

Procedures

That are not coupled with policies – refer to the 900 section

100 Philosophy, Goals and Structure

101 Strategic Improvement Planning

200 Trusteeship and the Board

- 201 Policy Initiation, Identification, Development, Implementation and Review
- 202 Electronic Meetings
- 203 Student Trustee
- 204 Observer Comments
- 205 Presentations/Delegations
- 206 An Individual on the Board to Represent the Interests of Indigenous Students
- 208 Governance
- 209 Trustee Professional Development
- 210 Expenses of Trustees and Appointed Members
- 211 Trustee Honoraria 2018-2022

300 School Administration

- 301 Police Initiated Interviews with Students
- 302 Search and Seizure in the Schools
- 303 School Improvement Planning
- 303 **PROCEDURE** – School Improvement Planning
- 305 Announcements/Advertisements in Schools
- 306 Use of Volunteers
- 306 Appendix A - Oath of Confidentiality
- 307 Use of Privately-Owned Vehicles by Parents, Volunteers and/or Staff to Transport Students
- 308 Concussions
- 308 **PROCEDURE** – Concussions
- 309 Emergency Evacuation Plan
- 309-1 **PROCEDURE** - Bomb Threats
- 309-2 **PROCEDURE** – Emergency Evacuation Plan
- 310 Child Abuse and/or Neglect
- 311 School Scholarships and Awards
- 312 Administration of Medication to Students and Medical Procedures to Students in the Schools
- 312 **PROCEDURE** – Administration of Medication to Students & Medical Procedures to Students in the Schools
- 314 Video Security Surveillance in Schools
- 314 **PROCEDURE** - Video Security Surveillance in Schools
- 315 Voluntary & Confidential Self-Identification for First Nation, Métis & Inuit Students
- 315 **PROCEDURE** - Voluntary & Confidential Self-Identification for First Nation, Métis & Inuit Students
- 318 Freedom of Information and Protection of Individual Privacy
- 319 Substance Use by Students
- 319 **PROCEDURE** – Substance Use by Students
- 320 Appropriate Dress for Students
- 320-1 **PROCEDURE** - Appropriate Dress for Students
- 320-2 **PROCEDURE** – Appendix A, Uniform Ballot
- 321 Safe and Supportive Schools
- 321 **PROCEDURE** - Safe Supportive Schools
- 322 Code of Conduct
- 325 Access to Schools
- 325 **PROCEDURE** – Access to Schools
- 326 Curriculum Implementation and Review
- 326 **PROCEDURE** – Curriculum Implementation and Review
- 327 Prevalent Medical Conditions **NEW November 2018**

- 329 Progressive Discipline and Promoting a Positive School Climate
- 330 Character Development
- 330 **PROCEDURE** - Character Development
- 331 Instructional Practices
- 332 Accessibility Standards for Customer Service
- 333 Environmental Education

- 400 Curriculum and Program**
 - 401 School-Student Activities outside the Classroom
 - 403 Use of Copyright-Protected Works

- 500 Community Relations**
 - 501 School Councils Parent Involvement Council
 - 502 Indigenous Education Advisory Committee
 - 503 Equity and Inclusive Education
 - 503 **PROCEDURE** – Equity and Inclusive Education
 - 504 Early Years Advisory Committee

- 600 Business and Administrative Matters**
 - 601 Provision of Services to Non-Resident Pupils
 - 602 Travel, Meeting and Hospitality Expenses
 - 603 Donations
 - 604 OMERS Membership
 - 605 Accessibility Standards for School Transportation
 - 606 Transportation
 - 607 Purchasing
 - 607-A **PROCEDURE** - Cell Phones
 - 607-B **PROCEDURE** – Purchase Cardholder Agreement
 - 608 School Fundraising
 - 608 **PROCEDURE** – School Fundraising
 - 609 Investments
 - 610 Surplus Asset Management and Disposal
 - 611 Indemnification of Board Employees and Members of the Board
 - 612 Advocacy
 - 613 Board, Lodging and Transportation Assistance
 - 614 Fees for Learning Materials and Activities
 - 615 Accessibility Standards for Information and Communication
 - 616 Signing Authorities
 - 616 **PROCEDURE** – Signing Authorities
 - 617 Honorariums to Support Students

- 700 Personnel/Employee Matters**
 - 701 Criminal Background Checks for Employees, Volunteers, Service Providers and Others
 - 702 Employee Performance Appraisal
 - 703 Recognition of Employees
 - 704 Non-Union Staff Terms and Conditions of Employment
 - 705 Health and Safety
 - 706 Employee Code of Conduct
 - 707 Retirement of Employees
 - 708 Respectful Working & Learning Environment: Conflict Prevention & Resolution
 - 708 **PROCEDURE** – Respectful Working & Learning Environment: Conflict Prevention & Resolution
 - 709 Workplace Harassment
 - 709 **PROCEDURE** – Workplace Harassment
 - 710 Attendance Support

- 711 Workplace Violence
- 712 Employee Hiring and Promotion
- 713 Accessibility Standards for Employment
- 714 Performance Review, Director of Education
- 714 **PROCEDURE** – Performance Review, Director of Education
- 715 Substance Use by Employees and Volunteers (Drug and Alcohol) **NEW November 2018**
- 716 Use of Medical Cannabis **NEW November 2018**

800 **Facilities and Equipment**

- 801 Use of School Facilities, Grounds and Equipment
- 801 **PROCEDURE** – Use of School, Facilities, Grounds and Equipment
- 802 School Viability and Closure
- 803 Facilities
- 804 Temporary Closing of Schools/Early Dismissal
- 804 **PROCEDURE** – Temporary Closing of Schools/Early Dismissal
- 805 Naming of Education Facilities
- 806 Joint School Capital Projects
- 807 Community Planning and Partnerships
- 808 Accessibility Standards for Design of Public Space **NEW January 2018**

900 **Procedures (stand-alone - ie; are not coupled with a policy)**

- 901 Safe Arrival
- 902 Ontario Student Records
- 903 Assessment Evaluation and Reporting of Student Achievement
- 904 Educational Trips for Students
 - * Forms for long and/or short excursions

ALL Procedures – quick reference

- 303 School Improvement Planning
- 308 Concussions
- 309-1 Bomb Threats
- 309-2 Emergency Evacuation Plan
- 312 Administration of Medication to Students and Medical Procedures to Students in Schools
 - * Forms A, B1 & B2, C1, C2 & C3, D, E, F, G
- 314 Video Security Surveillance in Schools
- 315 Voluntary & Confidential Self-Identification for First Nation, Métis & Inuit Students
- 319 Substance Use by Students
- 320-1 Appropriate Dress for Students
- 320-2 School Uniform Ballot
- 321 Safe Supportive Schools
 - * Appendix M#4 – Board bullying prevention & Intervention Template
- 325 Access to Schools
- 326 Curriculum Implementation and Review
- 330 Character Development
- 503 Equity and Inclusive Education
- 607-A Cell phones
- 607-B Purchase Cardholder Agreement
- 608 School Fundraising
- 616 Signing Authorities
- 708 Respectful Working & Learning Environment: Conflict Prevention & Resolution
- 709 Workplace Harassment
- 714 Performance Appraisal, Director of Education
- 801 Use of School Facilities, Grounds and Equipment

POLICY MANUAL INDEX

(as at November 2018)

- * Appendix A
- * Application Form
- 804 Temporary Closing of Schools/Early Dismissal
- 901 Safe Arrival
- 902 Ontario Student Records
- 903 Assessment Evaluation and Reporting of Student Achievement
- 904 Educational Trips for Students
 - * Forms for long and/or short excursions