

Toronto District School Board

Operational Procedure PR502

Title: **OPERATIONAL PROCEDURES**

Adopted: October 8, 2002

Effected: October 8, 2002

Revised: March 8, 2016

Reviewed:

Authorization: Executive Council

1.0 RATIONALE

This operational procedure supports the implementation of the Toronto District School Board's Policy Framework (P001).

2.0 OBJECTIVE

To provide instructions to staff for the development and revision of the Board's operational procedures.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as "TDSB".

Canadian Standard English is a variety of English in which most educational texts, government and media communications are produced in Canada.

Operational Procedure is a document issued through the Director of Education governing the implementation of Board policy¹, legislative requirement, Government directive or the system operational requirement. Operational procedure is a process-oriented document that explains how governing requirements must be implemented.

Policy is a statement of intent, governing principles or end result adopted by the Board in public and intended to guide future actions.

TDSB is the Toronto District School Board, which is also referred to as the "Board."

¹ Board policy may include Specific Directives which are prepared during the development of the policy and are distinct from Operational Procedure (refer to Operational Procedure PR501: Policy Development and Management).

4.0 APPLICATION AND SCOPE

This operational procedure applies to all staff involved in the development, review and revision of the Board's operational procedures.

5.0 RESPONSIBILITY

The Director of Education holds the primary responsibility for overseeing the Board's operational procedures process. Within the Director's Office, the responsibility for the day-to-day management and coordination of operational procedures is assigned to the Executive Officer, Governance and Board Services and, subsequently, to the Policy Coordinator.

6.0 PROCEDURES

- 6.1. Operational procedures will be approved, revised or revoked by the respective Executive Council member responsible for their operational procedure. Draft procedures, which impact other departments, must be presented by the Executive Council member to Executive Council for review and input prior to his/her final approval.
- 6.2. Housekeeping changes (e.g., updating obsolete references to policies, department names, job titles, correcting typos, etc.) will be authorized by the respective Executive Council member responsible for the operational procedure.
- 6.3. Development or review of an operational procedure will be initiated by the respective member of Executive Council.
- 6.4. Within each department, the respective Executive Council member will assign appropriate staff to work with the Board's Policy Coordinator to:
 - (a) coordinate the development and review of operational procedures pertaining to the department;
 - (b) ensure that operational procedures are developed in compliance with this Procedure and the accompanying Operational Procedure Template (see Appendix A);
 - (c) ensure that any substantive changes to the operational procedures are reflected in all the appropriate department documents (guidelines, bulletins, pamphlets).
- 6.5. Abbreviations and acronyms will be explained in the Definitions section and not spelled out again in the body of the document.

- 6.6. Operational procedures will be written in Canadian Standard English, based on the following resources for spelling, grammar, style and punctuation:
- o *Editing Canadian English*, 2nd Edition, Revised and Updated, Editor's Association of Canada
 - o *More Than a Style Guide*, TDSB Resource Document
 - o *The Canadian Oxford Dictionary*, by Katherine Barber
 - o *The Chicago Manual of Style*, 16th Edition University of Chicago Press, John Grossman, August 2010
- 6.7. Operational procedures approved by the respective Executive Council member will be forwarded to the Policy Coordinator for publication to the system.
- (a) Upon approval of the operational procedure, the Policy Coordinator will assign the appropriate procedure number, add the approval date and any other required information as per the Operational Procedure Template, and will publish the policy on the Board's internal and external websites. Operational procedures will be made available on the Board's external public website except where confidentiality is required.
 - (b) Board staff will be notified by the Policy Coordinator in consultation with the respective Executive Council member of the availability of new and revised operational procedures. Notifications will be provided through the existing communication methods (e.g., System Leaders' Bulletin).
- 6.8. The respective Executive Council member will arrange for training and/or information sessions for staff, as required, as part of the implementation of the operational procedure.
- 6.9. New and revised operational procedures will be presented by the respective Executive Council member or designate to the Policy Review Committee for information purposes.
- 6.10. Trustees will be notified about new and revised operational procedures through the Policy Review Committee.
- 6.11. Staff will be encouraged to use the Board's website to access Board procedures rather than maintaining hardcopy files.

7.0 EVALUATION

This operational procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8.0 APPENDIX

Appendix A: Operational Procedure Template (Form 502A)

9.0 REFERENCE DOCUMENTS

Policies:

- Policy Framework (P001)

Procedures:

- Policy Development and Management (PR501)

Other Documents:

- *Editing Canadian English*, 2nd Edition, Revised and Updated, Editor's Association of Canada
- *More Than a Style Guide*, TDSB Resource Document
- *The Canadian Oxford Dictionary*, by Katherine Barber
- *The Chicago Manual of Style*, 16th Edition University of Chicago Press, John Grossman, August 2010

APPENDIX A: 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]

1.0 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.

2.0 OBJECTIVE

Outlines what the procedure is intended to accomplish.

3.0 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.

4.0 RESPONSIBILITY

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

5.0 APPLICATION AND SCOPE

Identify persons / business units to whom procedure applies.

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

6.0 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)

7.0 EVALUATION

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

8.0 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]

9.0 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 (PRxyx)

Legislative Acts and Regulations:

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