedoms related to unreasonable searches, grounds for a search, and factors that staff must consider when carrying out a lawful search.

PR525 System Meetings, Events and Professional Development Calendars

Objective	This Procedure provides information about system meetings, events and Professional Learning and Training sessions that are available on TDSBweb.
Applicable to:	TDSB staff
Key Components	This Procedure outlines meeting and administrative protocols surrounding system meetings, events and professional learning and training sessions available to TDSB staff.

PR526 Learning Opportunities Index

Objective	This Procedure helps support implementation of the Learning Opportunities Index Policy (P067). The Procedure provides instructions to staff regarding the application of the Learning Opportunities Index (LOI) for resource allocation.
Applicable to:	Procedure applies to all TDSB staff and students.
Key Components	The Procedure details the following: specificities of the LOI, allocations (cut-offs, stepped cut-offs, scaling), allocations of resources to families of schools, and measuring the impact of allocations using the LOI.

PR529 Official and/or High-profile Visits and Events

Objective	This Procedure provides guidance for the authorization, preparation and handling of visits to schools and other Board sites by high-profile visitors/guests, such as dignitaries, politicians, and celebrities
Applicable to:	All high profile visits to schools and other Board sites, including dignitaries.
Key Components	The Procedure outlines protocols for high-profile events and visits, including the role of Communications and Public Affairs, the requirement of a student media release form, and also includes appendices which reference speakers' protocol and orders of precedence.

PR531 Selection and Review of Learning Resources

Objective	To outline the requirements and process for selecting and reviewing learning resources and to establish a framework for responding to inquiries and concerns about learning resources, including requests for reconsideration.
Applicable to:	TDSB staff, third-party service providers, parents/guardians/caregivers, partners, volunteers, and students of the Board.
Key Components	This Procedure outlines the TDSB process for textbook selection, in accordance with the Ministry of Education's Guidelines for Approval of Textbooks. The Procedure also overviews general criteria for selection and approval, and the process to address and resolve concerns about a learning resource.

PR533 Election Activities and Use of Board Resources

Objective	To establish the rules which govern and regulate election activities and use of Board resources.
Applicable to:	Election activities by Trustees and candidates, as defined in section 3.0. Staff, volunteers, students, school councils, the Board's community advisory committees and their members also have certain responsibilities under this Procedure.
Key Components	This Governance Procedure supports implementation of the existing statutes governing the conduct of members of the Board in all their roles and candidates for public office, including but not limited to the Education Act, Municipal Conflict of Interest Act, Municipal Elections Act, 1996, Municipal Elections Modernization

	Act, 2016, and the Municipal Freedom of Information and Protection of Privacy Act.

PR536 Medication

Objective	To establish a process for the administration of medication to students.
Applicable to:	TDSB staff, students, parents/guardians/caregivers and TDSB community members
Key Components	This Procedure supports the implementation of the Student Health Support Policy (P092) in the administering of medication to students. This Procedure applies only to the administration of medications which may be safely administered by an untrained layperson and does not apply to medications which must be administered by a regulated health professional. The Board and its staff are responsible for exercising the duty of care, which a reasonably careful and prudent parent/guardian would exercise.

PR537 Headlice (Pediculosis)

Objective	To outline a uniform approach to addressing the issue of head lice (pediculosis) in schools.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure provides a uniform approach to addressing the head lice (pediculosis) issue in schools. Provides a standard practice for all schools.

PR538 Funds for School Anniversary Celebrations

Objective	To outline the allocation of funds for school anniversaries by 25-year intervals.
Applicable to:	TDSB staff, students, parents/guardians/caregivers and TDSB community members
Key Components	Funds will be allocated to schools that are celebrating anniversaries at 25-year intervals. Funding for secondary schools is greater than elementary schools due to the nature of the schools.

PR540 Non-Discretionary and Discretionary Student Transfers

Objective	To establish a process for the transfer and placement of students for reasons related to caring and safe school issues.
Applicable to:	TDSB staff and students.

Key Components	This Procedure outlines the two types of transfers that impact the caring and safe learning environments of both students and the community. These include Non-Discretionary Student Transfers and Discretionary Student Transfers. Non-Discretionary Student Transfers are the responsibility of the Caring and Safe Schools department. Discretionary Student Transfers are the responsibility of school administrators

PR542 Changing a Timetable

Objective	To provide details about the steps necessary to change a school timetable.
Applicable to:	Secondary school staff and students
Key Components	This Procedure outlines the process for secondary schools to change their scheduling (e.g., semesters to full-year programming). A comparative advantage vs. disadvantage of configurations chart is appended for additional information.

PR543 Transitions: Kindergarten - Grade 12

Objective	Outline a framework for elementary and secondary school educators to support successful student transitions as students move through grades, programs and placements from Kindergarten through Grade 12 centering mental health, well-being and equity. Provide strategies for student transitions that are asset-based, student centered and evidence-informed. Guide schools in the development of local, school-based plans as they relate to transition procedures which are inclusive of all students and their learning needs.
Applicable to:	This Procedure applies to all TDSB students, parents/guardians/caregivers, and staff involved in the transition of students between grades, placements and programs from Kindergarten through Grade 12.
Key Components	This Procedure supports the implementation of the Ministry of Education's policies and practices outlined in: Creating Pathways to Success, Growing Success, Policy/Program Memorandum 156 – Supporting Transitions for Students with Special Education Needs (PPM 156), and Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements. Key sections include guiding principles for student transitions, roles and responsibilities, student engagement in transitions, key timelines,

	transitions for students with special needs, transitions for English Language Learners, tools for communication of transition plans and strategies, and retention.

PR544 Opening and Closing Exercises

Objective	To provide information about opening and closing exercises in schools
Applicable to:	TDSB Staff
Key Components	This Procedure outlines opening or closing exercises at the TDSB in accordance with the Education Act.

PR545 Out-of-Area Admissions

Objective	To outline the operational process for students seeking enrollment in TDSB schools outside their Designated Attendance Area in accordance with the Out-of-Area Admissions Policy (P013).
Applicable to:	All students, Parents/Caregivers, Eligible Independent and Adult Students, and staff involved in the Out-of-Area Admissions process.
Key Components	This Procedure outlines implementation steps for the Out-of-Area Admissions Policy (P013), establishing annual school status designations, a five-tiered central lottery, and priority placement exceptions for certain students, including Indigenous students and secondary students with children in local child care.

PR547 Prior Learning Equivalent Credits

Objective	To outline the process related to the granting of prior learning equivalent credits that is consistent with provincial policy
Applicable to:	Secondary school staff and students
Key Components	This Procedure supports the implementation of Policy/Program Memorandum 129 and outlines what factors will be considered when granting prior learning equivalent credits.

PR549 Animals in Classrooms

Objective	To outline the guidelines to allow for the classroom experience of animals in the classroom
Applicable to:	TDSB Staff and Students

Key Components	The Procedure outlines that teachers must practice responsible management of animals in the classroom and obtain approval of the Principal before bringing animals into a classroom.

PR550 Safeguarding School Assets

Objective	To provide a checklist to safeguard TDSB assets when not in use.
Applicable to:	All employees
Key Components	This Procedure outlines preventative steps to be taken by staff to deter or minimize loss or damage to physical assets (e.g., school windows, electronic devices etc.) due to vandalism or theft. The procedure also indicates how to report incidents of theft or attempted theft/vandalism.

PR553 Home Schooling

Objective	To provide direction for establishing home schooling
Applicable to:	Staff, students and parents/guardians involved in home schooling
Key Components	This procedure outlines home schooling steps, beginning with a notice of intent to enroll in home schooling, rights and responsibilities including for home schooling parents, and the roles for various parties including principal and superintendent.

PR554 Home Instruction

Objective	To provide a process for home instruction services in accordance with the Education Act when eligible pupils are not able to attend for medical and/or social-emotional reasons.
Applicable to:	All full-time students of compulsory age (18 years old and below) who are registered in school with the TDSB. A pupil who turns 18 years old while participating in Home Instruction may request to continue participating in Home Instruction. Home Instruction cannot be provided to students who are on a “Refusal to Admit”.
Key Components	This Procedure outlines home instruction eligibility, admission, program delivery, responsibility and instances where discontinuation of home instruction may occur.

PR555 Media Relations – Internal Only

Objective	To prepare and assist employees when responding to and soliciting media involvement.
Applicable to:	All staff involved in media relations

Key Components	This Procedure outlines the role of Communications Department, responding to media inquiries, school and department requests for media coverage, information on media releases, media conferences and crisis communications, official and high profile visits protocols, and the protocol for the Board's spokespersons.

PR556 Bus Accident

Objective	To provide a process to be implemented in the event of a bus accident.
Applicable to:	TDSB Staff and Students
Key Components	This Procedure outlines the processes to take place in the event of a bus accident and supports implement the Transportation of Students Policy (P020).

PR557 Behaviour on Buses

Objective	To outline the responsibility of parents/guardians, principals and students concerning behaviour on school buses.
Applicable to:	This Procedure applies to all school staff, drivers, volunteers, parents/guardians, and students while on school buses.
Key Components	This Procedure supports the implementation of the Transportation of Students Policy (P020) and establishes the criteria for the provision of student transportation and safety measures that will be taken on school buses.

PR558 Parent and Community Involvement

Objective	To provide a procedure for implementation of the Board's Parent and Caregiver Engagement Policy (P023).
Applicable to:	This Procedure applies to TDSB employees and parents/guardians/caregivers.
Key Components	This Procedure outlines the following related to community involvement: commitment to parents/guardians/caregiver, two-way communication, how to involve marginalized communities, school council roles/operations, enhanced skills for shared participation, ward and regional parental forums, engaging with Community Advisory Committees, Community Liaison Groups, Supervisors of Extra-curricular Activities in Schools, Types of Activities and Responsibilities for Volunteers and the Principal, liability concerns, screening and management of volunteers, volunteer supervision of students, levels of vulnerability, volunteer placement, and training/orientation.

PR560 Dealing with Abuse and Neglect of Students

Objective	To provide a procedure for implementation of the Board's Abuse and Neglect of Students Policy (P045).
Applicable to:	This Procedure applies to all school staff, students, volunteers, third party service providers, and volunteers.
Key Components	This Procedure outlines the training of employees related to the legal duty to report child abuse and/or neglect and the special reporting obligations of teachers and other professionals who work with children. The Procedure also provides guidance to employees on how to recognize the signs of abuse or neglect. To provide instruction to employees when making a report pursuant to the legal duty to report OR of abuse and neglect and manage the impact or effects of the same. To provide information to volunteers about the legal duty to report abuse and neglect.

PR562 Direct Line – Internal Only

Objective	To provide a process for accessing and posting information in Direct Line, the Board's internal, electronic newsletter.
Applicable to:	All staff
Key Components	This Procedure provides instructions for accessing and posting information in DirectLine.

PR563 Anaphylaxis Management

Objective	To provide instructions for anaphylaxis management in schools and help support implement the Student Health Support Policy (P092).
Applicable to:	This Procedure applies to all school staff, students, volunteers, third party service providers, and volunteers.
Key Components	The Procedure supports the implementations of the Student Health Support Policy (P092) in the management of anaphylaxis in schools in accordance with Section 2 of Sabrina's Law.

PR564 Nutrition Services Safety Standards

Objective	To outline safety standards for Nutrition Services employees
Applicable to:	TDSB staff
Key Components	This Procedure includes provisions regarding safe food handling, nutrition services safety procedures for food handling and kitchen

	safety practices. The Procedure references an extensive list of related manuals located in all TDSB kitchens.

PR566 Format and Distribution of Letters and Memos – Internal Only

Objective	To provide details about the format and distribution of letters and memos.
Applicable to:	All staff
Key Components	The Procedure outlines expectations about the format and distribution of letters and memos at the TDSB.

PR567 Internal Mail

Objective	To provide details about internal mail
Applicable to:	TDSB staff
Key Components	This Procedure outlines TDSB's internal mail delivery services, including: mail schedule, how to address mail, OSRs, bulk/mass mail, mailrooms and courier and logistics drivers.

PR568 Logo Use and Other Identification Markers on Print Materials – Internal Only

Objective	To provide guidelines regarding the use of the TDSB logo and other identification markers on print materials
Applicable to:	All staff
Key Components	This Procedure provides guidelines for all print materials, system-wide internal and external communications, and school publications to ensure school and department publications have a TDSB identity and promote a professional appearance.

PR569 Crisis and Incident Reporting

Objective	To ensure system understanding of the crisis notification procedures, during business hours and on evenings, weekends and holidays.
Applicable to:	This Procedure applies to all school staff, students, volunteers, third party service providers, and volunteers.
Key Components	This Procedure outlines steps for reporting any violent incident, serious accident/injury, or incident including significant damage to property at schools or other Board facilities; and (2) an incident that has the potential to impact, or is impacting, the health and welfare of students, staff and/or community.

PR570 Special Events – Internal Only

Objective	To provide guidelines to schools planning special events
Applicable to:	TDSB staff and students
Key Components	This Procedure provides an overview of key factors to consider when planning school special events, including ceremonial and informal occasions, and system-wide special events. The Procedure includes supports and resources available to schools and staff.

PR571 Code of On-line Conduct

Objective	To outline the code of behaviour and rules for the use of online systems and resources
Applicable to:	TDSB staff and students, and all those using online systems and resources provided by or on behalf of the TDSB.
Key Components	This Procedure outlines personal safety rules, unacceptable sites and materials, use guidelines, prohibited uses and activities, consequences, on-line publishing, liability.

PR572 E-mail Usage

Objective	To guide staff in the appropriate, legal and ethical use of e-mail provided by the TDSB to facilitate TDSB business.
Applicable to:	All e-mail, which is accessed on or for from TDSB premises, using TDSB computer equipment, or via TDSB-paid access methods and/or used in a manner which identifies the individual with the TDSB.
Key Components	This Procedure outlines guidelines for acceptable and efficient use of emails to assist users with effective and professional communication.

PR573 IT Security Access Control and Password Management – Internal Only

Objective	To set out requirements for the creation, use and management of passwords for network access security.
Applicable to:	Board employees, including Information Technology employees responsible for managing IT security and passwords requirements for TDSB students, Trustees, and employees.
Key Components	This Procedure supports the implementation of the Acceptable Use of Information Technology Resources Policy (P088) and

	outlines specific criteria for password creation and management for various student and staff groups.

PR575 Access to Schools by Third Party Professionals

Objective	To provide a process by which approval may be obtained to allow a third party professional to gain access to a student's classroom.
Applicable to:	All TDSB staff, students, parents/guardians, and third party professionals who request access to TDSB classrooms.
Key Components	This Procedure supports three Ministry of Education PPMs (81, 140 and 149) and the Student Health Support Policy (P092). The Procedure provides an overview of general requirements, the process for parents to make a request for third party professional access to schools and the process for external partners to access schools.

PR576 Parenting and Family Literacy Centres Distribution

Objective	To establish a procedure for the relocation of existing parenting and family literacy centres and the identification of locations for new parenting and family literacy centre
Applicable to:	TDSB staff (including but not limited to Early Years and Planning departments)
Key Components	The goal of this Procedure is to enable distribution of Parenting and Family Literacy Centres in areas where there are high needs, where they will be well used, and where there is minimal duplication of service, with a priority of establishing one Parenting and Family Literacy centre in every Family of Schools in accordance with the Board's Early Learning and Care Policy (P022).

PR579 Student Activity Fees and Course Cost Fees, Including French

Objective	To provide guidelines for the administration of student activity fees and course cost fees
Applicable to:	TDSB staff and students
Key Components	This Procedure explains how student activity fees are calculated and collected, including course and French course costs and school principals' responsibilities for transparent accounting.

PR580 Clean Intermittent Catheterization and Suctioning, Lifting, Positioning, Physical Management and Activities of Daily Living

Objective	To provide instructions for clean intermittent catheterization and suctioning, lifting, positioning, physical management and help support implement the Student Health Support Policy (P092).
Applicable to:	This Procedure applies to all school staff, students, volunteers, third party service providers, and volunteers.
Key Components	This Procedure outlines and establishes the responsibilities for school health support services shared between the Board and the Community Care Access Centre, Bloorview Kids Rehab and Hospital for Sick Children, so that no school-aged child is denied access to education because of special health support needs.

PR581 Web Site Development

Objective	To establish standards and procedures for the development of TDSB web sites and define roles and responsibilities.
Applicable to:	TDSB staff, particularly Government, Public and Community Relations.
Key Components	Key sections of this Procedure include: website management roles and responsibilities (i.e., internal breakdown of duties), activity measurement, reporting tools, standards for design and content and guidelines for the development of school websites.

PR582a Employee Expense

Objective	To provide requirements for compliance and administration of employee expenditures, including those relating to conferences, workshops, travel and employee recognition.
Applicable to:	All staff and departments, and provides guidance to employee expenditures and reimbursements.
Key Components	The Procedure includes sections on Employee Expenditures – General Requirements, Professional Development, Conferences & Workshops, Professional Dues and Membership Fees, Food, Hospitality and Gifts, Travel Expenses, Mileage and Supplementary Expense Allowances, International Travel – Outside of North America, and Use of the Corporate Purchase Card

PR582b Trustee Expense

Objective	To outline the requirements and process under which Trustees of the TDSB will be reimbursed for allowable expenses while performing Board business in the course of carrying out their responsibilities, representing the interests of students, the Board and the public.
Applicable to:	All Trustees and also covers staff involved in receiving, reviewing and processing Trustee expenses.
Key Components	This Procedure includes sections on Trustee Expenditures – General Requirements, Furniture & Equipment, Professional Development, Conferences & Workshops, Food, Hospitality and Gifts, Travel Expenses and Mileage, International Travel – Outside of North America, Roles & Responsibilities, and Other Provisions.

PR583 Staff Reports to Committee/Board

Objective	To provide instructions to staff for the development of staff reports for consideration by trustees at Board/Committee meetings.
Applicable to:	All employees of the TDSB who are involved in development and submission of reports to the Board/Committees.
Key Components	The Procedure includes general requirements, outlines staff reports for approval and receipt, and provides a staff report template for use.

PR584 Alternative Schools

Objective	To provide guidelines for the administration and establishment of alternative schools.
Applicable to:	All employees involved in the administration and establishment of alternative schools.
Key Components	The Procedure outlines central Board support for alternative schools, the governance model, enrolment expectations, mission and values, the process for starting alternative schools, and promoting student choice.

PR585 Board Code of Conduct

Objective	To establish a code of conduct for all members of the school community in accordance with the Education Act.

Applicable to:	All members of the school community, including students, employees, parents/guardians/caregivers/, school council members, visitors, third party service providers, volunteers, permit holders, and customers of the Board
Key Components	This Procedure outlines the TDSB's commitment to establish a Code of Conduct governing the behaviour of all persons in TDSB schools. The Board Code of Conduct was developed in accordance with the Education Act and PPM 128.

PR586 Programs for Students on Long-term Suspensions and Expulsions

Objective	This Procedure helps support the Caring and Safe Schools Policy (P051). The Procedure provides measures for ensuring that all students who are on long-term suspension or expulsion have the opportunity to continue their education. The TDSB offers suspended and expelled students supervised and independent learning supports.
Applicable to:	Students, employees, and parents/guardians/caregivers
Key Components	This Procedure outlines how students who are long-term suspended or expelled, will be offered a program and actively encouraged to participate (e.g., Student Action Plan, planning meeting, re-entry meeting).

PR587 Allocating Space Within Schools for Program Delivery by the Board and Partners

Objective	To provide guidelines for allocating space in schools to accommodate the Board's and system partners' programs.
Applicable to:	TDSB staff, students and partners
Key Components	This Procedure outlines how to effectively provide spaces to meet diverse student needs, including but not limited to programs such as: Special Education and Inclusion, French Immersion/Extended French, Continuing Education etc.

PR588 Student Trustees

Objective	To establish guidelines for the selection and key functions of student trustees.
Applicable to:	TDSB staff, students and student trustees
Key Components	This Procedure supports the Board's responsibilities regarding selection of student trustees as outlined in the Education Act and its regulations (O. Reg. 7/07). Key sections include elections,

	eligibility criteria, terms of office, staff advisors, role at Board meetings, conflict of interest, honorarium, disqualification and vacancies.

PR589 Vetting External Presentations

Objective	To outline the process and requirements regarding the selection, engagement and notification of external speakers by the TDSB.
Applicable to:	All TDSB students, employees (including school and central department staff) and TDSB affiliated community groups (including School Councils and Community Advisory Committees) that host external speakers. This Procedure does not apply to external speakers engaged to speak to TDSB staff (business/operations units) regarding topics that are purely technical and operational in nature.
Key Components	This Procedure implements a consistent system-wide approach for external speaker/presentation selection. Key provisions include: requirement to notify parents/guardians/caregivers, vetting documentation and committees, approval and notification responsibilities, exemptions from the process, and speaking event evaluation.

PR590 Plagiarism Detection Service

Objective	To provide a process for ensuring compliance with the Municipal Freedom of Information and Protection of Privacy Act when confirming the originality of work assignments submitted by students using a plagiarism detection service.
Applicable to:	TDSB staff and students
Key Components	This Procedure explains how schools may use the plagiarism detection service “Turnitin” and instructs how to provide adequate notice to students.

PR592 Naming Schools, Teams, and Special-Purpose Areas

Objective	To outline requirements to be followed when naming and renaming schools, teams, and special-purpose areas.
Applicable to:	All those engaged in naming and renaming schools, teams, and special-purpose areas, as defined in section 3.0. The naming of administrative buildings and non-operating school sites that do not house students is outside the scope of this procedure.

	Names of these buildings are typically based on street addresses.
Key Components	This Procedure outlines guiding principles and considerations when naming and renaming schools, teams and special-purpose areas, as well as the process for the critical review of names.

PR593 Third Party Vendor Change Management

Objective	To communicate the change management procedure that third parties/vendors are required to follow in order to implement changes within the Board's computer environment
Applicable to:	TDSB staff
Key Components	This Procedure explains the process and timelines for change requests to the TDSB computing environment, including documentation and impact reviews.

PR594 Suspension Appeal Meetings

Objective	This Procedure helps support implementing the Caring and Safe Schools Policy (P051). The Procedure helps establish the process and requirements for conducting suspension appeal meetings
Applicable to:	Students, employees, and parents/guardians/caregivers.
Key Components	This Procedure outlines General Requirements, Decision Not to Process a Notice of Intention to Appeal a Suspension, Disclosure, Notice of Suspension Appeal Meeting and Failure to Attend, Provisions for Both Oral and Electronic Suspension Appeal Meeting, Adjournments, and Deliberations and Decision of the Discipline Committee.

PR595 Expulsion Hearings

Objective	This Procedure helps support implement the Caring and Safe Schools Policy (P051). To establish the process and requirements for conducting expulsion hearings related to appeal meetings
Applicable to:	Students, employees, and parents/guardians/caregivers.
Key Components	This Procedure outlines General Requirements, Provisions Respecting the Board, Disclosure, Notice Of Hearing And Failure To Attend, Written Hearings Generally, Electronic Hearings Generally, Provisions For Both Oral And Electronic Hearings, and Deliberations and Decision of the Discipline Committee.

PR596 Student Dress

Objective	To establish a process for the implementation and administration of student dress for all schools across the TDSB and helps support implement the Student Dress Policy (P042).
Applicable to:	Students, employees, and parents/guardians/caregivers.
Key Components	This Procedure outlines steps for implementation and oversight of the Student Dress Policy (P042) and details the following: Shared Rights and Responsibilities for Student Dress, scope of Student Dress Choices, Staff Dress Compliance, Discretionary Restrictions, Human Rights Accommodations, Professional Development and Student Education, Enforcement/Compliance, Concern/Complaint Protocols for Dress Code, Communication, Student Planners/Agendas, Review, Equity Impacts, Uniforms, Voting on Dress Code, and Timelines.

PR597 French Language Programs

Objective	To provide procedures to support the Board's commitment to Core French, French Immersion and Extended French programs.
Applicable to:	TDSB students, parents/guardians/caregivers, and all staff.
Key Components	Key sections include admissions and placements (including entry points, out-of-area admissions, registration and catchment areas), instruction (including special education and exemptions), accommodation, financial support, transportation and human resources (including teacher qualifications).

PR598 Pupil Accommodation Review

Objective	To provide guidance when undertaking a Pupil Accommodation Review and implementing a Board of Trustees decision regarding school closure/consolidation
Applicable to:	All staff engaged in Pupil Accommodation Reviews including implementation of a Board of Trustees' decision regarding school closure/consolidation.
Key Components	This Procedure supports the implementation of the Accommodation and Program Review Policy (P068) and is intended to adhere to the Ministry of Education's Pupil Accommodation Review Guideline.

PR599 Bed Bugs (Cimex Lectularius)

Objective	This Procedure supports implementation of the Student Health Support Policy (P092). To provide a standard of practice for all schools, outdoor education centres, child care centres, and administrative sites when addressing the issue of bed bugs.
Applicable to:	Students, employees, and parents/guardians/caregivers.
Key Components	This Procedure outlines steps for dealing with Bed Bugs within TDSB and its schools.

PR600 Use of Head Protection During Skating, Skiing and Snowboarding Activities

Objective	To provide an indoor/outdoor management process to ensure the safety of employees while supervising activities on skating rinks and alpine facilities
Applicable to:	Employees
Key Components	This Procedure includes expectations including the requirement to wear protective equipment when using skating rinks and/or alpine ski facilities, and includes procurement and safety best practices.

PR601 Safe Use of Power Tools

Objective	To provide a management process for the use of power tools by employees and students
Applicable to:	Employees and students
Key Components	This Procedure outlines who is authorized to use power equipment, safety practices and administrative controls.

PR602 Hearing of an Appeal Under Section 265(1)(m) of the Education Act

Objective	This Governance Procedure establishes a process by which the Board will hear appeals of temporary exclusions from a student or from one or more classes in a school, pursuant to section 265(1)(m) of the Education Act
Applicable to:	TDSB staff, students, and parents/guardians/caregivers
Key Components	This Procedure specifies the Education Act which states: s.265(l) it is a duty of a principal of a school, in addition to the principal's duties as a teacher, s.265 (m) subject to an appeal to the board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the

	principal's judgment be detrimental to the physical or mental well-being of the pupils. There is no right of appeal from a decision by the principal to refuse admission to the school pursuant to s.305 of the Education Act and Regulation 474/00 (Access to School Premises). Regulation 474/00 does not permit the exclusion from a school of students who are registered to attend the school.

PR603 Go Green: Climate Change Action Plan

Objective	To provide an action plan to the Board's commitment to the focus areas for sustaining the environment: mitigation, adaptation, and education as stated in policy P028, The Environment
Applicable to:	Employees and students
Key Components	This Procedure is an Action Plan which lays out 10 actions in 3 categories ranging from long-term planning and investment strategies to immediate actions and recommendations for organizational change.

PR604 Use of Service Animals by the General Public

Objective	This Procedure supports implementation of the Accessibility Policy (P069). The Procedure establishes guidelines that will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, including but not limited to the use of service animals
Applicable to:	All employees and people with disabilities who are accompanied by a service animal
Key Components	This Procedure deals solely with the individual's right to be accompanied by a service animal. Sections include access to school property and circumstances involving the exclusion of service animals (e.g., food preparation environments or health/safety related concerns). Alternative measures are outlined if a service animal must be excluded. An animal may need to be confirmed as a service animal.

PR605 Use of Support Persons by the General Public

Objective	This Procedure supports implementation of the Accessibility Policy (P069). This Procedure also establishes guidelines that will welcome all members of the school and broader community

	to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, including but not limited to the use of support persons.
Applicable to:	All employees and people with disabilities who are accompanied by a support person
Key Components	This procedure supports implementation of the Accessibility Policy (P069) and outlines expectations to ensure that persons with disabilities who require a support person are welcomed and able to access Board premises. The Procedure includes training requirements for staff, confidentiality considerations, and other situations where the Board may require the presence of a support person.

PR606 Use of Assistive Devices by the General Public

Objective	To establish a procedure that will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, including but not limited to the use of assistive devices
Applicable to:	All employees, the public and people with disabilities who use assistive devices
Key Components	This Procedure supports implementation of the Accessibility Policy (P069) and provides information about employee training (focused on how to interact with people using assistive devices rather than on the technical use of the assistive device) indicates the availability of assistive devices, if applicable, and encourages staff, students and members of the public to seek support from staff and volunteers as they require it. The Procedure includes best practices when people with disabilities may need help with their assistive device.

PR607 Diabetes Management

Objective	To provide instructions for diabetes management in schools and help support implement the Student Health Support Policy (P092).
Applicable to:	This Procedure applies to all school staff and others that have contact with students on a regular basis.
Key Components	This Procedure outlines steps for the management of diabetes in schools and details the following: Creating a Positive Environment for Students with Diabetes, Special Considerations for Students with Additional Needs, Effective Practices in Schools

	(Blood Glucose Monitoring/Insulin Injection), Management of Diet Requirements, Emergency Procedures, Roles and Responsibilities for Elementary and Secondary Schools (e.g., principals, teaching staff, students, parents/guardians/caregivers, health practitioners), Proper Documentation, Training, and Local Health Integration Networks (LHIN) supporting TDSB schools.

PR608 Sexual Misconduct by Students

Objective	To provide guidelines for dealing with incidents of suspected sexual misconduct by students.
Applicable to:	TDSB staff and students
Key Components	This Procedure outlines staff's responsibility to report disclosures of sexual misconduct by students under and over 12 years of age. Key sections include information on who to report to and when to do so, as well as information and examples of inappropriate, problematic and intrusive behaviours.

PR609 International Disaster Relief

Objective	To provide a system-wide, formal and streamlined process for undertaking fundraising efforts in schools and workplaces to support international disaster relief efforts. The systemwide appeal for support will not replace any individual school fundraising efforts.
Applicable to:	TDSB staff, students and community members
Key Components	This Procedure outlines when the TDSB may support an international disaster relief effort and which charitable organizations qualify to received funds. It also outlines the roles and responsibilities of TDSB staff involved throughout the process.

PR610 Disposition of Devices and Access (for school administrators)

Objective	To provide school principals and vice-principals with a process for the disposition of computer hardware and software and electronic communication devices and access to school drives and data
Applicable to:	TDSB staff, including principals and vice-principals
Key Components	This Procedure outlines how school administrators are to acquire and dispose of hardware and software. There are also provisions regarding data access.

PR612 Admission to Specialized Schools and Programs

Objective	To establish admission practices for specialized schools and programs that are fair, equitable, and transparent
Applicable to:	Students, parents/guardians and TDSB staff involved in the application and registration processes for students seeking admission to specialized schools and programs
Key Components	This Procedure supports implementation of the Out-of-Area Admissions Policy, and outlines expectations around general communications, report cards and checklists, reference letters, use of photos, application fees, and admission assessments.

PR613 Academic Honesty

Objective	To provide direction to staff and students on the issues of academic honesty, including cheating and plagiarism.
Applicable to:	TDSB staff and students
Key Components	This Procedure defines and provides examples of cheating and plagiarism, outlines the responsibility of the Board, schools, teachers and students, and explains potential consequences of academic dishonesty.

PR614 Evaluation of Late and Missed Assignments

Objective	To provide direction to staff and students for the evaluation of late and missed assignments.
Applicable to:	TDSB staff and students
Key Components	This Procedure outlines the roles and responsibilities for teachers and students regarding curriculum achievement. The Procedure provides information and context from the Ministry of Education's Growing Success document, overviews the process for determining marks with incomplete work and includes suggested strategies to encourage timely submission of student work.

PR615 Protocol for Assigning a Lower Limit Below 50 percent for Reporting on Student Achievement Forms

Objective	To recommend a practice for staff assigning a grade lower than 50%
Applicable to:	TDSB staff and secondary students
Key Components	This Procedure outlines that a students' actual mark earned may be recorded on their report card.

PR616 Fair Dealing Guidelines (Copyright)

Objective	To inform staff of their obligations regarding the use of copyright-protected work and helps support the Use of Copyright Protected Works Policy (P079).
Applicable to:	TDSB staff and students
Key Components	This Procedure sets out fair dealing guidelines in non-profit Kindergarten – Grade 12 schools and post-secondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the Copyright Act and the Supreme Court decisions.

PR652 Trustee Web Site Pages – Internal Only

Objective	To provide guidelines about trustee web site pages
Applicable to:	Trustees of the Toronto District School Board
Key Components	This Procedure outlines expectations, roles and responsibilities for Trustee website pages, including Communications Department support.

PR656 Employee/Trustee Equipment Checklist – Internal Only

Objective	To provide information to supervisors and officials concerning the tracking of job-related resources used by trustees and employees.
Applicable to:	All Trustees, TDSB managers/supervisors and staff
Key Components	This Procedure supports asset management related to TDSB equipment that is issued to staff and trustees. This Procedure outlines expectations around roles and helps supervisors and staff to manage and account for these resources properly.

PR659 Employee Accident or Injury – Internal Only

Objective	To outline the process for the reporting of work-related injuries or accidents.
Applicable to:	All staff
Key Components	This Procedure provides general instructions on how to complete the Employee Accident or Injury form following a work-related injury or accident. All reports of work-related injury or accident must be reported to the Employee Health and Welfare Office.

PR662 Child Care: Occupancy Review

Objective	To establish a procedure for reviewing the occupancy by child care centres in relation to the Board's space accommodation requirements
Applicable to:	TDSB
Key Components	This Procedure outlines how the Board supports child care in schools, including an overview of the occupancy review process.

PR663 Key and Access Control – Internal Only

Objective	To outline the responsibility of principals, site managers, head caretakers, key holders and Plant Operations and Sustainability for the controlling access to Board facilities and equipment.
Applicable to:	All staff and tenants of the Toronto District School Board
Key Components	This Procedure outlines general security requirements, staff responsibilities, key and access card use, recordkeeping and reporting any lost keys.

PR664 Temperature Guidelines

Objective	To establish temperature guidelines for workplaces in accordance with regulations.
Applicable to:	Board staff and permit holders, including individuals, community groups and organizations that use Board facilities.
Key Components	This Procedure establishes temperature guidelines for various school and administrative facilities, areas and rooms.

PR665 Electrical Safety- Internal Only

Objective	To provide information about the management of electrical safety by Facility Services
Applicable to:	Board staff and permit holders, including individuals, community groups and organizations that use Board facilities.
Key Components	This Procedure establishes responsibility for construction permits involving electricity, maintenance work and contact information for electrical work.

PR666 Community Use of Board Facilities

Objective	To outline a process for providing access and use to Board facilities when not being used for Board and/or educational purposes.

Applicable to:	Board staff and permit holders, including individuals, community groups and organizations that use Board facilities.
Key Components	This Procedure explains how the Board grants permits to schools, communities and individuals requesting the use of TDSB indoor and outdoor spaces. Key sections include: accessing and using school facilities, pools, approval and cancellation of permits, timelines, alcohol restrictions, child care tenants, parking and insurance.

PR667 Educational Programming Partnerships

Objective	To systematize a formal process by which all educational programming partnerships (as defined by Board Policy P024) are initiated, received, reviewed, documented, accepted or declined as partnerships, monitored, and renewed or closed.
Applicable to:	Any staff who engages with external agencies seeking to formalize educational, business, or facilities arrangements; and any staff who engage with external agencies seeking to submit a proposal for educational programming partnership.
Key Components	This Procedure outlines the process to formalize partnerships with external groups and includes roles and responsibilities of various TDSB departments.

PR668 TTC Tickets

Objective	To provide a process for the purchase of Toronto Transit Commission (TTC) tickets by schools and programs.
Applicable to:	TDSB staff
Key Components	This Procedure outlines the purchase agreement that has been established that allows schools or programs to order TTC tickets directly from the TTC using SAP.

PR669 Damage and Loss – Internal Only

Objective	To outline the process to follow after the discovery of damaged or lost property.
Applicable to:	All staff, students, visitors and tenants of the Toronto District School Board.
Key Components	This Procedure outlines the process for handling break-ins, vandalism, and replacement or repair of stolen or damaged equipment and vehicles.

PR671 Equipment Assignment – Internal Only

Objective	To provide guidelines to be followed when an employee asks to use Board equipment off Board premises.
Applicable to:	TDSB staff
Key Components	This Procedure introduces an associated form (Form 671A – Equipment Assignment Agreement) which employees are required to submit if requesting to use Board equipment.

PR672 Non-warranty Computer Hardware and Audio Visual Equipment Repair

Objective	To provide information to users of non-warranty computer hardware and audio-visual equipment.
Applicable to:	TDSB staff and students
Key Components	This Procedure includes information regarding equipment warranty and how to seek technical support or repair by TDSB staff.

PR673 Employee and Community Partners Conflict of Interest

Objective	To provide guidelines for Board employees concerning conflict of interest regulations in accordance with the Education Act, sections 217 and 286.
Applicable to:	All employees
Key Components	This procedure supports implementation of the Employee Conflict of Interest Policy (P057). It outlines conflicts to be avoided including conditions for tutoring.

PR674 Occupational Health and Safety Purchasing Specifications – Internal Only

Objective	To establish a centralized purchasing system to ensure that all equipment, material, supplies, and services purchased comply with legislated health, safety, and environmental regulations
Applicable to:	TDSB staff
Key Components	This Procedure outlines requirements for purchasing through Purchasing and Distribution Services, including local purchases and donations.

PR676 Freedom of Information and Protection of Privacy

Objective	To establish a process concerning freedom of information and protection of privacy in accordance with legislation.

Applicable to:	TDSB staff
Key Components	This Procedure outlines the Board's approach to managing Freedom of Information (FOI) requests and safeguarding personal privacy. The Procedure is compliant with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and supports implementation of the FOI and Protection of Privacy Policy (P094).

PR677 Records and Information Management – Internal Only

Objective	To outline and establish provisions for managing the Board's recorded information assets.
Applicable to:	All Board staff, Trustees, and service providers (including contractors, consultants) working on behalf of the Board. This Procedure applies to all recorded information created, captured, collected or received in the normal course of Board business operations, whether held in digital (electronic) or hardcopy format.
Key Components	This Procedure outlines requirements and roles and responsibilities for managing records, including through establishing a systematic recordkeeping system that supports the lifecycle of a record; providing evidence of business decisions, activities, and transactions of Board operations, including the delivery of its programs and services; managing information security and mitigating overall risks; preserving corporate memory and organizational history; facilitating and sustaining day-to-day operations; ensuring the protection of confidential and sensitive personal information; identifying vital records for business continuity and disaster preparedness; and, supporting transparency, accountability, and public trust.

PR678 Vending Machine Installation – Internal Only

Objective	To provide information about the installation of vending machines to ensure safety.
Applicable to:	TDSB staff and vendors
Key Components	This Procedure outlines roles and responsibilities, including approval process and safety practices for the installation of vending machines.

PR680 Consulting Services – Internal Only

Objective	To establish administrative guidelines based on TDSB's Purchasing Policy (P017).
Applicable to:	TDSB staff and vendors
Key Components	This Procedure outlines approval authority and thresholds for consulting services.

PR681 Electronic Office Equipment

Objective	To provide guidelines for the purchase of electronic office equipment including cellular phones, pagers, two-way radios, telephones, laptops, desktop computers, fax machines, printers, and scanners.
Applicable to:	TDSB staff
Key Components	The Purchasing department is responsible for determining the standards for equipment purchases, and to work in consultation with appropriate departments when acquiring office hardware.

PR682 Flag Protocol

Objective	To establish a flag protocol for schools and Board buildings
Applicable to:	Students, employees, and parents/guardians/caregivers.
Key Components	This Procedure details the Flag protocol within the TDSB will be as outlined by the Government of Canada. School principals should use their judgment and follow the protocol in the display of flags. Key sections include: general, half-staff, half-staff special days (e.g., Remembrance Day), and other.

PR683 Copyright and Public Performance Rights for Media Resources

Objective	To provide information to schools about copyright and public performance rights for video materials and helps support the Use of Copyright Protected Works Policy (P079).
Applicable to:	Students, employees, and parents/guardians/caregivers.
Key Components	This Procedure outlines discussion that needs to take place in the schools on the use of video materials. Some alternative ways of handling these issues are: (a) Discontinue the showing of any locally purchased or rented feature file videos; (b) Only show resources borrowed from the central circulating collection; (c) Request that more feature films be added to the circulating collection; (d) Check that all resources already purchased and shown in the school have Public Performance Rights; (e)

	Purchase resources with Public Performance Rights for the school collection; (f) Purchase an annual license from ACF and/or VEC.

PR684 Board Agendas, Minutes, Policies and Procedures

Objective	To provide information about how to use the Board's internet and intranet sites to access information about Board meetings, policies, and procedures.
Applicable to:	TDSB staff, students and community members.
Key Components	This Procedure outlines requirements for the schedule of Board and standing committee meetings, agendas for Board and standing committee meetings, Board minutes, and policies and procedures.

PR685 Scholarships, Awards and Trust Funds for Students

Objective	To establish guidelines for scholarships, awards, and trust funds.
Applicable to:	TDSB staff and students and community members
Key Components	This Procedure outlines how scholarships, awards and trust funds may be administered to TDSB students. The Procedure outlines the full process from application requests to disbarments of funds.

PR686 Barbecue Safety

Objective	To outline requirements for the safe use of barbecues and safe food handling when barbecuing on Board property.
Applicable to:	TDSB employees and covers TDSB community members (as defined in section 3.0), as well as Board-approved service providers who rent or operate barbeques (BBQs) on Board property. This Procedure does not apply to schools or programs with permanent equipment or facilities used for teaching and learning purposes, including cooking or hospitality programs.
Key Components	This Procedure outlines general requirements and safety expectations during fundraising, celebrations, community-building, or other school activities and Board events involving the use of a barbecue (BBQ) on Board property.

PR688 Moves – Internal Only

Objective	To provide information to assist schools and administrative departments with moving furniture, equipment, boxes and materials to another TDSB location.
Applicable to:	TDSB staff
Key Components	This Procedure indicates that all staff should move themselves wherever possible, and if extra assistance is required the Purchasing department should have approved contractors.

PR690 Selection of Principals and Vice-principals for Committees – Internal Only

Objective	To establish a procedure for the selection of principals and vice-principals to committees that will ensure that all principals and vice-principals have an opportunity to participate.
Applicable to:	TDSB principals and vice-principals
Key Components	This procedure outlines the criteria for selection to committees, as well as the process for Toronto School Administrators' Association (TSAA) to make its selections. The procedure states that the Director of Education has the authority to make committee appointments.

PR691 Licensed Child Care and Before- and After-School Programs: New and Expanded Programs in Schools

Objective	To outline the process for the development or expansion of child care and before and after-school programs in schools, including approval of space and the selection of program operators.
Applicable to:	All employees of the Board and Toronto Lands Corporation and operators of child care and before- and after-school programs located in TDSB facilities.
Key Components	This Procedure refers to the approval of space and operators. Key sections include: developing new licensed child care programs for children from birth to 3.8 years of age through government capital funding, developing new licensed child care programs for children from birth to 3.8 years of age through operator initiated funded applications, developing new before and after school programs for junior kindergarten to grade 6 students, expansion and changes to space of an existing licensed child care or before and after school program.

PR692 Child Care: Information Sharing and Confidentiality Agreement

Objective	To provide a process for sharing information with child care centres while maintaining confidentiality
Applicable to:	TDSB school and child care centre staff, students and parents/guardians/caregivers
Key Components	This Procedure provides a uniform approach to addressing child care information sharing and confidentiality agreements for all schools.

PR693 Child Care: Students Who Have Been Suspended, Expelled or Excluded

Objective	To establish the parameters for dealing with students who attend child care centres in schools and who have also been suspended, expelled, denied access, or excluded from school
Applicable to:	TDSB staff, students and parents/guardians/caregivers
Key Components	This Procedure explains the discretionary powers of principals to manage, advise and collaborate with child care centres within their schools and parents/families of students who have been expelled, suspended or excluded.

PR694 Video Surveillance

Objective	The Procedure supports the Caring and Safe Schools Policy (P051) and establishes a process to be followed for the use of video surveillance systems.
Applicable to:	TDSB staff and students
Key Components	This Procedure outlines that the video surveillance systems will be used according to the following criteria: (a) to respect the principles of the Municipal Freedom of Information and Protection of Privacy Act that governs school boards; (b) to provide general surveillance without limiting general public activities/ (c) to reduce criminal and other illegal activity; (d) to act as a deterrent against vandalism to buildings and property; (e) to maintain a balance between the advantages of video surveillance for the public and the specific right to protect privacy; (f) to regularly review and evaluate the video surveillance program in order to as certain if continued use is justified in accordance with the requirements for collecting personal information.

PR695 Threats to School Safety

Objective	To establish a procedure for emergency situations when a school cannot be safely evacuated. This procedure includes specific plans to keep students, staff and others safe in the event of a serious accident, violent incident or act of terrorism. The Procedure supports the implementation of the Caring and Safe Schools Policy (P051).
Applicable to:	TDSB staff and students
Key Components	This Procedure outlines the safety of students and staff inside Board buildings and on-Board property. This Procedure is based on the Emergency and Crisis Response Plan (ECR Plan) developed by the TDSB in conjunction with the Toronto Police Service, the Toronto Catholic District School Board, the Conseil scolaire de district catholique Centre-Sud (CSDCCS) and the Conseil scolaire Viamonde (CSV) in accordance with the Provincial Model for a Local Police/School Board Protocol 2015 issued by the Ministry of Education

PR696 Kindergarten Registration

Objective	To establish a process for Kindergarten registration to be used in all elementary schools in the Board.
Applicable to:	TDSB staff involved in the Kindergarten registration process.
Key Components	This Procedure explains how to enroll students in TDSB Kindergarten programs, and includes information regarding eligibility, roles and responsibilities, best practices, staged entry and partnerships with child care centres to support transitions.

PR697 Promoting a Positive School Climate

Objective	The Procedure helps support implement the Caring and Safe Schools Policy (P051). To establish a framework to enable, support and maintain a positive school climate.
Applicable to:	TDSB staff and students
Key Components	This Procedure outlines the Board's commitment to creating school learning environments that are caring, accepting, safe, accessible, peaceful, nurturing, positive, equitable and respectful, and that enable all students to reach their full potential.

PR698 Police-School Board Protocol

Objective	To provide the content of an agreement between the school board and the Toronto Police Services to promote a positive relationship and provide guidelines to facilitate this relationship.
Applicable to:	TDSB staff and students
Key Components	This Protocol is designed to encourage a positive relationship between school communities and police officers and to establish guidelines for these relationships. Several pieces of provincial and federal legislation influence and govern the procedures. This protocol supports and reflects the principles of community policing. Community policing involves the interaction of the police with the community with a focus on problem solving for the benefit of all of the stakeholders. Co-operative involvement and interventions will facilitate the development of positive attitudes, acceptable student behaviour and attempt to ensure learning environments that are safe, nurturing, positive and respectful.

PR699 Management for Risk of Injury Behaviours

Objective	This Procedure supports the implementation of the Student Health Support Policy (P092), the Caring and Safe Schools Policy (P051) and the Workplace Violence Prevention Policy (P072). The Procedure is designed to assist principals with meeting the safety and behavioural requirements of all pupils, including students with special education needs, while ensuring the safety of staff and students.
Applicable to:	TDSB staff and students
Key Components	This Procedure outlines the process for managing the safety concerns or extreme behavioural needs of students including students with special education needs; to provide equitable access to learning opportunities for all students. This includes the Board's ongoing commitment to human rights, equity, anti-racism, anti-oppression, and our commitment to combatting anti-Indigeneity and anti-Black racism, and all other forms of racism and discrimination. The Procedure also addresses the safety requirements and expectations of staff members who support students.

PR700 Educational Programming Partnership Criteria

Objective	To detail the criteria by which partnership proposals and prospective partners are assessed; and, the procedures for

	appropriate documentation of proposals that do not require an Educational Programming Partnership Agreement.
Applicable to:	Any staff who engages with external agencies seeking to formalize educational, business, or facilities arrangements; and any staff who engage with external agencies seeking to submit a proposal for Educational Programming Partnership.
Key Components	This Procedure explains the relationship between the TDSB and external partners and includes charts that outline specific requirements for different types of arrangements.

PR701 Green Cleaning

Objective	To outline the standards and procedures associated with Green Cleaning.
Applicable to:	TDSB staff
Key Components	This Procedure provides information on green chemicals, green equipment, testing protocols and green cleaning practices.

PR702 Progressive Discipline and Promoting Positive Student Behaviour

Objective	This Procedure supports the implementation of the Caring and Safe Schools Policy (P051). To establish a framework to enable, support and maintain a positive school climate.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure affirms the Board's commitment to progressive discipline and student behaviour within a broader system of actions in order to enable and maintain a positive school climate.

PR703 Bullying Prevention and Intervention

Objective	This Procedure supports the implementation of the Caring and Safe Schools Policy (P051). To establish a framework to enable, support and maintain a positive school climate.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure affirms the Board's commitment to bullying prevention and intervention within a broader system of actions in order to strengthen human rights and equity at the TDSB.

PR704 Community Engagement

Objective	The purpose of this operational procedure is to guide staff in implementing the Community Engagement Policy (P078), which articulates the Board's commitment to open and inclusive

	processes that value community input and encourage education partner participation.
Applicable to:	TDSB staff, students, education partners, and parents/guardians/caregivers.
Key Components	This Procedure comprises three levels of community engagement, based on the Community Engagement Continuum: i) information sharing, ii) consultation and iii) co-construction. Within the context of the guiding principles below, staff are encouraged to be creative in identifying engagement opportunities and designing appropriate engagement processes.

PR706 Do Not Resuscitate Confirmation Form

Objective	To outline the standardized procedure to be implemented by schools when a Parent(s)/Guardian(s) provides to the school a Do Not Resuscitate (DNR) Confirmation Form for a pupil enrolled in the TDSB.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure outlines the DNR Confirmation Form which confirms that a person, or their substitute decision maker, has decided, in advance, that the person does not wish to be resuscitated in the event that they suffer respiratory or cardio-respiratory arrest. This Procedure outlines the role and responsibility of the principal in implementing the DNR Confirmation Form provided by the parent/guardian/caregiver for a student.

PR707A Student Attendance, Safe Arrival and Safe Departure (Elementary)

Objective	To outline expectations for student attendance, arrival and departure. To establish intervention and supportive strategies and best practices to address patterns of absence impacting learning, unexplained absences, prolonged absenteeism, and lateness. To implement a system-wide standard for safe arrival and departure at TDSB schools and programs.
Applicable to:	All TDSB students, parents/guardians, teaching and support staff, administrators and/or designate(s) who support elementary student attendance procedures. The intervention and supportive strategies and best practices outlined in this Procedure apply to all registered students enrolled in TDSB elementary schools. The obligation of a registered student to attend school applies even if

	the student is not of compulsory school age (e.g., Junior and Senior Kindergarten).
Key Components	Key sections include: local oversight and principal responsibilities, safe arrival program and reporting, unique attendance taking scenarios, safe departure programs, monitoring absences and lateness and guidelines for addressing prolonged absences.

PR707B Student Attendance, Safe Arrival and Safe Departure (Secondary)

Objective	To outline expectations for student attendance, arrival and departure. To establish intervention and supportive strategies and best practices to address patterns of absence impacting learning, unexplained absences, prolonged absenteeism, and lateness. To implement a system-wide standard for safe arrival and departure at TDSB schools and programs.
Applicable to:	All TDSB students, parents/guardians, teaching and support staff, administrators and/or designate(s), who support secondary student attendance procedures. The intervention and supportive strategies and best practices outlined in this Procedure apply to all registered students enrolled in TDSB secondary schools. The obligation of a registered student to attend school applies even if the student is not of compulsory school age (e.g., students over the age of 18).
Key Components	Key sections include: local oversight and principal responsibilities, safe arrival program and reporting, unique attendance taking scenarios, safe departure programs, monitoring absences and lateness and guidelines for addressing prolonged absences.

PR708 Complaint Protocol for the Board Member Code of Conduct

Objective	To outline the processes for making, investigating, resolving and reporting on the outcomes of complaints made under the Code of Conduct.
Applicable to:	All Members of the Board
Key Components	This Governance Procedure describes informal and formal ways for members of the public, staff members and members of the Board of Trustees to address complaints concerning the Code of Conduct and members of the Board, and ways to resolve the complaints.

PR709 Responding to Ombudsman's Office Inquiries – Internal Only

Objective	To outline the internal process for receiving, tracking and responding to information inquiries and complaints from the Ombudsman's Office.
Applicable to:	Any staff that comes in contact with the Ombudsman's Office, while responding to, processing or communicating with the Ombudsman's Office during an inquiry or investigation of a complaint involving the TDSB.
Key Components	This Procedure outlines the process for responding to the Ombudsman's Office in six key steps and includes a process flowchart.

PR710 Reporting of Suspected Wrongdoing (Whistleblowing)

Objective	To establish the process for reporting of suspected wrongdoing with regard to employees of the Board.
Applicable to:	Anyone (including trustees, employees, the Board's permit holders, volunteers, students, parents, external organizations, and the general public)
Key Components	This Procedure supports implementation of the Reporting of Suspected Wrongdoing (Whistleblowing) Policy (P066) and outlines the process to follow when making a report. The procedure also outlines the investigation process including how findings are to be retained and reported to the Board of Trustees.

PR711 Delegation of Authority

Objective	This Procedure supports implementing the Executive Signing Authority Policy (P082). The Procedure establishes guidelines and appropriate authority limits for the delegation of financial signing authority and the process by which the delegation can be made.
Applicable to:	This Procedure applies to the Board, all applicable employees, departments and community groups, and provides guidance to approval authority and signing authority
Key Components	This Procedure outlines that an individual with signing and approval authority could temporarily delegate their authority to another employee if they are unable to respond to requests for the signing or approval of documents for any reason. The temporary delegation must be communicated in writing to both the delegate and to the department supervisor, and must identify the time period and specific matter for which the delegation has been granted. The Tables presented in the appendices of the

	Procedure include lists of activities and transactions carried out by the Board with corresponding authorities assigned to various positions. If an activity is not covered in the Tables, the appropriate department head should be contacted for guidance.

PR712 Concussions

Objective	This Procedure supports implementing the Student Health Support Policy (P092). The Procedure sets out the process for preventing and minimizing the risk of sustaining concussion (and other brain injuries) in schools and at off-site events. To outline the protocol for initial concussion assessment strategies, steps to take following an initial assessment and safe removal of student from activity. To provide management procedures for students with a diagnosed concussion including the development of an individualized and gradual return to learning and/or return to physical activity plan.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure outlines the protocol for initial concussion assessment strategies, steps to take following an initial assessment and safe removal of student from activity. The Procedure also provides management protocols for students with a diagnosed concussion including the development of an individualized and gradual return to learning and/or return to physical activity plan.

PR713 Community Planning and Partnerships

Objective	To provide specific details regarding the implementation of the Ministry of Education's Community Planning and Partnerships Guideline.
Applicable to:	Staff engaged in facility partnerships
Key Components	This Procedure supports the implementation of the Community Planning and Partnerships Policy (P076) by outlining details regarding: identifying opportunities, notification process, annual meeting, pupil accommodation review, opportunities to share unused space, opportunities for co-building and partnership agreements and cost-recovery.

PR714 Asthma Management

Objective	This Procedure supports the implementation of the Student Health Support Policy (P092) related to the management of asthma in accordance with Ryan's Law, 2015.
Applicable to:	TDSB staff, students, and parents/guardians/caregivers.
Key Components	This Procedure provides instructions for asthma management in schools.

PR715 Program Area Review

Objective	To provide guidance when undertaking a Program Area Review
Applicable to:	Staff engaged in a Program Area Review
Key Components	This Procedure outlines the process for establishing a program area review team, including membership, mandate, public meeting, reporting and communication requirements.

PR716 Return to Work Procedure for Employees with Disabilities Requiring an Accommodation

Objective	To establish a return-to-work process for all TDSB employees who have been absent from work due to a non-work related disability and who require an accommodation in order to return to work.
Applicable to:	TDSB employees with permanent, recurring or temporary non-work related disabilities
Key Components	This Procedure supports implementation of the Accessibility Policy (P069) and outlines how employees requiring accommodations in order to return to work make their requests, which are dealt with on a case-by-case basis. This Procedure has two (2) associated forms: • Form 716A: Return to Work Process/Plan Individual Accommodation Plan • Form 716B: Employee Individual Emergency Response Plan

PR717 Workplace Accommodation Procedure for Employees with Disabilities

Objective	To establish a return to work process for all Toronto District School Board (TDSB) employees who have been absent from work due to a non-work related disability and who require an accommodation in order to return to work

Applicable to:	TDSB employees with permanent, recurring or temporary non-work related disabilities. If the illness/injury/disability arose from a workplace accident covered under the Workplace Safety and Insurance Act (WSIA), then the WSIA's process apply.
Key Components	This Procedure supports implementation of the Accessibility Policy (P069) and outlines a return to work process for employees who have been absent from work due to a non-work related disability and require an accommodation to return to work.

PR718 Delegation

Objective	To set out a consistent and easily understandable process for the public to address Committees of the Board through delegations (i.e., by speaking in person or through written submission).
Applicable to:	All members of the Board, staff supporting Committee meetings, and members of the public wishing to address a Committee of the Board through delegations.
Key Components	This Procedure outlines delegation requirements and how to submit a request to speak to Committees of the Board. Delegations will not be heard at Board meetings (except by the Special Education Advisory Committee, as prescribed by Regulation 464/97 under the Education Act) but are welcome at the meetings of Committees which report to the Board. Under exceptional circumstances, delegates may also be heard at a special meeting of a Committee.

PR719 Digital File Storage

Objective	To establish digital storage requirements and options, and to ensure adherence to the prescribed storage quotas.
Applicable to:	Board employees, including Information Technology staff responsible for managing IT resources and establishing digital file storage requirements for TDSB students, Trustees, and staff.
Key Components	This Procedure outlines user-based and shared storage locations and quotas, and also includes provisions regarding acceptable usage and enforcement.

PR720 Collision Investigation

Objective	This Procedure supports implementing the Transportation of Students Policy (P020). The Procedure helps establish a collision investigation process to be followed, whenever a TDSB vehicle is involved in a collision.
Applicable to:	TDSB staff and third-party service providers.

Key Components	This Procedure helps determine the cause of collisions assists the TDSB to avoid future events and to protect TDSB staff and property. Investigation of collision allows supervisors to determine the cause of the collision and take the appropriate action, including training, counselling or discipline.

PR721 Driver Safety Review Team

Objective	This Procedure supports implementing the Transportation of Students Policy (P020). The Procedure outlines the actions; the Driver Safety Review Team (DSRT) will take to support safe driver conduct.
Applicable to:	TDSB staff and third-party service providers.
Key Components	This Procedure outlines that the TDSB is responsible for the safe operation of all its vehicles. A key element is safe driver conduct. The TDSB will ensure safe driver conduct by monitoring the safety performance of driver; resolving driver safety issues when they are identified; and providing appropriate training.

PR722 Safe Operation of TDSB Vehicles

Objective	This Procedure supports implementing the Transportation of Students Policy (P020). The Procedure outlines the process to be followed to report a vehicle collision/incident.
Applicable to:	TDSB staff and third-party service providers.
Key Components	This Procedure defines the practices required by employees when operating TDSB vehicles. It outlines the requirements for acceptable use to ensure the safe operation of vehicles. It will ensure that the TDSB operates its vehicles in a manner that ensures compliance with federal and provincial legislation and maintenance of its Carrier Safety Rating. This procedure does not apply to staff operating a personal vehicle while performing TDSB business.

PR723 Vehicle Collision Reporting and Claim Processing

Objective	This Procedure supports implementing the Transportation of Students Policy (P020). The Procedure provide guidelines around the safe operation of TDSB vehicles.
Applicable to:	TDSB staff and third-party service providers.
Key Components	This Procedure outlines that collisions/incidents involving a TDSB vehicle must be reported to the employee's supervisor, the Fleet Management Coordinator, and the Risk and Insurance Manager -

	Business Services. This procedure applies to all TDSB owned/leased or rented vehicles.

PR724 Refusal to Admit

Objective	This Procedure supports implementing the Caring and Safe Schools Policy (P051). The Procedure helps establish a process that balances the legislative authority of the principal with the needs of students and families when considering to refuse to admit a student to the school for reasons of safety.
Applicable to:	TDSB staff, students, and parent/guardian/caregiver.
Key Components	This Procedure supports implementation of section 265(1) (m) of the Education Act, which establishes the duty to refuse to admit to the school or classroom a person whose presence in the school or classroom would be detrimental to the physical or mental well-being of the pupils.

PR725 Cyber Risk and Security

Objective	This Procedure supports implementation of the Acceptable Use of Information Technology Resources Policy (P088) and the Freedom of Information and Protection of Privacy Policy (P094), and is aligned with TDSB's Cyber Security Strategy Framework and applicable legislation. This Procedure provides staff with a consistent cyber risk assessment process, for the purpose of determining areas of cyber risk, and appropriate cyber risk management controls; The Procedure also determines the effectiveness of the implemented cyber risk management controls from the resulting cyber risk assessment.
Applicable to:	TDSB staff and students.
Key Components	This Procedure provides staff with a consistent cyber risk assessment process, for the purpose of determining areas of cyber risk, and appropriate cyber risk management controls.

PR726 Life Promotion, Suicide Prevention, Intervention and Postvention Protocol

Objective	The Procedure supports the implementation of the Student Health Support Policy (P092) and applicable legislation. This Procedure provides instructions on suicide prevention, intervention and postvention.
Applicable to:	TDSB staff, students, and parent/guardian/caregiver.

Key Components	This Procedure provides details on the training, interventions and resources available to students who may be struggling with their mental health and could be at risk of self-harm.

PR727 Exemption from Instruction in Human Development and Sexual Health Expectations in the Health and Physical Education Curriculum, Grades 1 to 8

Objective	To comply with the terms set out by the Ministry of Education in Policy/Program Memorandum 162, which allows for parents/guardians to have their child exempted from instruction (on an individual basis) in all of the expectations related to Human Development and Sexual Health found in Strand D of the Ontario Curriculum: Health and Physical Education, Grades 1 to 8 (2019).
Applicable to:	All TDSB staff, Grade 1 to 8 students and their parents/guardians.
Key Components	This Procedure include roles of school principals and parents/guardians, the process for exemption and supervision for exempted students. The Procedure appends a few associated forms/letters which should be provided to parents/guardians.

PR728 Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools

Objective	The Procedure supports the implementation of the Human Rights Policy (P031) and applicable legislation. This Procedure builds system capacity to identify, document, respond to, remedy, prevent and learn from racism incidents, hate/bias incidents, and hate crimes using the Racism, Bias, and Hate Portal (RBH). The Procedure also helps inform, guide and support consistent, timely and appropriate responses to, and communications about, racism incidents, hate/bias incidents and hate crimes in TDSB schools/learning environments.
Applicable to:	TDSB staff, students, and parent/guardian/caregiver.
Key Components	This Procedure details steps and processes for responding to racism incidents, hate/bias incidents and hate crimes involving students in TDSB schools/learning environments. This includes incidents that take place at a school or school-related activity, and incidents involving a TDSB student, parent/guardian, staff person, or TDSB community member that impacts the school/learning environment. The Procedure also outlines steps

	to track and monitor racism incidents, hate/bias incidents and hate crimes in TDSB schools/learning environments, and responses to these occurrences, to enable and support compliance with this procedure, early resolution, identification of potential local and systemic trends and gaps, and inform remedial and proactive prevention measures. In addition, the Procedure establishes clear individual and organizational roles, responsibilities, expectations and accountabilities in the course of addressing these occurrences.

PR729 Student Use of Service Animals in Schools

Objective	This Procedure supports implementing the Student Use of Service Animals Policy (P096). The Procedure is in accordance with its obligations pursuant to the Ontario Human Rights Code to provide individualized accommodation to students with disabilities to enable them to have meaningful access to education services in a manner that respects their dignity, maximizes integration and facilitates the development of independence.
Applicable to:	TDSB staff, students, and health care service providers.
Key Components	This Procedure identifies the individualized process to be followed when a parent or adult student applies to the School Board to have a Guide Dog, Service Dog or Service Animal accompany the student while the student is attending school or a school-related event.

PR731 Virtual Consultations

Objective	This Procedure supports implementing the Parent and Community Involvement Policy (P023) and the Community Engagement Policy (P078). This Procedure outlines the process for organizing and implementing virtual public consultations at the TDSB.
Applicable to:	This Procedure applies to TDSB staff involved in organizing, managing and supporting virtual public consultations at the TDSB.
Key Components	This Procedure outlines and upholds the Board's commitment to parent and community engagement in decision-making at the TDSB. Staff will use the TDSB Information Technology (IT) Resources to organize, manage and support virtual public consultations. Virtual consultations, consistent with the in-person

	consultations, may include: public meetings; facilitated focus groups; calls for public delegations to a committee of the Board of Trustees; expert panel discussions; surveying/polling; posting materials on the TDSB website with a comment tool to solicit feedback; and emailing materials and using school messaging system to solicit feedback. To accommodate participants without media devices and/or access to internet, TDSB staff will use communication platforms that include telephone access capabilities. TDSB staff where and when feasible will provide language and communication supports, e.g., interpretation, translation, sign language, closed captioning, etc., for participants, as required, when conducting virtual public consultations.

PR733 Information Flow Protocol

Objective	To ensure that the Board of Trustees has access to information and support that allows the Board to fulfil their role; and, to establish a clear, transparent, fair and efficient process for accessing and requesting information and effective mechanisms for responding to information requests from the Board of Trustees and individual Trustees in accordance with the Municipal Freedom of Information and Protection of Privacy Act and other applicable legislation and policies.
Applicable to:	TDSB Trustees and staff, including employees involved in managing and responding to requests for information. The Protocol does not replace or circumvent the Board's Parent/ Caregiver Communication Protocol (PR505) for Trustees' interactions with Superintendents of Education and relevant central staff as part of addressing parents' concerns related to school matters.
Key Components	This Procedure establishes expectations about the flow of information between the Board of Trustees, the Director of Education and TDSB staff.

PR735 Social Media and Online Content

Objective	To support staff with professional use of social media; and, to provide a safe, positive and respectful online learning and working environment through professional use of social media in a manner that is compliant with applicable law and related TDSB policies and procedures.

Applicable to:	TDSB employees who administer, contribute to, or access official TDSB social media accounts or channels. The Procedure also applies to TDSB employees' personal social media accounts and online content when information shared relates to the TDSB or may have an impact on the TDSB.
Key Components	This Procedure establishes expectations about professional social media use, including parameters around personal social media accounts, TDSB corporate social media accounts (teacher classroom accounts and school accounts), the protection of personal and confidential information, issues management and non-compliance.

PR736 Privacy Breach

Objective	This Procedure supports implementing the Freedom of Information and Protection of Privacy Policy (P094), Freedom of Information and Protection of Privacy Procedure (PR676) and the Acceptable Use of Information Technology Resources Policy (P088). As an accountable organization, the TDSB is committed to protecting the Personal Information entrusted to it and continually improving its information handling practices.
Applicable to:	This Procedure applies to all Employees, Third Party Service Providers, and Volunteers. This Procedure also impacts TDSB students and their parents/guardians.
Key Components	This Procedure establishes a consistent process for addressing confirmed or suspected Privacy Breaches of entrusted Personal Information under TDSB's obligations of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Education Act. The Procedure also provide guidelines and requirements for designated staff to follow if a Privacy Breach occurs as defined in MFIPPA and the Personal Health Information Protection Act (PHIPA) and allows for a prompt, reasonable and coordinated response should a Privacy Breach occur.

PR737 Disconnecting from Work

Objective	To outline process and implementation requirements for disconnecting from work.
Applicable to:	All Employees, including central and school-based staff

Key Components	This Procedure supports implementation of the Disconnecting from Work Policy (P102), outlines exceptions and conditions and includes sections on communications, employee meetings, reporting concerns, and requirements on distribution to employees in accordance with the governing legislation. Communications tools/supports for Disconnecting from Work are provided in the appendix to the Procedure.

PR738 Electronic Monitoring

Objective	The Procedure supports the implementation of multiple Board policies and corresponding procedures, including but not limited to, the Anti-Fraud Measures Policy (P081), the Dealing with Abuse and Neglect of Students Policy (P045), the Reporting of Suspected Wrongdoing (Whistleblowing) Policy (P066), the Caring and Safe Schools Policy (P051), the Acceptable Use of Information Technology Resources Policy (P088), and the Freedom of Information and Protection of Privacy Policy (P094).. This Procedure establishes requirements and processes for electronic monitoring of TDSB employees.
Applicable to:	This Procedure applies to all employees (including, temporary, permanent and occasional employees).
Key Components	This Procedure operationalizes the use of electronic monitoring systems, where necessary, promoting security, health, well-being and safety of students, employees, and visitors, and protecting TDSB property and information technology resources. In addition, the Procedure establishes controls around electronic monitoring activities by setting up principles and conditions for electronic monitoring, approval requirements, objectives and circumstances for electronic monitoring, and the purpose for which information obtained through electronic monitoring may be used by the Board.

PR739 Promoting Respect in the Workplace

Objective	To establish consistent and transparent processes and practices for handling complaints and conduct in a manner that provides a respectful workplace for TDSB employees.
Applicable to:	TDSB employees (including, temporary, permanent and occasional employees). The Procedure also covers Trustees, parents/guardians, school council members, visitors, third party service providers, volunteers, permit holders, customers of the Board and other members of organizations while partaking in any

	activities that occur in Board premises or while engaging in Board or school related activities, either in person or online.
Key Components	This Procedure provides guidance and support to Board staff and Trustees in handling complaints raised by members of the public in order to promote responsiveness and to maintain a work environment which provides for the safety and wellbeing of its employees and supports organizational effectiveness and productivity.

PR740 Workplace Harassment Investigation (Non-Code)

Objective	This procedure supports the implementation of the Workplace Harassment Prevention for Non-Human-Rights-Code Harassment Policy (P034). The Procedure provides information and instruction regarding the process to address complaints of workplace harassment that are not based on a Human Rights Code ground.
Applicable to:	All employees
Key Components	This Procedure outlines the process, including voluntary early resolution, and investigation steps, conditions regarding timing of complaints, confidentiality and privacy, reprisal, bad faith complaints and organizational support. An associated Compliant Reporting Form is appended to the procedure.

PR741 Community Advisory Committees (CAC) and the Board of Trustees

Objective	This Procedure supports the implementation of the Community Engagement Policy (P078). This Procedure outlines the Board of Trustee's role and relationship in setting out parameters for the Community Advisory Committees (CACs) structure, operation, and reporting mechanism.
Applicable to:	Board of Trustees, TDSB staff
Key Components	This Procedure provides details on the function and role of the Trustees in CACs' at the Toronto District School Board and is also aligned with Regulation 612/00 and 464/97 under the Education Act.

PR742 Community Advisory Committees (CAC)

Objective	This Procedure supports the implementation of the Community Engagement Policy (P078). This Procedure outlines the Community Advisory Committees (CACs) advisory role and relationship to the Board and set out parameters for CAC structure, operation, and reporting.
Applicable to:	TDSB staff, CACs, and parents/guardians/caregivers.

Key Components	This Procedure provides details on the function and role of CACs' and the relationship with Statutory committees PIAC and SEAC at the TDSB.

PR743 Employee Interim Measures Pending Investigation

Objective	To outline the criteria and process for implementing interim measures pending an investigation or other complaint resolution process
Applicable to:	TDSB staff
Key Components	This Procedure identifies the interim measures that may be applied to employees involved in an internal investigation, external investigation, or other complaint resolution process.

PR744 Mini Drone Use

Objective	To outline the requirements for procurement, safe use and accountability of Mini Drone use on Board Property.
Applicable to:	TDSB staff and also covers students, volunteers, educational partners, and school councils who use Mini Drones for educational purposes on Board property. This Procedure applies to Mini Drones only (see section 3.0 above) and does not apply to Drones.
Key Components	This Procedure outlines general principles when using Mini Drones on Board property and includes key sections on purchasing requirements, safety and accountability, education and training, incident reporting and damage, and privacy considerations.

PR745 Special Education Identification, Placement and Appeal

Objective	To outline the special education identification and placement process for exceptional students. To outline the appeal process with regard to special education identification and placement.
Applicable to:	All TDSB staff, students, parents/guardians/caregivers and designated representatives involved with special education and inclusion and identification and placement appeals.
Key Components	This Procedure explains the work and processes of Identification, Placement and Review Committees and the associated processes of reconsideration and appeals.

PR746 Adult and Continuing Learners

Objective	This Procedure supports the implementation of the Caring and Safe Schools Policy (P051). Since Adult and Continuing Learners are not subject to Part XIII of the Education Act (Behaviour,

	Discipline and Safety). This Procedure sets forth a process for addressing potential disciplinary matters for Adult and Continuing Learners at the TDSB, or all non-regular day school learners.
Applicable to:	This Procedure will apply to Adult and Continuing Learners who are registered in any Continuing Education or Community Services program at any location within the TDSB. This includes regular day school students who are registered at a home school whether at the TDSB or a different school board during the school year
Key Components	This Procedure establishes a process for addressing behaviour and/or conduct in contravention of TDSB Policies and Procedures for Adult and Continuing Learners at the TDSB. This Procedure works in conjunction with other TDSB Policies and Procedures, including but not limited to, the Caring and Safe Schools Policy (P051), the Board Code of Conduct (PR585), and the Access to School Premises Procedure (PR523), to assist supervisors when addressing potential disciplinary matters for Adult and Continuing Learners. Therefore, a supervisor will consider the relevant TDSB policies and procedures as needed.

PR747 Police Record Check

Objective	To outline requirements and criteria for collection, verification, review, and retention of Police Record Checks by the TDSB and to establish system-wide processes and consistent practices for implementation of Police Record Checks.
Applicable to:	Current and prospective TDSB employees, service providers and volunteers who are, or will be turning, 18 years old in the year they are supplying services to the Board.
Key Components	This Procedure explains the types of police record checks required by certain employees, service providers and volunteers to carry out their duties on TDSB premises. It also outlines adjudication guidelines for criminal convictions and consequences for non-compliance.

PR748 Attendance Support

Objective	The Attendance Support Procedure was developed to support the Ministry of Education's Policy and Program Memoranda (PPM) 171: Attendance Support Programs. The Toronto District School Board (TDSB) believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to fully contribute to the Board's strategic priorities and to achieving its goals. The purpose of the Attendance Support Program (ASP) is to address issues of

	excessive absenteeism while ensuring that all employees of the Board are treated in an equitable manner.
Applicable to:	All TDSB employees.
Key Components	The Procedure addresses issues of excessive absenteeism, while ensuring that all employees of the Board are treated in a fair and equitable manner and includes sections on culpable and non-culpable absences, managing absences, the process for non-culpable absenteeism, and staff roles and responsibilities.

PR749 Digital Accessible Documents Format

Objective	The Digital Accessible Documents Format Procedure supports implementation of the Accessibility Policy (P069), the Accessibility for Ontarians with Disabilities Act, and the Web Content Accessibility Guidelines (WCAG) through the creation of digital accessible documents which improves accessibility and universal access for all TDSB users.
Applicable to:	This Procedure applies to TDSB employees who create, modify or publish source documents.
Key Components	The Procedure outlines core principles, responsibilities and document creation guidelines to ensure that all TDSB documents are in an accessible format. This includes using accessibility checkers, completing accessibility training provided by the Accessibility Office, and providing alternate accessible formats upon request.

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