**Operational Procedure Template**

(Form 502A)

Toronto District School Board

Procedure PR [number]

Title: **OPERATIONAL PROCEDURE TITLE**

Adopted: [date of approval of the procedure]

Effected: [date when the procedure came into effect]

Revised: [date when the procedure was amended]

Reviewed: [date when the procedure was reviewed]

Authorization: [position/level that has authority to approve the procedure or changes hereto**]**

1. RATIONALE

Provide a brief description of the procedure’s need and focus. Identify reason(s) why this procedure was developed (e.g., implementation of the Board’s policy, operational requirements, direction of the Board of Trustees, government directive/policy, legislative requirement, decision of the Executive Council, etc.). Provide sufficient details.

1. OBJECTIVE

Outlines what the procedure is intended to accomplish.

1. DEFINITIONS

Provides explanation of key words, phrases, abbreviations and acronyms used in the policy, for example:

*Sponsorship* is an agreement between the Board or school and an association or company by which the sponsor provides financial or resource support in exchange for advertisement.

*RFP* is a Request for Proposal.

1. RESPONSIBILITY

[Senior staff responsible for content of the operational procedure (executive level and job title only)]

1. APPLICATION AND SCOPE

Identify persons / business units to whom procedure applies.

Identify types of transactions, activities or functions to which procedure applies.

1. PROCEDURES

[Insert here the procedure and processes that are to be followed by staff].

Numbering system

6.1

6.1 (a)

6.1 (a) (i)

6.1 (a) (i) (A)

6.1 (a) (i) (A) (I)

1. EVALUATION

Frequency of assessment of the effectiveness and relevance of the procedure (minimum every four (4) years after effective date).

1. APPENDICES

[Insert here list of appendices provided as supplementary information]

Appendix A: [title, same as on actual appendix], [brief explanation, if required]

Appendix B: [title, same as on actual appendix], [brief explanation, if required]

1. REFERENCE DOCUMENTS

[Insert here list of related policies, procedures and forms followed by a comprehensive list of other related documents, including legislative acts (with specific sections) and regulations, Government policy directives, etc.]

Policies:

* Policy A (Pxxx)
* Policy B (Pxyx)

Operational Procedures:

* Operational Procedure A (PRyyy)
* Operational Procedure B (PRyxy)

Legislative Acts and Regulations:

* *Education Act,* sections xx (x) (x)
* Regulation xyx/xx, section x(x) under the *Education Act*