



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2015	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2020	<i>Page</i> 1 of 10
<i>Contact Person/Department</i> Director of Education	<i>Identification</i> BD-2026

POLICY AND ADMINISTRATIVE PROCEDURE PROCESS

1.0 PURPOSE

Trillium Lakelands District School Board is committed to providing a consistent approach to effective, open, and supportive systems of governance and management. The development and implementation of Board policies and procedures promotes the organization's commitment to public accountability and compliance.

2.0 REFERENCES AND RELATED DOCUMENTS

2.1 BD-2500 Publishing Standards Procedure

3.0 TERMS AND DEFINITIONS

3.1. POLICIES

Board policies represent the general principles that set forth Board direction for the system. Policies guide administration in the delivery of academic, business, human resources and administrative practices. Board policy is approved by the Board.

3.2. ADMINISTRATIVE PROCEDURES

Administrative procedures are the procedural guidelines developed by administration in support of the intent of Board-defined policy. Administrative procedures will be developed as a result of Board policies or by senior administration to meet specific needs.

3.3 SENIOR ADMINISTRATION

Senior Administration includes the Director of Education and the Superintendents.

4.0 ADMINISTRATIVE PROCEDURE

4.1 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES MUST:

- 4.1.1 Comply with provincial legislation and regulations, where applicable;
- 4.1.2 Reflect the goals of the Board;
- 4.1.3 Be specific and clearly worded;
- 4.1.4 Be relevant to current and/or future needs of the Board;
- 4.1.5 Be published in the prescribed format.

4.2 FORMATTING

Policies and administrative procedures will be formatted according to the guidelines below:

4.2.1 Policy and Procedure Identification

A box in the upper right hand side of the first page of each policy and procedure will contain the following information:

- a) Approval date – month / year
- b) Review date – year
- c) Contact person / department – title only
- d) Current status of policy or procedure
- e) Number of pages
- f) Identification:
 - i) BD – Board;
 - ii) BU – Business;
 - iii) ES – Educational Services;
 - iv) HR – Human Resources;
 - v) OP – School Operations.

4.2.2 Sections

- a) Section headings are to be capitalized;
- b) Small one or two word lists may be single spaced;
- c) Place one space between the heading and the information listed below;
- d) Lists with longer sentences may be double spaced;

- e) Main sections will include:
 - i) 1.0 PURPOSE – this should correspond with and include wording from the policy statement;
 - ii) 2.0 REFERENCES AND RELATED DOCUMENTS – general reference to appropriate policies, procedures, legislation, government acts, etc.;
 - iii) 3.0 TERMS AND DEFINITIONS – list and describe any usual terms, technical terms, and acronyms;
 - iv) 4.0 ADMINISTRATIVE PROCEDURE - the department level actions designed to direct the system toward the successful implementation of policies;
 - v) 5.0 APPENDICES – list any appendices attached to the procedure.

4.2.3 Templates

- a) The templates and template descriptions provided in 5.0 will be used in the preparation of Board policies and administrative procedures;
- b) All policies and procedures are to be formatted and published by an Executive Assistant;

4.2.4 Font

- a) All policies and administrative procedures shall be typed in 11 point Arial Font;
- b) The title of the policy or procedure at the beginning of the document shall be capitalized, **bold**, and 14 point Arial font.

4.2.5 Headings

Each main heading will be written in **CAPITALIZED BOLD TYPE**. Subsidiary headings will be CAPITALIZED REGULAR TYPE.

4.2.6 Paragraph Numbering

Numbering for guidelines and administrative procedures will be based on the following convention:

- a) **MAIN SECTION (bold)** 1.0
- b) SUBSIDIARY HEADING 1.1
 - Sub-section 1.2 1.2.1
 - Second sub-section 1.3 1.3.1 a)
 - Third sub-section 1.4 1.4.1 a) i
- c) Should further subdivisions be necessary, the following shall be used:
 - Fourth sub-section 1.1 1.1.1 a) i A
 - Fifth sub-section 1.1 1.1.1 a) i A
- d) Consideration should be given to starting a new subsidiary heading rather than creating sub-sections.

4.2.5 Headers and Footers

- a) Headers

The header on each procedure page, except for the first page should be in bold 9 point type indicating the name of the procedure all capitalized on the left, the page number in the centre, and the procedure number on the far right. A line is placed underneath this information.

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- b) Footers

The footer on each page should be **TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD** in bold 9 point type. A line is placed above this information.

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

4.2 POLICY AND ADMINISTRATIVE PROCEDURE DEVELOPMENT
PROCESS

- 4.3.1 Trustees or the Director may recommend to the Board that a new policy or procedure be developed;

- 4.3.2 The Director will determine assignment of responsibility for development of the policy/procedure, the consultation process, timelines, and identification (i.e. 4.2.1 f);
- 4.3.3 Policies and procedures to be reviewed are to be obtained from an Executive Assistant who will ensure that the document is obtained from the First Class InfoBase/Policies and Procedures;
- 4.3.4 The consultation and development process may include any of the following:
 - a) Trustees;
 - b) Union representatives;
 - c) Managers;
 - d) Staff members;
 - e) Community members;
 - f) Parents;
 - g) Students;
 - h) Outside agencies;
 - i) Professional consultants;
 - j) Ministry staff.
- 4.3.5 Senior Administration will review significant issues to be addressed and will provide input and feedback during the development process;
- 4.3.6 A final draft of the policy/procedure will be presented to Senior Administration for review. The draft may be returned for further refinement or revision.

4.4 POLICY AND ADMINISTRATIVE PROCEDURE REVIEW PROCESS

- 4.4.1 The normal period for review shall be five (5) years;
- 4.4.2 The Board, or a member of Senior Administration, may recommend to the Board, in the case of policy, or to Senior Administration, in the case of administrative procedures, that an existing policy or procedure be reviewed;
- 4.4.3 A list of policies/procedures which are subject to review based on “review date” will be developed annually by the Director of Education. The schedule will delegate responsibility for the review to a member of Senior Administration;
- 4.4.4 The review process will include appropriate consultation and communication with relevant stakeholders;
- 4.4.5 Items to be removed will be in blue text with strikeout on the review draft. Items to be added will be in red bold text on the review draft.

- 4.4.6 When a policy has been reviewed, it must be brought to the Board for approval;
- 4.4.7 When an administrative procedure has been reviewed, it must be approved by Senior Administration and brought to the Board for information;
- 4.4.8 Policies and procedures are brought to the Committee of the Whole Board for review prior to ratification at a regular meeting of the Board. Committee of the Whole meetings take place in September, October, November, January, February, April, and May.

5.0 APPENDICES

- 5.1 Policy Template
- 5.2 Procedure Template
- 5.3 Appendix Template

POLICY TEMPLATE



BOARD POLICY	
<i>Approval Date</i>	<i>Current Status</i>
<i>Review Date</i>	<i>Page 1 of 2</i>
<i>Contact Person/Department</i>	<i>Identification XX-1111</i>

<Insert Policy Name>

The policy offers a unique position statement that regulates the Board’s organizational action. The statement must be consistent with the Board’s mission and vision statements, its governing principles, beliefs, and other Board policies and documents to ensure integrity, authenticity, and credibility.

PROCEDURE TEMPLATE



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i>	<i>Current Status</i>
<i>Review Date</i>	<i>Page 1 of 1</i>
<i>Contact Person/Department</i>	<i>Identification XX-1111</i>

<Insert Administrative Procedure Name>

1.0 PURPOSE

The policy statement corresponding to this procedure is placed here as the purpose or part of the purpose for this procedure.

A further paragraph may be placed here to explain the reason for the policy and procedure.

2.0 REFERENCES/RELATED DOCUMENTS

Each administrative procedure will have a general reference to relevant related documents such as:

- 2.1 TLDSB applicable policies and procedures;
- 2.2 Education Act and regulations;
- 2.3 Other Acts and Regulations from various federal and provincial ministries and municipal departments;
- 2.4 The Ministry of Education policy memoranda.

3.0 TERMS AND DEFINITIONS

List and define any usual or technical words or terms, abbreviations, or acronyms. Policies and procedures will be in a form which can readily be understood by staff, students, parents, school council members, and/or any other intended audience. "Jargon" and language unfamiliar to the intended reader should be avoided as much as possible. When using abbreviations or acronyms, these should be explained under "Terms and Definitions".

4.0 ADMINISTRATIVE PROCEDURE

Administrative procedures are the department level actions designed to direct the system toward the successful implementation of policies.

5.0 APPENDICES



POLICY AND ADMINISTRATIVE PROCEDURE PROCESS
BD-2026 Appendix 5.3

APPENDIX TEMPLATE



NAME OF PROCEDURE
##-#### Appendix 5.#

APPENDIX NAME