

POLICY REVIEW WORK PLAN

Date: [May 15, 2019](#)

All policies will be reviewed to ensure consistency with the TDSB's Mission, Values and Goals Policy (P002), the Equity Policy (P037) and the Board's Multi-Year Strategic Plan.

POLICY INFORMATION

Policy Title and Policy Number: [Parent and Community Involvement Policy \(P023\)](#)

Review during fiscal year: [2018/19](#)

Last reviewed: [July 13, 2005](#)

Director's Council member responsible for this Policy review: [Associate Director, Equity, Well-Being and School Improvement](#)

Phase I. PLANNING AND OBTAINING TRUSTEES' DIRECTIONS

This Policy Review Plan has been discussed with the Policy Coordinator:

- ☒ Yes
☐ No

This Policy Review Plan will be discussed at the Governance and Policy Committee meeting held on: [May 29, 2019](#)

Phase II. REVISIONS

Formatting Changes

The Policy will be reformatted to ensure alignment with the current Policy Template (Operational Procedure PR501, Policy Development and Management):

- ☒ Yes
☐ No

Content Changes

The Policy requires content revisions:

- ☒ Yes
☐ No

The content changes are due to the following reason(s):

- ☐ Legislation
- ☒ Government directives/policies
- ☒ Board decisions
- ☒ Multi-Year Strategic Plan requirements
- ☒ Operational requirements
- ☒ Simplify and/or update using plain language
- ☒ Alignment with Equity Policy

Detailed information on the proposed content changes, including findings of the policy equity assessment:

[Review the scope of the revised Policy, to enhance and explore:](#)

[Evaluation of Parental Engagement Activities](#)

[Evaluating current parental engagement activities and developing measures to improve their overall effectiveness](#)

[Parent and Community Engagement in the School Improvement Process \(SIP\)](#)

- [At its meeting on November 28, 2018 the Board approved that policy and procedures be developed to create the way by which parents, students, community and trustees are informed and involved in the School Improvement Process.](#)

[Consideration of Parent Engagement Standards](#)

- [Embed the MYSP-Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being by exploring engagement standards for the system.](#)

[Community Advisory Committees \(CACs\)](#)

- [Consider revision of the governance model for Board's \(CACs\) through alignment with the:](#)
 - [Equity Policy;](#)
 - [mandate of CACs as per Board directions from December 4, 2017 \(please see appendix B for reference\).](#)
 - [Board's Multi-Year Strategic Plan and its five key goals:](#)
 - [\(1\) Transform Student Learning;](#)
 - [\(2\) Create a Culture for Student and Staff Well-Being;](#)
 - [\(3\) Provide Equity of Access to Learning Opportunities for All Students;](#)

(4) Allocate Human and Financial Resources Strategically to Support Student Needs;

(5) Build Strong Relationships and Partnerships within School Communities to Support Student Learning and Well-Being;

- ensuring that the CACs role, membership and reporting relationship with the Board are clearly defined;
- adopting a common CAC governance model;
- ensuring that that CAC mandates and terms of reference are consistent with the Board's Bylaws, policies and procedures.

Definition and Usage of the term Parent or Family

- Align with the Boards Equity Policy, Ontario Human Rights Family Status Code grounds, the Ontario Humans Rights Commission directives and the Truth and Reconciliation Recommendations.

Separating Community Engagement & Family Engagement

- Consider parent engagement as outlined within the *Parent Engagement Policy for Ontario Schools*.

Volunteers

- Define the role of volunteers
- Explore guidelines for volunteering that aligns with TDSB's best practices.

☒ A review of leading practices for similar policies across jurisdictions has been completed and is included with this Work Plan.

Phase III. INTERNAL REVIEWS AND SIGN-OFFS

The Policy review will include TDSB divisions affected by the Policy:

- ☐ Business Operations and Service Excellence
- ☒ Equity, Well-Being and School Improvement
- ☒ Human Rights and Indigenous Education
- ☒ Learning and School Improvement
- ☒ School Operations and Service Excellence

In addition, the following departments will be required to sign-off on the proposed Draft Policy:

- ☒ Legal Services
- ☒ Governance and Board Services

☒ Government, Public and Community Relations

A sign-off from the Director of Education will be obtained before proceeding with external consultations and/or Committee/Board approval.

☒ Director of Education

Phase IV. EXTERNAL CONSULTATIONS

Are external consultations applicable to this Policy?

☒ Yes

☐ No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (45 days minimum): [60 Days](#)

2. Extending invitations for consultation to:

☒ Student Senate

and

all Community Advisory Committees of the Board and conducting consultations with the Community Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees): [November 2019 – March 2020](#)

☒ Aboriginal Community Advisory Committee

☒ Alternative Schools Community Advisory Committee

☒ Black Student Achievement Community Advisory Committee

☒ Community Use of Schools Community Advisory Committee

☒ Early Years Community Advisory Committee

☒ Environmental Sustainability Community Advisory Committee

☒ Equity Policy Community Advisory Committee

☒ French-as-a-Second-Language Community Advisory Committee

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- ☒ Inner City Community Advisory Committee
 - ☒ Parent Involvement Advisory Committee (PIAC)
 - ☒ Special Education Advisory Committee (SEAC)
 - ☒ Urban Indigenous Community Advisory Committee

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

- ☒ School Councils
- ☒ Professional Associations and Unions
- ☐ Other: [\[provide details\]](#)

The following methods will be applied in the external consultations: [\[at least two or more methods must be selected\]](#)

- ☒ Public meeting ([ward forums](#))
- ☒ Facilitated focus group
- ☒ Call for public delegations
- ☐ Expert panel discussion
- ☒ Survey
- ☒ Posting on the TDSB website
- ☐ Other:

Phase V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee on the following date: [April-May 2020](#)

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board on the following date: [May-June 2020](#)

Once approved, the revised Policy will replace the existing policy on the TDSB website.

Phase VI. IMPLEMENTATION

Following Board approval, the final revised Policy will be communicated through:

- ☒ Posting of the revised Policy on the TDSB website through the Policy Coordinator
- ☒ Sharing with staff through the System Leaders' Bulletin

- ☒ Informing departments at staff meetings and channeling information to the school principals through respective superintendents
- ☒ Implementation of a broad communication plan for internal and external audiences, include summary of policy revisions and expected outcomes

Policy implementation will include:

- ☒ Conducting information/training sessions to TDSB staff affected by the Policy

The projected time for conducting information/training sessions to staff will be:
[Fall 2020](#)

- ☒ Review of associated procedures: [Summer 2020](#)