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# **Policy and Procedure Categories**

#### Administration

Statements on general Board wide operational matters not covered in another category.

#### **Facilities**

Statements on Board facilities and operations including custodial/maintenance operations; energy management; safety and security; construction, renovation and maintenance.

#### **Finance**

Statements on the Board's business and financial operations.

#### Governance

Statements on the elected Board of Trustees and on Senior Administration.

#### **Human Resources**

Statements on human resource matters dealing with Board staff and employees and statements on school/staff allocation.

#### Schools & Students

Statements on the management of the Board's schools.

#### **Policy and Procedure Help Pages**

These pages provide an explanation of the organization of the Board's Policies and Procedures and list some of the more critical policies.

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[Web link to the Renfrew County Joint Transportation Consortium]



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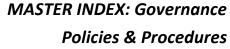
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## **Definitions**

POLICIES: what to do; rules; possibly also a commitment statement.

PROCEDURES: how to implement policies; steps and checklists.

APPENDICES / FORMS: provide the *specific information or direction* necessary to implement a

policy or to carry out a procedure.

## **Policy and Procedure Titles**

Policy and Procedure *titles* have been designed as much as possible to be *descriptive* of the policy or procedure and for organizing in an *alphabetic listing*. Policies and procedures dealing with subsections of the same subject area grouped together for easier reference (e.g. Safe Schools – Progressive Discipline, Safe Schools – Pupil Expulsion, etc.).

### **Organizational Structure**

Policies and Procedures are organized into six categories: *Administration, Facilities, Finance, Governance, Human Resources, and Schools & Students.* (There is a web link to the Transportation Policies and Procedures located on the Renfrew County Joint Transportation Consortium (RCJTC) web page.)

All the Policies and Procedures for a particular category are contained in one digital document (e.g. Governance Policies & Procedures). Each digital document is in a pdf format and can be downloaded from the Board web page.

The *first page* or pages of each digital document is an *index of the policies and procedures* in that document listed in alphabetic order. One can quickly refer to a particular policy or procedure by:

- clicking on its title in either the Index at the beginning of the document or
- in the Bookmarks column at the left side of the document.

No matter where you are in the document you can easily *return to the Index* from the Bookmarks column.

Policies in the **Bookmarks menu** which have a related Procedure or Appendix have a **triangle** indicator. Click the triangle to show the related Procedures or Appendices or to hide them.



# **Critical Policies**

CATEGORY	POLICY TITLE	EXPLANATION OR OVERVIEW
Administration	Ontarians with Disabilities, Complaint, Human Rights, Information (Personal), Video Surveillance.	Measures to assist disabled persons obtain services; complaint procedure; human rights; collection, use and disclosure of personal information; video surveillance procedures.
Facilities	Emergency Measures (Reference Guide), Bomb Threats, Earthquake, Lockdowns, Tornados	Reference Guide (detailed checklist for Levels 1-3 Incidents); Procedures to deal with responses to bomb threats, earthquakes, school lockdowns, tornados;
	Emergency Plans	School responsibility for emergency plans and a School Fire Safety Plan Procedure.
Finance	Procurement Directive	Purchasing requirements for Board employees.
Human Resources	Health & Safety Procedures	Procedures to deal with asbestos, work in confined spaces, designated substances, employee accident & injury, eyewash stations, fall protection, first aid, hazardous waste disposal, hot work, lock out/tagging of machinery, employee refusal to work, spill control, WHIMIS.
	School Supervision – Bus & Yard	Principal responsibility for ensuring supervision of school yard and school bus areas.
	School Supervision – Noon Hour	Principal responsibility for ensuring supervision of school yard during the noon hour.
	Workplace Harassment	Policy purpose is to ensure a harassment free workplace; procedures set out duties to report, investigate and respond to incidents of workplace harassment.
	Workplace Violence	Policy purpose is to ensure a violence free workplace; procedures set out duties to summon assistance / report workplace violence, and to investigate / respond.
Schools & Students	Concussions	Policy with links to concussion information and protocols.
	Injury at School	Policy and related accident report form.
	Medical Conditions (Anaphylaxis, Asthma, Diabetes & Epilepsy)	Staff responsibilities, plans of care, checklists, critical information and emergency procedures.
	Medication & Health Services Safe Schools (General)	Policy and forms for these pupil services. Policies and related procedures for dealing with student behaviour and incidents.
	Safe Schools – Access to School	Rights and restrictions re access to school premises.
	Safe Schools – Code of Conduct	Code of conduct for the school community.
	Safe Schools – Reporting Child Abuse, Sexual Misconduct & Inappropriate Behaviour	Policies and related procedures deal with identifying these types of behaviour and reporting them to the appropriate authorities and the Board.