Toronto District School Board

Policy P [number]

Title: [**POLICY TITLE]**

Adopted: [date of approval of the policy]

Effected: [date when the policy came into effect]

Revised: [date when the policy was amended]

Reviewed: [date when the policy was reviewed]

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

1. RATIONALE

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

1. OBJECTIVE

Outline what the policy is intended to accomplish.

1. DEFINITIONS

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

*RFP* is a Request for Proposal.

*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.

1. RESPONSIBILITY

Identify position of staff (member of Executive Council) responsible for content and implementation of the policy.

1. APPLICATION AND SCOPE

Identify persons / departments to whom the policy applies.

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

1. POLICY

Policy is limited to broad aspects of the Board’s operations. This section should contain focused statements of the Board’s intent, governing principles, or desired results related to the subject and expressed in simple, straightforward language. They should be broad enough to allow flexibility in dealing with diverse situations at minimal expense, while ensuring consistency across the system.

Numbering system:

**6.1 Text, text, text**

6.1.1 Text, text, text

(a) Text, text, text

(i) Text, text, text

(A) Text, text, text

(I) Text, text, text

1. SPECIFIC DIRECTIVES

This section may be used to establish outside parameters for executive action, to set minimum or maximum ranges, and to attach specific conditions and exceptions to the policy.

At least one Specific Directive should relate to the responsibility of the Director, i.e., “The Director is authorized to issue operational procedures to implement this policy.”

1. EVALUATION

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

1. APPENDICES

List supplementary documents, if included with the policy:

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

A comprehensive list of related documents including acts (including specific sections) and regulations, other Board policies and operational procedures, e.g.:

* *Education Act,* sections 23 (3) (5)
* Board Policy Title (Pxxx)
* Board Operational Procedure Title (PRxxx)