

## Policy and Procedure Review

**Policy and/or Procedure Name: \*** TVDSB - Access to School (4008H)

**New or Existing Policy/Procedure: \***

☒ New  
☐ Existing

**Who is expected to follow the procedure/to whom does the procedure apply/who is impacted? \***

☒ Employees  
☒ Students/Families/Parents/Guardians  
☒ Trustees  
☒ External groups/individuals to TVDSB

### CONSULTATION

In considering those impacted, the following have been consulted in the development/revision of this policy/procedure:

**Advisory Committees:**

☐ Thames Valley Student Advisory Council (TVSAC)  
☒ Thames Valley Parent Involvement Committee (TVPIC)  
☒ Special Education Advisory Committee (SEAC)  
☒ First Nations Advisory Committee (FNAC)

**School Administrators:**

☒ Thames Valley Secondary School Administrators' Council  
☒ Thames Valley Administrators' Committee Elementary

**Employee Groups**

<input checked="" type="checkbox"/> CUPE 4222	<input checked="" type="checkbox"/> CUPE 7575
<input checked="" type="checkbox"/> ETFO	<input checked="" type="checkbox"/> OPC
<input checked="" type="checkbox"/> OSSTF	<input checked="" type="checkbox"/> PSSP
<input checked="" type="checkbox"/> AAPSP	<input type="checkbox"/> Manager's Association
<input type="checkbox"/> President's Council	<input type="checkbox"/> Other <input type="text"/>

**Departments:**

<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Finance
<input checked="" type="checkbox"/> Learning Support Services	<input type="checkbox"/> Facility Services
<input type="checkbox"/> Corporate Services/Records	<input checked="" type="checkbox"/> Communications
<input checked="" type="checkbox"/> Diversity and Equity	<input checked="" type="checkbox"/> Health and Safety
<input type="checkbox"/> International Education	<input type="checkbox"/> Other <input type="text"/>

**Other:**

☐ Thames Valley Council of Home and School Associations  
☒ Relevant Community Organizations  
☐ Accessibility Working Group  
☐ Indigenous Education Working Group  
☐ Culture For Learning Advisory Committee (CFLAG)  
☐ Other

**In addition or instead of face to face consultation, I invited feedback by email from the following:**

Health Organizations, Child Care Services, Community and Social Services, Boys and Girls Clubs, Cultural groups, Correctional Services, Youth Organizations, LGBTQ groups

**I recommend the following period of time for public input to gather additional feedback from the general community: \***

- ☐ None  
☐ 30 days  
☒ 60 days

**Rationale:**

The Safe Schools Policy and Procedure has been identified as high priorities to update as a result of significant public input and feedback.

### **EQUITY AND INCLUSION**

The 2018-2021 TVDSB Strategic Plan states the Board's intention to: • Create opportunities for equitable access to programs and services for students • Ensure students and all partners feel heard, valued and supported • Provide programs and services that embrace the culture and diversity of students and all partners. With these strategic goals in mind, please consider the following with respect your policy/procedure.

**The policy/procedure: \***

- ☒ Draws a distinction between groups of individuals  
☐ Treats certain individuals or groups differently than others  
☐ Disproportionately disadvantages or negatively impacts any group or individual  
☐ Confers a particular privilege or benefit on a group(s) not shared by others  
☒ None of the above

**What is the rationale for disadvantaging/benefiting an individual or particular group?**

Legislation stipulates who is permitted to be on school property and provides TVDSB to be the authority to prevent access to certain individuals for the safety and well-being of others.

**The policy/procedure relates to the delivery of a TVDSB program or service: \***

- ☒ Yes  
☐ No

**The policy/procedure:**

- ☐ Limits, restricts, or excludes access to the program or service by a particular group(s)  
☒ Presents a barrier to a particular group(s) from participating in the program or accessing the service  
☐ Neither of the above

**What steps will be taken to address any potential barriers for accessing services?**

Dependent on the severity of the incident a warning notice may be given prior to issuing a trespass notice.

**I anticipate challenges with respect to the implementation of this policy/procedure \***

- ☒ Yes  
☐ No  
☐ Unsure

If yes (or unsure), describe those challenges (or potential challenges) and plans to mitigate them:

Ongoing training from the Safe Schools team.

## RECORDS MANAGEMENT

There are forms, referred to in the procedure, that will be used to collect personal information \*

- ☒ Yes  
☐ No

The form(s) used to collect personal information have been reviewed to ensure:

- ☒ Contact information is provided for the user of the form should they have questions  
☐ The retention period for the form has been identified and included on the form  
☐ The place where the form is to be stored (i.e., employee file, OSR, etc.) has been identified and noted on the form  
☐ There is a Notice of Collection Statement (for the collection of personal information) on the bottom of the form

## LEGAL

Legal consultation typically is not required for most policies and procedures. If you determine a legal review is required, for all or any part of the policy/procedure, please formulate the legal question you have in advance of approaching counsel.

Did you consult legal? \*

- ☒ No, it was not necessary  
☐ Yes

## SUBMITTING TO EIE

Submitted by:

Upload Documents: \* [Please upload your policy and procedure documents here \(word or pdf versions are accepted\)](#)

4008h Access to Schools 2024 EIE Review Marked-up.pdf	232.26KB
4008h Access to Schools 2024 EIE Review.pdf	169.02KB

## Administrative Use Only

Action \*

- ☐ Approved - Proceed to AC  
☐ Proceed to EIE Committee