

POLICY DEVELOPMENT WORK PLAN - REVISED

Date: [January 8, 2020](#)

All policies will be developed 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

Proposed Policy Title: [Recognition of Significant Observances Policy](#)

Director's Council member responsible for development of the new Policy:
[Associate Director, School Operations and Service Excellence](#)

Phase I. APPROVAL OF POLICY RATIONALE

The rationale for the new Policy:

[The Recognition of Significance Observances Policy \(the "Policy"\) sets out the expectations for recognizing Days of Significance and Heritage Month designations at the Toronto District School Board \(TDSB\).](#)

[The TDSB recognizes the educational value of celebrating the many significance observances that are represented within its classrooms and communities \(including various languages, histories, religions, regions, social causes, sexual orientation and gender identity\). The two main objectives of recognizing significant observances are:](#)

- [Teaching and Learning: to support student learning, well-being and the development of equitable, inclusive learning environments by creating enriched opportunities for both students and teachers to build awareness, knowledge and understanding of the heritage, histories, achievements and contributions of the various cultures and groups that make up the diverse TDSB community; and](#)
- [Recognition and Celebration: to support the diverse TDSB community by recognizing, celebrating and honouring those occasions which hold unique cultural significance.](#)

[The development of the new Policy was authorized by the Board of Trustees on June 22, 2016](#)

This Policy Development Work Plan has been discussed with the Policy Coordinator:

☒ Yes

☐ No

Phase II. **OBTAINING TRUSTEES' DIRECTIONS AND DRAFTING POLICY**

This revised Policy Development Work Plan will be discussed at the Governance and Policy Committee meeting held on: [January 8, 2020](#)

Creating the Draft Policy

The draft Policy will be created and aligned with the current Policy Template (see Operational Procedure PR501, Policy Development and Management, Appendix A):

☒ Yes

☐ No

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

[As part of the Policy development process, the following themes are proposed for consideration:](#)

1. **Equity:** Ensure that the new Policy adhere to the principles of equity as per the Equity Policy (P037).
2. **Continuation:** Consider whether to continue the recognition and proclamation of Heritage Months and/or Days of Significance.
 - 2.1. [If continued, consider the ways in which new Heritage Month and Days of Significance designations can be introduced, renewed and/or sunset.](#)
3. **Methods of Recognition:** consider alternative ways to celebrate and recognize the Heritage Months and the Days of Significance.
 - 3.1. [Consider ways to communicate Heritage Month and Days of Significance designations within the TDSB system.](#)
4. **Centralized vs. De-centralized Approach:** Consider whether recognitions and celebrations should be system-wide and directed centrally or allow for local discretion at the school level.
5. **Budget:** Consider ways to resource and fund Heritage Month and Days of

Significance designations.

5.1. Fundraising

5.2. Volunteers

5.3. Staff resources

☒ A review of leading practices for similar policies across jurisdictions has been completed.

Phase III. INTERNAL REVIEWS AND SIGN-OFFS

The draft Policy will include input from TDSB departments affected by the Policy:

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

Following internal reviews and TDSB departments' sign-offs, the draft Policy will be submitted to Executive Council on: [Winter 2020](#)

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 minimum:

1. Posting of the working draft Policy on the TDSB website for public feedback for [45 days \(Spring 2020\)](#)

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): [Spring 2020](#)

- ☒ 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
- ☒ Inner City Community Advisory Committee
- ☒ LGBTQ2S 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:

The following methods will be applied in the external consultations:

- ☒ Public meeting
- ☐ 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: [Summer – Fall 2020](#)

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

Once approved, the new Policy will be added to the TDSB website.

Phase VI. IMPLEMENTATION

Following Board approval, the new Policy will be communicated through:

- ☒ Posting of the new 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 provisions and expected outcomes

Policy implementation will include:

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

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

- ☒ Initiate development of new procedures or review of associated procedures
 - [Initiate development of Recognition of Significance Observances Procedure](#)