

POLICY REVIEW WORK PLAN

Date: [June 2 2020](#)

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: [Student Attendance and Safe Arrival Policy \(P085\)](#)

Review during fiscal year: [2020/2021](#)

Last reviewed/adopted: [June 2014](#)

Executive Council member responsible for this Policy review: [Associate Director, School Operations and Service Excellence](#)

Phase I. PLANNING AND OBTAINING TRUSTEES' DIRECTIONS

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

☒ Yes

☐ No

This Policy Review Work Plan will be discussed at the Governance and Policy Committee meeting held on: [June 2, 2020](#)

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, Appendix A):

☒ 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:

- Ensure adherence to the principles of equity as per the Equity Policy (P037)
- Consider establishing system-wide standards for safe arrival programs
- Include a provision about timing of phone/automated calls to ensure consistency with the TDSB Director of Education's March 9 2020 letter to secondary school students' parents/guardians
- Consider provisions directing further automation of the collection and processing of student attendance information
- Consider provisions outlining back-up and quality assurance requirements for automated and manual attendance systems
- Incorporate provisions regulating student safe departures/dismissals
- Recommend changing the Policy title to include student departures
- Suggest defining terms such as *period* and *unexplained absence*
- Recommend updating Institutional Accountability section to include daily responsibilities of teachers, including occasional teachers
- Clarify that volunteers not be included in the Student Attendance, Safe Arrival and Departure Program
- Ensure consistency of the Policy with the approved Policy Template (e.g., add Rationale, Application and Scope, and Evaluation sections)
- Align the Policy with the Communication Policy (under development) on communicating the student attendance, safe arrival and departure program with parents, trustees and staff
- Outline provisions on training requirements for the implementation of the student attendance, safe arrival and departure program

☒ 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
- ☒ 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
- ☒ Policy 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): 45 days (TBD due to Covid-19)

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): duration TBD due to

Covid-19

- ☒ 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 ([online only](#))
- ☒ Posting on the TDSB website
- ☒ Other: [Virtual Consultations/Webinar – an opportunity for staff to provide context and answer questions around the draft Policy](#)

Phase V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee.

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board of Trustees.

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 period for conducting information/training sessions to staff will be: [TBD due to Covid-19](#)

- ☒ Review of associated procedures or initiate development of new procedures
 - [Student Attendance and Safe Arrival Procedures \(Elementary\) \(PR707A\)](#)
 - [Student Attendance and Safe Arrival Procedures \(Secondary\) \(PR707B\)](#)
 - [NEW: Student Safe Departure Procedures](#)