



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY, MAY 24, 2016
4:00 P.M.**

*HOLY CROSS COMMUNITY ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



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|--|---|
| 1. Opening Prayer – Trustee Vernal | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of April 26, 2016 | 5 |
| 6. Policies | |

Action Required

POLICIES – FOR RECOMMENDATION TO JUNE 14, 2016 COMMITTEE OF THE WHOLE

- | | |
|--|-----|
| 6.1 Employee Workplace Harassment Policy (201.7) | 6.1 |
| 6.2 Employee Workplace Violence Policy (201.11) | 6.2 |
| 6.3 Occupational Health & Safety Policy (201.6) | 6.3 |
| 6.4 Board By-Laws Policy (100.1) | 6.4 |
| 6.5 Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7) | 6.5 |
| 6.6 Religious Accommodation Policy (100.10.1) | 6.6 |
| 6.7 Safe Arrival Policy (302.3) | 6.7 |
| 6.8 Naming of Board Facility Policy (NEW) | 6.8 |

POLICIES – PRIOR TO VETTING

- | | |
|---|------|
| 6.9 Assessment, Evaluation, Reporting and Homework Policy (301.1) | 6.9 |
| 6.10 Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2) | 6.10 |

Information

- | | |
|---|------|
| 6.11 Policies Currently Being Vetted
<i>Nil</i> | - |
| 6.12 Policy and Guideline Review 2015-2016 Schedule | 6.12 |
7. Date of Next Meeting
September 27, 2016 – 4:00 p.m.
8. Adjournment

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
OF APRIL 26, 2016**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 26, 2016, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, APRIL 26, 2016

Minutes of the Policy Committee Meeting held on Tuesday, April 26, 2016 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Policy Committee Chairperson Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Pat Vernal (Committee Chair)	✓			
Kathy Burtnik	✓			
Dino Sicoli	✓			

Student Trustees:

Michaela Bodis, Trustee

Aidan Harold, Trustee

Staff:

John Crocco, Director of Education

Yolanda Baldasaro, Superintendent of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Scott Whitwell, Controller of Facilities Services

Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the April 26, 2016, Policy Committee Agenda be approved, as amended to defer Items 6.3, 6.4 and 6.5 to the May 24, 2016 Policy Committee.

APPROVED

4. Declaration of Conflict of Interest

No Disclosures of Interest were declared with any items on the agenda.

5. Minutes of the Policy Committee Meeting of March 29, 2016

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of March 29, 2016, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MAY 10, 2016 COMMITTEE OF THE WHOLE

6.1 Access to Board Premises – Safe Schools Policy (302.6.3)

Lee Ann Forsyth-Sells, Superintendent of Education, announced that no feedback was received from the vetting to the Access to Board Premises – Safe Schools Policy (302.6.3).

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- Page 3 replace “Receiving” to “Reception”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the May 10, 2016 Committee of the Whole Meeting to approve the revisions to the Access to Board Premises – Safe Schools Policy (302.6.3), as amended.

APPROVED

6.2 Reimbursement of Travel Expenses Policy (201.4)

On behalf of Giancarlo Vetrone, Superintendent of Business & Financial Services, Director Crocco presented feedback received from the vetting process and highlighted amendments to the Reimbursement of Travel Expenses Policy (201.4) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- Remove “*to personnel*” and add “*and Trustee’s*”

ADMINISTRATIVE GUIDELINES

- Page 2 add “*For distance travelled outside of the Region of Niagara a copy of the most effective and efficient route travelled as provided by MapQuest will be provided.*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the May 10, 2016 Committee of the Whole Meeting to approve the revisions to the Reimbursement of Travel Expenses Policy (201.4), as amended.

APPROVED

6.3 Employee Workplace Harassment Policy (201.7)

Deferred to May 24, 2016 Policy Committee meeting.

6.4 Employee Workplace Violence Policy (201.11)

Deferred to May 24, 2016 Policy Committee meeting.

6.5 Occupational Health & Safety Policy (201.6)

Deferred to May 24, 2016 Policy Committee meeting.

6.6 Establishment and Cyclical Review of Policies Policy (100.5)

John Crocco, Director of Education, presented feedback received from the vetting process and highlighted amendments to the Establishment and Cyclical Review of Policies Policy (100.5) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- First sentence of paragraph 5 remove “*and Ministry of Education expectations*”

- Change last sentence of paragraph 5 to “*The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education*”

ADMINISTRATIVE GUIDELINES

- Page 2, Bullet 8 insert “*and be accountable for the*”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the May 10, 2016 Committee of the Whole Meeting to approve the revisions to the Establishment and Cyclical Review of Policies Policy (100.5), as amended.

APPROVED

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole that pending the approval of the Establishment and Cyclical Review of Policies Policy (100.5), all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures.

APPROVED

POLICY EDIT

6.7 Accessibility Standards Policy (800.8)

Yolanda Baldasaro, Superintendent of Education, presented the edits to Appendix A of the Accessibility Standards Policy (800.8).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

In order to expedite the edit to Appendix A within the Accessibility Standards the Policy Committee recommended the Policy be added to the April 26, 2016 Board Meeting for approval.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Niagara Catholic District School Board the approve of the edit to Appendix A within the Accessibility Standards Policy (800.8), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.8 Assessment, Evaluation, Reporting and Homework Policy (301.1)

Superintendent Forsyth-Sells, presented the Assessment, Evaluation, Reporting and Homework Policy (301.1).

Following a discussion on the recommended edits, the Policy Committee requested that the Assessment, Evaluation, Reporting and Homework Policy (301.1), be brought back to the May, 2016 Policy Committee Meeting.

INFORMATION

6.9 Policies Currently Being Vetted until May 13, 2016

- Board By-Laws Policy (100.1)
- Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7)
- Religious Accommodation Policy (100.10.1)
- Safe Arrival Policy (302.3)
- Naming of Board Facility Policy (NEW)

6.10 Policy and Guideline Review 2015-2016 Schedule

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule.

6.11 Time of Policy Committee Meetings

A discussion took place regarding the time of the Policy Committee Meetings and a potential move of Policy discussions to Committee of the Whole Meeting Agendas.

It was determined by the Policy Committee that Policy Committee Meetings would stop at 6:15 p.m. and any outstanding Policies on the Agenda would be deferred to the next Policy Committee Meeting.

7. Date of Next Meeting

May 24, 2016 – 4:00 p.m.

8. Adjournment

The meeting adjourned at 6:16 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (201.7), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2016



Niagara Catholic District School Board
EMPLOYEE WORKPLACE HARASSMENT POLICY
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy ~~with respect to workplace violence~~, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue administrative guidelines for the implementation of this policy.

References:

- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Ontario Human Rights Code 1990*](#)
- [*Teaching Profession Act*](#)
- [*Safe Schools Act 2012*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Niagara Catholic - Workplace Violence Policy \(201.11\)*](#)
 - [*Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board*](#)
 - [*Family and Children Services Niagara \(FACS\) Protocol*](#)
 - [*Trustee Code of Conduct*](#)
 - [*Complaint Resolution Policy*](#)



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

The expected duties of a supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

WORKPLACE HARASSMENT

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.

ETHNOCULTURAL HARASSMENT

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- Undermining work/academic performance, and/or
- Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

SEXUAL HARASSMENT**Sexual Harassment is:**

- Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
- Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

Sexual Harassment may include:

- The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- Unwanted and unnecessary physical contact,
- Unwelcome remarks, jokes or other gestures of a sexual nature.
- Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

Sexual Harassment is not:

- Conduct which both parties find acceptable such as an occasional compliment,
- An occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.

- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

- Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
- The complainant may speak directly to the accused, in order to:
 - identify the specific conduct, action or attitudes which are alleged to be harassing
 - demand that the conduct, action or attitudes cease
- The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- The formal complaint shall be in written form.
- The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- The complaint shall be forwarded to the Director if the accused is a Trustee.
- The formal written complaint shall include:
 - identification of the accused individual(s) involved
 - identification of the specific conduct, action, or attitudes which the complainant considers harassing
 - identification of any witnesses to the conduct, action or attitudes
 - a suggested resolution
- A copy of this complaint must be sent by the complainant to the accused within **three (3)** working days of the registration of the complaint.
- If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- The Supervisor shall arrange a meeting within ten (10) working days of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- **No Merit**
A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting. A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.
- **With Merit**
An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:
 - If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
 - The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
 - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- If either party is not accepting of the findings the matter may be referred to the Director of Education. ~~He/she~~ ~~They~~ Director of Education may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director of Education.
- Should the ~~he/she~~ Director of Education choose to investigate the matter through ~~his / her~~ the Director of Education's office ~~he/she~~ the Director of Education may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) working days of the decision by the Supervisor. The Director of Education will hold a meeting with both parties.
- After a meeting with the Director of Education a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- The final decision of the Director of Education may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against ~~the~~ Chair, the Director of Education will refer the issue to ~~the~~ Vice- Chair of the Board after conducting an informal investigation in order to assess merit.

RECORDS

- All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission ~~of the accused~~. If there are no

further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.

- At the written request of the accused, the Director of Education and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- The Director of Education and/or delegate may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaints will be conducted with regard to due process and confidentiality.
- Any breach of confidentiality by those parties involved may result in disciplinary action.
- The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- All principals/supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Date: May 24, 2016



Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction **to the employees**.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention ~~for~~ of Students, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue Administrative Guidelines for the implementation of this policy.

References

- [**Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009**](#)
- [**Human Rights Code**](#)
- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Occupational Health & Safety Act \(December 2009\)**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Employee Workplace Harassment Policy \(201.7\)**](#)



Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE POLICY

ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and
- a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- **Employee** refers to all employees of the Board.

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Guidelines shall be posted in a conspicuous place (~~Health and Safety Station~~) **in a specific area, at the Health and Safety Station**, in every workplace throughout the Niagara Catholic District School Board.

PROVISION OF INFORMATION

Disclosure of Information with respect to Workplace Violence provided to an ~~Employee~~ **employee** may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- The ~~Employee~~ **employee** can be expected to encounter that person in the course of his or her work;
- and
- The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

DOMESTIC VIOLENCE

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an ~~Employee~~ **employee** to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

COMPLAINT PROCEDURE

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the ~~Employee~~~~employee~~ immediately, if the ~~Immediate~~~~immediate~~ Supervisor at the time of the incident deems it reasonable and practical.
2. The ~~Employee~~~~employee~~(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the ~~Immediate~~~~immediate~~ Supervisor.
4. At the earliest opportunity, the assaulted ~~Employee~~~~employee~~(s) shall inform the ~~Immediate~~~~immediate~~ Supervisor. The ~~Immediate~~~~immediate~~ Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.
5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These guidelines do not preclude the assaulted employee(s) from contacting the ~~P~~police and/or their Association/union representatives.
6. The ~~Immediate~~~~immediate~~ Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The ~~Immediate~~~~immediate~~ Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed *Niagara Catholic Violent Incident Form*, resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Plant. A copy of the *Niagara Catholic Workplace Safety and Insurance Board Employee Incident/Accident Report* will also be required in the event of a physical assault.
8. Upon receiving the reports from the ~~Employee~~~~employee~~ and ~~Immediate~~~~immediate~~ Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Plant prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the ~~Employee~~~~employee~~ of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the ~~Employee~~~~employee~~(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the ~~Employee~~~~employee~~ and ~~Immediate~~~~immediate~~ Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the ~~Employee~~~~employee~~ and ~~Immediate~~~~immediate~~ Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the ~~Immediate~~~~immediate~~ Supervisor will be provided to the ~~Employee~~~~employee~~(s).
15. Where the two (2) or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

The employer shall advise the Joint Occupational Health and Safety Committee ~~Representatives~~ at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Workplace Violence Survey will be conducted ~~on an annual basis~~ **as often as necessary** ~~required~~ in order to monitor employee input on assessments and the provision necessary information to employees.

DRAFT

The employer will provide for a risk assessment in relation to workplace violence having regard to the nature of the workplace, the type of work, working conditions, circumstances that would be common to similar workplaces and circumstances particular to that workplace. The results of the risk assessment must be provided to the joint health and safety committee or the health and safety representative, or, if none exists, to the workers themselves. Risk assessment must be performed as often as necessary.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report within 48 hours. ~~In the absence of a~~ ~~Absent a~~ critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector. ~~Although the Board is not required to file a written report, they will nevertheless determine whether or not to file a written report~~

The JHSC, the health and safety representative and the union(s) shall be notified within **four (4)** days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This ~~policy~~ **Policy** is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2016



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

The Director of Education shall issue Administrative Guidelines for the implementation of this Policy.

Reference

- [**Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1**](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [**Employee Workplace Violence Policy 201.11**](#)



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: February 24, 2015

~~Every~~ ~~The Employer through the~~ supervisor has a responsibility ~~to~~ ~~for~~ the safety of employees who report to ~~him/her~~ ~~them~~ and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the ~~Board, through its supervisors~~ ~~Employer~~ and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction.

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the ~~Board~~ ~~Employer~~, or legislation, requires to be used or worn; to report to ~~his/her~~ ~~their~~ supervisor, the absence or defect in any equipment or protective device of which ~~s/he is~~ ~~they~~ ~~are~~ aware and which may endanger ~~him/herself~~ ~~them~~ or another worker; to report to ~~his/her~~ ~~their~~ supervisor any hazard or potential hazard, within the Board's jurisdiction, of which ~~s/he is~~ ~~they~~ ~~are~~ aware.

All parties employed within or contracted by the ~~Board~~ ~~Employer~~ must act in compliance with the *Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*, as amended.

~~Refer to the Occupational Health and Safety Procedural Manual developed by the Joint Occupational Health & Safety Committee.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
BOARD BY-LAWS POLICY (100.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Board By-Laws Policy (100.1), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: May 24, 2016



Adopted Date: December 18, 1997

Latest Reviewed/Revised Date: October 26, 2010

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BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and regulations thereunder **its Regulations**, the By-Laws of Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

By-Laws of Niagara Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.

BOARD ORGANIZATION

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

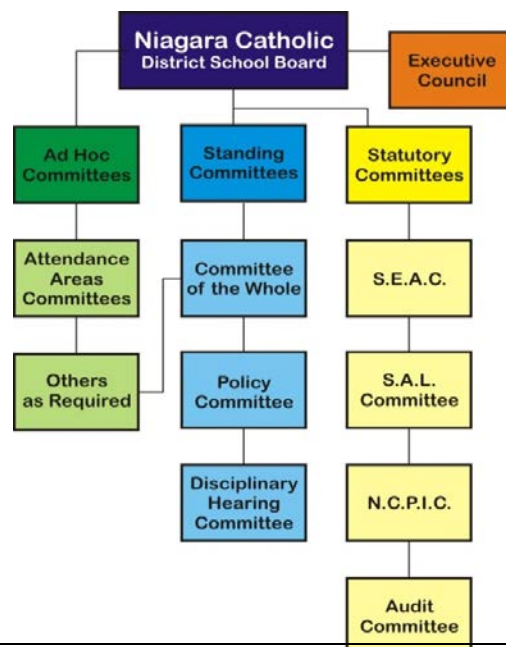
1. NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

2. MISSION STATEMENT

The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.

3. ORGANIZATION CHART



4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its ~~Standing~~ Committees will be set up according to the Organization Chart in **Section 3** and the following description.

i. **Board of Trustees**

The Board shall be composed of all eight (8) trustees and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Policies.

ii. **Executive Council**

The Executive Council shall be composed of the Chairperson of the Board, the Vice-Chairperson of the Board and the Director of Education/Secretary-Treasurer. It shall:

- (a) Review and assist with the preparation of the agenda for **Committee of the Whole and** Board meetings
- (b) Assist in planning, coordination and communication

iii. **Statutory Committees**

The Board is required by the *Education Act* to have the following Statutory Committees:

- **Audit Committee**
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning **Committee** (SAL)

In addition the Board has the following standing committees:

- **Committee of the Whole**
- **Disciplinary Hearing Committee**
- **Policy Committee**

The Board may also put in place other committees as required from time to time.

iv. **Terms of Reference**

Special Education Advisory Committee (SEAC)

The **Special Education Advisory Committee is a statutory Committee of the Board established annually**. The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations **and in particular O Reg 464/97**.

Supervised Alternative Learning (SAL)

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations **and in particular O Reg 374/10**.

Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 612/00.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education; ~~one~~ two (2) members of the Board appointed by the Board and the number of community representatives, up to three (3), the Board determines appropriate. Subject to the By-laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher, one (1) secondary teacher and one (1) person employed by the Board, other than a Principal, Vice-Principal or teacher.

The NCPIC ~~meets~~ shall meet at least four (4) times in each school year.

Audit Committee

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 361/10.

The Audit Committee assists the Board in fulfilling its duties related to governance and oversight. The duties of the Audit Committee fall under the following key areas: The financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Committee ~~meets~~ shall meet at least three (3) times per year, plus ad hoc meetings as required.

The Committee is made up of three (3) trustees and two (2) external members approved by the Chairperson, Vice Chairperson and the Director of Education.

5. OFFICERS OF THE BOARD

The officers of the Board shall consist of the Chairperson, the Vice-Chairperson of the Board who are elected trustees, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Policies.

6. DUTIES OF BOARD OFFICIALS**i. Trustees of the Board**

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and ~~Board's~~ Policies, are required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board's By-Laws and Board Policies;
- (c) attend and participate in meetings of the Board, including meetings of board committees of which they are members;
- (d) bring concerns of parents, students and supporters of the Board to the attention of Board staff through Policies determined by the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day to day management of the Board to its staff through the Board's Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Policies;
- (j) develop and annually review the Board's ~~m~~**Multi-y**Year plan;
- (k) comply with the Board's Code of Conduct Policy and addressed in Section 21 of these By-Laws.

ii. Chairperson of the Board

In accordance with the *Education Act* and its Regulations, the Chairperson of the Board, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- (d) **in consultation with Executive Council**, establish agendas for the **Committee of the Whole and Board Meetings**, in consultation with the ~~Board's~~ Director of Education or the Supervisory Officer acting as the Board's Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the ~~Board's~~ Director of Education or the Supervisory Officer acting as the ~~Board's~~ Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the ~~m~~**Multi-y**Year ~~p~~Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Board's ~~m~~**Mission and v**ision and **Values**; ~~and~~
- (j) **serve as an Ad Hoc member of any Board committee;**
- (k) **be an official signing officer of the Board;**
- (l) assume such other responsibilities as may be specified by the Board; **and**
- (m) perform such duties as are related to ~~his/her~~ **their** position as ~~an elected~~ a trustee.

iii. Vice-Chairperson of the Board

In accordance with the *Education Act* and its Regulations, the Vice-Chairperson of the Board, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) act in place of the Board Chairperson when absent and fulfill the duties of the Chairperson of the Board;
- (c) ~~C~~chair the Committee of the Whole Board Meeting;
- (d) perform such duties as determined by the Board or by the Chairperson;
- (e) perform such duties as are related to ~~his/her~~ **their** position as ~~an elected~~ a trustee; **and**
- (f) **be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight 48 hours.**

iv. Director of Education – Chief Executive Officer

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board's By-Laws and Policies.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) oversee the day to day management of the Board through Board staff;
- (c) annually review with the Board the ~~m~~**M**ulti-~~y~~**Y**ear ~~p~~**P**lan;
- (d) ensure that the ~~m~~**M**ulti-~~y~~**Y**ear ~~p~~**P**lan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the ~~m~~**M**ulti-~~y~~**Y**ear ~~p~~**P**lan; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the ~~m~~**M**ulti-~~y~~**Y**ear ~~p~~**P**lan and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention.

v. Board Officers

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board **from time to time**.

7. INAUGURAL MEETING OF THE BOARD

- i. Subject to any statutory requirement, on the first Tuesday of December following a municipal election, the Board will hold the Inaugural Meeting of the Board.
- ii. At the appointed time, the Director of Education who is the Chief Executive Officer (CEO) and Secretary-Treasurer or in the absence, a person designated by the Director of Education, shall preside until the election of the Chairperson.
- iii. The Agenda for the Inaugural Meeting of the Board will be:

A. ROUTINE MATTERS

- 1. Meeting Called to Order – (*Director of Education or Designate*)
- 2. Opening Prayer (*Bishop of St. Catharines or Designate*)
- 3. Roll Call
- 4. Declaration of Conflict of Interest
- 5. Returns of Election – (*Director of Education*)
- 6. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
- 7. Election of Chairperson and Vice-Chairperson
- 8. Chairperson’s Remarks
- 9. Vice-Chairperson’s Remarks
- 10. Appointment of Board Auditors
- 11. Board Committees

B. MOMENT OF SILENT REFLECTION

C. ADJOURNMENT

- iv. At the Inaugural Meeting following a municipal election, ~~the~~ the Director of Education shall read the returns of the election to the Board as certified to him/her by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.
- v. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
- vi. **Election of Chairperson & Vice-Chairperson**
 - (a) The Director of Education shall name the scrutineers appointed for the election of the Chairperson and Vice-Chairperson.
 - (b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the

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candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

- (c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson (in the manner set out with respect to the election of the Chairperson in section (v. (b) above) and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.

vii. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

- i. ~~The first meeting~~ **Excluding the Inaugural Meeting** of the Board ~~in, annually, the first Tuesday of December of each year shall~~ **will** be designated as the ~~annual organizational meeting and shall be held during the first week of December~~ **Annual Organizational Meeting** unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in ~~his/her~~ **their** absence a person designated by ~~the members~~ **a two-thirds (2/3) majority of the trustees** present **at the meeting** shall preside until the election of the Chairperson.
- iii. ~~At the inaugural meeting following a municipal election, the Director of Education / CEO shall read the returns of the election to the Board as certified to him/her by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance as set out in the Education Act.~~
- iv. ~~At the inaugural meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.~~

iii. **The Agenda for the Annual Organizational Meeting of the Board will be:**

A. ROUTINE MATTERS

1. Meeting Called to Order (*Director of Education or Designate*)
2. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
3. Roll Call
4. Approval of Agenda
5. Declaration of Conflict of Interest
6. Election Procedures
7. Election of Chairperson
8. Election of Vice-Chairperson
9. Chairperson's Remarks
10. Vice-Chairperson's Remarks

B. COMMITTEE AND STAFF REPORTS

1. Board Committees

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

iv. Election of Chairperson & Vice-Chairperson

- (a) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chairperson and Vice-Chairperson.
- (b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
- (c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson (in the manner set out with respect to the election of the Chairperson in section (v. (b) above) and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.

- v. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD

i. Schedule of Meetings

Regular meetings of the **Committee of the Whole** shall be held on the **second Tuesday of the month, except July and August when there shall be no meetings.** The **Board Meeting** shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chairperson of the Board. **In the event of a change to the posted schedule of meetings, the change will be publically communicated through the Boards communication process.**

ii. Agenda Distribution

A copy of the agenda for regular meetings of the **Committee of the Whole and the Board** shall be transmitted **electronically to Trustees through My Niagara Catholic Trustee and to Senior Administrative Council through** by the Secretary of the Board ~~delivered or mailed to the address of each member of the Board~~ at least two (2) clear days, including Saturday and Sunday, before the time of the meeting. ~~of the Board.~~

To the extent possible, agendas with background material will be posted on the Board's website the morning of a regular scheduled meeting. ~~of the Board.~~

Hard copies of the agenda will also be available for public in attendance at meetings ~~of the Board.~~

Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

iii. Physical Presence

The Chairperson or designate, the Vice-Chairperson or designate and the Director of Education / Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed) sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chairperson or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

iv. Amendment of Agenda

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

v. Trustee Absences and Attendances at Meetings

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with Ontario Regulation 463/97 is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees).

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse him/her by specific motion at that Board meeting, by so requesting through the Secretary of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

~~A~~ Trustees, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

Trustees who are not excused from attendance at a Committee of the Whole or a Board meeting or fail to notify the Secretary of the Board if unable to attend a Committee of the Whole or Board meeting will be marked as absent in the official minutes of the Committee of the Whole or Board meeting.

As set out in the *Education Act*, a trustee must physically attend at least three (3) Board meetings in a ~~each~~ calendar year. A trustee will lose his or her seat for being absent ~~without authorization~~ for three (3) consecutive meetings of the Board, including special meetings of the Board, ~~without being authorized by resolution entered in the minutes.~~

Trustees are required to notify the Secretary of the Board if unable to attend a Committee of the Whole or a Board meeting.

vi. Closing Hour of Meeting

The Board and all its committees shall not remain in session later than 11:00 p.m. unless a time is otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

vii. Presiding Officer

In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary of the Board shall call the meeting to order and if there is quorum the Secretary shall request that the trustees present at the meeting shall appoint a Chairperson for the meeting by a two-thirds (2/3) majority of the trustees present at the meeting.

In the absence of the Vice-Chairperson, the Chairperson will select the Vice-Chairperson to preside with the Chairperson.

10. SPECIAL MEETINGS OF THE BOARD

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director of Education, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty-four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

11. ELECTRONIC MEETINGS OF THE BOARD

The Chairperson or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

At the request of a trustee or student trustee, the Board shall provide the appropriate technology to ensure that two way communication is available for trustee participation in the meeting. A written request shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the board who participates in the full Committee of the Whole Meeting, Board Meeting or Committee Meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

12. QUORUM

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.
- iii. Trustee attendance at Board and Committee meetings and notification of absence is ~~provided~~ **dealt with** under Trustee Absence and Attendance at Meetings within these By-Laws (Section ~~89~~ **Sub iv**)
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Secretary of the Board or Chairperson of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ~~Ex-Officio~~ members of Committees are not to be considered in the count for a quorum but, if present, have the right to vote.

13. RIGHT OF THE CHAIRPERSON TO VOTE

The Chairperson of the Board may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The Chairperson shall be recorded as voting yea, nay or abstaining on a recorded vote.

14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including ~~a~~ **the** Committee of the Whole Board, shall be held on regular meeting dates, and shall be open to the public, except when the subject-matter under consideration involves:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, ~~and~~ an employee or prospective employee of the Board or a pupil or his/her **their** parent or guardian;**
 - (c) ~~(b)~~ the acquisition or disposal of a school site;**
 - (d) ~~(e)~~ decisions in respect of negotiations with employees of the Board; ~~or~~**
 - (e) ~~(d)~~ litigation or possible litigation affecting the Board; **or****
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.**
- ii. The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the payment to the Board of expenses associated with the reproduction of materials, the Secretary of the Board shall furnish copies of them or extracts therefrom certified under ~~his/her~~ **their** hand **in accordance with the Freedom of Information and Protection of Privacy Act and all relevant legislation and regulations.**

16. DELEGATIONS

- i.
 - (a) Any Catholic School elector or group (a “**Delegation**”) may request to address or ask questions of the Board.
 - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chairperson of the Board, at least 6 (**six**) days prior to the next regular meeting of the Board or Committee at which the Delegation may be heard.
 - (c) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
 - (d) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
 - (e) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
 - (f) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chairperson.
 - (g) A ~~d~~ **D**elegation’s presentation will be limited to fifteen (15) minutes with a five (5) minute question period following. Amendments as to the length of time are at the discretion of the Chairperson.
 - (h) In-Camera rules shall apply to Delegations of an In-Camera nature.
 - (i) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
 - (j) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning ~~d~~ **D**elegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.

17. OPEN QUESTION PERIOD

The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda or any previous agendas, and the Board to answer ~~and react~~.

- i. Questions shall be submitted in writing to the Chairperson or Secretary to the Board prior to the commencement of the Open Question Period and if possible prior to the beginning of the Board meeting, along with the name, address and telephone number of the questioner.

- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chairperson will determine the validity of the questions.
- ~~iv.~~ The Open Question Period will last a maximum of ~~ten~~ **fifteen** (15) minutes, ~~with each questioner allowed a maximum of two (2) minutes.~~
- v. The Chairperson will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be ~~given~~ **provided**, a **verbal** response will be communicated **by the Board** to the questioner at the earliest possible date, **through the Director of Education as Secretary to the Board**. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

18. ORDER OF BUSINESS

The order of business **for the Committee of the Whole** shall be as follows:

- A. Routine Matters**
 - 1. Opening Prayer
 - 2. Roll Call
 - 2. Approval of Agenda
 - 4. Declaration of Conflict of Interest
 - 5. Approval of Minutes of Board Meeting
 - 6. **Consent Agenda Items**
- B. Presentations**
- C. Committee and Staff Reports**
- D. Information**
- E. Other Business**
- F. Business In-Camera**
- G. Report on the In Camera Session**
- H. Adjournment**

The order of business for Board Meetings shall be as follows:

- A. Routine Matters**
 - 1. Opening Prayer
 - 2. Roll Call
 - 2. Approval of Agenda
 - 4. Declaration of Conflict of Interest
 - 5. Approval of Minutes of Board Meeting
 - 6. **Consent Agenda Items**

- B. Delegations/Presentations**
- C. Committee and Staff Reports**
- D. Trustee Items, Open Question Period & Other Business**
- E. Notices of Motion**
- F. Business In Camera**
See In-Camera Agenda
- G. Report on the In Camera Session**
- H. Future Meetings and Events**
- I. Moment of Silent Reflection for Life**
- J. Adjournment**

19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. ~~However,~~ All members of the Board shall receive notice, agenda (~~including background materials~~), and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chairperson to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports **and minutes** presented to the In-Camera session.
- iv. ~~Committee minutes shall be considered public documents except when the subject matter under consideration involves:~~ **In accordance with the *Education Act*, In-Camera agenda items and minutes may only involve:**
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, ~~and an~~ **an** employee or prospective employee of the Board or a pupil or ~~his/her~~ **their** parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board; ~~or~~
 - (e) litigation or potential litigation affecting the Board; ~~or~~
 - (f) **an ongoing investigation under the *Ombudsman Act* respecting the Board.**
- v. All committees shall be established by Board resolution. The Chairperson, in consultation with the Vice-Chairperson, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board Committees, excluding the Committee of the Whole, which is made up of all trustees.

(a) **Committee of the Whole Board**

All Trustees, **the Director of Education / Secretary-Treasurer and Senior Administrative Council** are members of this committee. The Vice-Chairperson of the Board chairs the Committee of the Whole Board meeting. In the absence of the Vice-Chairperson, the Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, trustees present at the meeting shall appoint a Chairperson for the meeting by a two-thirds (2/3) majority of the trustees present. **The Chairperson will select the Vice-Chairperson to preside with the Chairperson.**

Regular meetings of the Committee of the Whole Board shall be held on the second (2nd) Tuesday of the month (except July and August) unless otherwise decided by the Board.

(b) **Ad-Hoc Committees**

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chairperson of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

(c) **Policy Committee**

Three (3) trustees one (1) being the Chairperson of the Board or designate) shall be members of the Policy Committee. This committee will receive reports from staff regarding policy recommendations and will forward recommendations and minutes to the Board through the Committee of the Whole.

The Chairperson of this committee will be elected by the members at the first meeting of the committee held after the **Inaugural or** Annual Organizational Meeting of the Board.

The committee may recommend to the Committee of the Whole the areas in which policy formation and/or review is desirable. (Reference Board Policy 100.5, The Establishment and Cyclical Review of Policies)

The meeting of the committee shall normally be held prior to each monthly Board ~~m~~Meeting scheduled on the fourth (4) Tuesday of each month except **December, June,** July and August, when there shall be no meetings. Additional meetings, as required, will be called by the Chairperson of the committee and the Director of Education.

- vi. Meetings of a committee shall be called by the Chairperson of the committee. If the Chairperson of a committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chairperson, providing there is a quorum, the members will elect an interim Chairperson.
- vii. The Chairperson of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section ~~10~~ **12** Sub vii). The Chairperson may delegate some of the ex-officio duties to the Vice-Chairperson of the Board.

20. RULES OF ORDER

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Policy Committee or the Board of the intended alteration or amendment.
- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- iv. The Chairperson or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chairperson and Vice-Chairperson for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chairperson of the Board.
- vi. The Chairperson may participate in any debate or discussion from ~~his/her~~ **their** position as Chairperson. Should the Chairperson elect to vacate the chair to take part in any debate or discussion or for any other reason, ~~he/she~~ **they** shall call upon the Vice-Chairperson or in ~~his/her~~ **their** absence one (1) of the members to fill ~~his/her~~ **their** place until ~~he/she~~ **they** resumes it. The right of the Chairperson to vote is outlined in Section ~~11~~ **13** of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chairperson will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate speaker.
- viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chairperson of the Board.

21. MOTIONS AND DEBATE

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of "Robert's Rules of Order" shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chairperson, whereupon the Chairperson shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chairperson, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.

- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chairperson. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chairperson shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chairperson.
- vii. Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chairperson and the Chairperson will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ~~ix. No question, when once decided by the Board at a regular meeting, shall be reconsidered during that meeting.~~
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chairperson, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chairperson should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- xiii. If a trustee does not put new motions or amendments in writing for the Chairperson, the motion, as stated by the Chairperson and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;

- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) Notice of Motion

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if he/she wishes to:

- (i) Repeal or make permanent amendment to any of the Board’s By-Laws;
- (ii) Recommend an action which has not been considered and recommended to the Board by a Committee of the Board;
- (iii) Consider a matter by the Board without reference to a Committee.

(c) Regulations - Notice of Motion

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chairperson.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or his delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or his delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) Reconsideration of a Motion

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- **Adopted Motion:** An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote,. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.
- **Defeated Motion:** A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

22. VOTING

(a) Voting by ballot for the Election of the Chair and Vice-Chair of the Board

- i. Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- ii. The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chairperson will move to destroy the ballots.
- iii. Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor or designate shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

(b) Recorded Vote

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chairperson calls upon the members to vote upon the question. Provided a request is made in the manner hereinbefore mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that ~~his/her~~ **their** individual vote be recorded either before or after the Chairperson calls the question.

23. CONFLICT OF INTEREST

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

24. CODE OF CONDUCT

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by the Board. The Board approved Code of Conduct Policy for trustees is in compliance with the *Education Act*.

Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).

DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires:

Words importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

“**Board**” for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

“**committee**” includes any committee or subcommittee of the Board established under this By-law;

“**Committee of the Whole Board**” for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v)

“**Director of Education**” means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

“**Education Act**” and “**Act**” means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

“**Inaugural Meeting**” means the meeting at which the Chairperson of the Board and the Vice-Chairperson of the Board are elected and members of Committees are appointed in the year after a municipal election;

“**Meeting**” includes a meeting of the Board and a meeting of a Committee;

“**Multi-Year Plan**” means the plan developed by the Board in accordance with Article 2.1.6;

“**Municipal Elections Act**” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

“**Annual Organizational Meeting**” means the meeting at which the Chairperson of the Board and the Vice-Chairperson of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held.

“**Policies**” means the policies put in place by the Board from time to time;

“**Roll Call**” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“**Statutory Committee**” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“**Student Trustee**” means a Roman Catholic secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the

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intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**NCDSB**” means the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
& BY-LAWS POLICY (800.7)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: May 24, 2016



Niagara Catholic District School Board

**NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
POLICY**

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.7

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: June 18, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the Niagara Catholic Parent Involvement Committee (NCPIC), as a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Diocese, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

The Director of Education will issue Administrative Guidelines Procedures for the implementation of this Policy.

References:

- [*Ontario Regulation 330/10 School Councils and Parent Involvement Committees*](#)
- [*Parents in Partnership...A Parent Engagement Policy for Ontario Schools*](#)
- [*Education Act-Section 1*](#)
- [*OAPCE By-Law and Constitution*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Board By-Laws \(100.1\)*](#)
 - [*Catholic School Councils Policy \(800.1\)*](#)
 - [*Complaint Resolution Policy \(800.3\)*](#)
 - [*Niagara Catholic Parent Involvement Committee By-Laws*](#)
 - [*Trustee Expenses and Reimbursement Policy \(100.13\)*](#)



Niagara Catholic District School Board

**NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
POLICY**

ADMINISTRATIVE GUIDELINES ~~PROCEDURES~~

800 – Schools and Community Councils

Policy No. 800.7

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: June 18, 2013

1. RESPONSIBILITIES ~~PURPOSE~~ OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) as an advisory committee to the Board is to support, encourage and enhance parent/guardian engagement to build strong Catholic identity and community to nurture the distinctiveness of Catholic education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.

- ~~1.1~~ 1. Recommendations made by the committee shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board. ~~The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan,~~ along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.
- ~~1.2~~ 2. Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
- ~~1.3~~ 3. Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chair/Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

2. MANDATE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- ~~2.1~~ The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.
- ~~2.2~~ 1. The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
 - providing information and advice on parent/guardian engagement to the Board;
 - communicating with, and supporting Catholic School Councils of schools of the Board;
 - undertaking activities to help parents/guardians of students of the Board support their children’s learning at home and at school;

- developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all students in the Board such as meetings, faith formation, conferences, Ministry of Education Parents Reaching Out (PRO) Grants, and other events for Catholic School Councils as approved by the Board;
- advising the Board and the Director of Education on ways to use the strategies and initiatives;
- working with Catholic School Councils, the Director of Education and/or the Director's designate/Superintendent of Education, and with employees of the Board to:
 - share effective practices to help engage parents/guardians, especially parents/ guardians who may find engagement challenging, in their children's learning,
 - identify and reduce barriers to parent/guardian engagement,
 - help ensure that schools of the Board create a welcoming environment for parents/guardians of its students,
 - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
 - communicate ~~ing~~ information from the Ministry of Education Parent Engagement Office to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
 - determine ~~ing~~, in consultation with the Director of Education and/or the Director's designate/Superintendent of Education, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
 - review~~ing~~ new and revised policies and guidelines, and
 - other issues deemed appropriate by the Board.

~~2.3~~ 2. Each school year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the Niagara Catholic schools. The recommendations shall be presented to the Director of Education through the Director's designate/Superintendent of Education and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.

~~2.4~~ 3. The Board shall establish a yearly budget to address the various activities ~~as outlined in 2.2~~ projected for the Niagara Catholic Parent Involvement Committee.

~~2.5~~ 4. The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the Director's designate/Superintendent of Education.

3. COMPOSITION

~~3.1~~ Composition of the Niagara Catholic Parent Involvement Committee

1. The Niagara Catholic Parent Involvement Committee shall include the following:

~~VOTING MEMBERS~~

- The number of parent/guardian members **the Board determines appropriate and** as specified in the ~~By-Laws~~ of the Niagara Catholic Parent Involvement Committee **By-Laws**.

- The Director of Education of the Board and/or the Director's designate/Superintendent of Education.
- Two (2) members of the Board.
- ~~The number of~~ Up to three (3) Community Representatives appointed by the Board on an annual basis, as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee;
- ~~In accordance with the Niagara Catholic Parent Involvement Committee By-Laws, one (1) parent/guardian will be elected as required for a term not to exceed two (2) years to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board.~~

2. The Board may appoint one (1) or more of the following individuals subject to the By-Laws of the Niagara Catholic Parent Involvement Committee:

NON-VOTING MEMBERS

- ~~The Director of Education and/or the Director's designate/Superintendent of Education,~~
- ~~Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term,~~
- ~~The Bishop of the Diocese of St. Catharines or his appointed representative,~~
- ~~One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,~~
- ~~One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,~~
- ~~One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,~~
- ~~One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,~~
- ~~One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval,~~
- One (1) **Special Education Advisory Committee (SEAC) representative** parent/guardian of a student with special needs enrolled in a Niagara Catholic District School Board school who will not be counted as a parent/guardian representative from one (1) of the geographic areas, but as an **to** advocate for students with special needs recommended by motion of the Special Education Advisory Committee (SEAC) at the first meeting of the school year, and
- ~~One (1) member of the Secondary Student Senate representative to be appointed by the Student Senate.~~
- ~~In accordance with the Niagara Catholic Parent Involvement Committee By-Laws, One (1) parent/guardian will be elected as required for a term not to exceed two (2) years to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE). and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board.~~

3.2 The Niagara Catholic Parent Involvement Committee shall elect/acclaim parent/guardian members in the Fall of each school year to the committee before November 15 and before the first meeting of the Committee in the school year.

3.3 In specifying the number of parent/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian members constitute a majority of the members of the committee.

3.4 ~~Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment.~~

4. MEMBERSHIP

Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a for a two (2) year term with the remainder serving a one (1) year term:

Fort Erie, Port Colborne, Wainfleet	up to 2 Parent/Guardian Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent/Guardian Representatives
Niagara Falls/Niagara-on-the-Lake	up to 4 Parent/Guardian Representatives
St. Catharines	up to 4 Parent/Guardian Representatives
Thorold/Merritton	up to 2 Parent/Guardian Representatives
Welland	up to 2 Parent/Guardian Representatives

PARENTS/GUARDIANS MEMBERSHIP-Voting members

4.1 Eligibility of Membership

- 4.1.1 ~~1. To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee~~ **a person must:**
 - ~~must~~ be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
 - ~~must~~ reside within the Board’s jurisdiction,
 - ~~must represent the geographic area where the student(s) is enrolled,~~
 - ~~must~~ support the **Mission of Catholic Education, the Mission, Vision and Values of the Niagara Catholic District School Board, and**
 - ~~must~~ fully participate in the Annual Commissioning Ceremony of NCPIC members.
- 4.1.2 **2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Niagara Catholic Parent Involvement Committee and**
- 4.1.3 ~~A parent/guardian who is employed by the Board shall at his or her the first meeting inform the Niagara Catholic Parent Involvement~~ **notify the committee of his or her employment with the Board prior to the election.**

COMMUNITY REPRESENTATIVES-Voting Members

The Niagara Catholic District School Board will appoint up to three (3), Community Representatives to the Niagara Catholic Parent Involvement Committee for a one (1) year term.

- 1. To be eligible to be appointed by the Board to the Niagara Catholic Parent Involvement Committee as a community representative, the community representative(s) must:
 - i. provide a letter of reference from a community organization to the Chair of the Board to support the nomination,
 - ii. reside within the Board’s jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board,
 - iii. support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board, and
 - iv. fully participate in the Annual Commissioning Ceremony of NCPIC members.

2. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative if the person is employed by the Board.

5. VACANCIES TERMS OF OFFICE OFFICERS/ELECTIONS

Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.

6. VACANCIES

VACANCIES

A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

- 6.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:
 - a parent/guardian member has reached the end of a one (1) or two (2) year term
 - a member resigns
 - a member is unable to fulfill his/her duties
- 6.2 ~~A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By Laws of the Niagara Catholic Parent Involvement Committee.~~
- 6.3 ~~Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:~~
 - ~~advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,~~
 - ~~advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,~~
 - ~~advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,~~
 - ~~notices in schools of the Board,~~
 - ~~notices on the Board website www.niagaracatholic.ca and on the websites of the Board's schools, and~~
 - ~~notices in the Parish bulletins.~~
- 6.4 ~~Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Niagara Catholic Parent Involvement Committee until the next election.~~
 - 6.4.1 ~~The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.~~
 - 6.4.2 ~~If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.~~

- ~~6.4.3 The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.~~
- ~~6.5 Where a vacancy of a Community representative occurs, the Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.~~
- ~~6.6 Where a Principal/Vice Principal, student, teacher or non-teaching representative vacancy occurs, the Director's designate/Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.~~
- ~~6.7 Individuals filling a vacated position shall hold the position until the original term for that position expires.~~

7. TERMS OF OFFICE

Parent/Guardian Representatives

Half of the parent/guardian representatives from each geographical area will serve for a two (2) year term while the other half will serve for a one (1) year term.

Chair/Co-Chair(s)

Chair/Co-Chair(s) will serve for a two (2) year term and may not serve more than two (2) consecutive terms (four (4) years) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).

Community Representatives

Community Representatives will serve for a term of one (1) year (renewable).

Non-Voting Members

Non-voting members will serve for a term of one (1) year (renewable).

- ~~7.1.1 The term of office of some of the parent/guardian members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent/guardian members shall be two (2) years, as provided in the By Laws of the committee. Half of the parent/guardian representatives from each of the geographic areas will serve a two (2) year term with the remainder serving for a one (1) year term.~~
- ~~7.1.2 Parent/guardian representatives will declare their desired term of office on the nomination/self nomination forms. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms for representatives from each geographic area will be determined by consensus.~~
- ~~7.1.3 Failing a consensus, the representatives from the geographic areas shall draw lots (straws) to determine the length of the term. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the representative for a two (2) year term.~~
- ~~7.1.4 A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By Laws of the committee.~~

8. OFFICERS

Chair/Co-Chairs

The Niagara Catholic Parent Involvement Committee shall elect a Chair/Co-Chairs from the parent/guardian members to chair the committee for a term of two (2) years at the first general meeting of the committee in the school year when there is a vacancy. **An employee of the Board cannot serve as the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.**

Sub-Committees

The Niagara Catholic Parent Involvement Committee may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.

- ~~8.1.1 The Niagara Catholic Parent Involvement Committee shall have a Chair and/or Co-Chair(s), if the By-Laws of the committee so provides, a Co-Chair(s).~~
- ~~8.1.2 The Chair and/or Co-Chair(s) must be parent members of the committee and shall be elected for a two (2) year term by the parent/guardian members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chair. and/or Co-Chair(s).~~
- ~~8.1.3 Only parent/guardian members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chair and/or Co-Chair(s).~~
- ~~8.1.4 An individual may not serve more than two (2) consecutive terms as Chair and/or Co-Chair(s).~~
- ~~8.1.5 An individual who has served one (1) term or two (2) consecutive terms as Chair and/or Co-Chair(s) may be re-elected as Chair and/or Co-Chair(s) of the committee provided at least one (1) two (2) year term has elapsed since his or her last term as Chair and/or Co-Chair(s).~~
- ~~8.1.6 The Chair and/or Co-Chair(s) shall act as spokespersons for the committee in communicating matters of the committee with the Director of Education of the Board and/or the Director's Designate/Superintendent of Education of the Board.~~
- ~~8.1.7 The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.~~
- ~~8.1.8 A vacancy in the office of Chair and/or Co-Chair(s) or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.~~

8.2 Elections

- ~~8.2.1 Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.~~
- ~~8.2.2 Election Forms will be sent to individual Catholic School Councils one (1) month prior to the elections.~~

- ~~8.2.3~~ ~~Nomination forms and self-nomination forms must be submitted and received by the nomination date before 4:00 p.m. EST. Nomination forms will be date stamped for receipt. Nomination forms that are incomplete by the nomination submission deadline will not be accepted.~~
- ~~8.2.4~~ ~~If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chair and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.~~
- ~~8.2.5~~ ~~To be eligible to vote a parent/guardian must be a resident of the geographic area. Residency may be verified through a request for official documentation such as a tax bill. A parent/guardian of the geographic area must be in attendance at the Niagara Catholic Parent Involvement Committee Annual Catholic School Councils Chair and/or Co-Chair(s) and Members' Meeting to vote. Nominees will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.~~
- ~~8.2.6~~ ~~An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chair, (if not seeking re-election) or at least (1) and/or Co-Chair(s), the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process. (Niagara Catholic Parent Involvement Committee By Laws).~~
- ~~8.2.7~~ ~~Names and addresses of members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.~~
- ~~8.2.8~~ ~~Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.~~
- ~~8.2.9~~ ~~Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies and NCPIC By Laws.~~

9. ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIR AND/OR CO-CHAIR(S)

The Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee shall:

- ~~9.1~~ ~~Determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.~~
- ~~9.2~~ ~~Plan the agenda with Director's designate/Superintendent of Education.~~
- ~~9.3~~ ~~Chair the Niagara Catholic Parent Involvement Committee meetings.~~
- ~~9.4~~ ~~Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.~~

- 9.5 ~~Be diligent in ensuring that any views presented in the capacity of Chair and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.~~
- 9.6 ~~Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.~~
- 9.7 ~~Participate as ex-officio members of all subcommittees established by the NCPIC.~~

10. ~~ROLE OF THE PARENT/GUARDIAN MEMBERS~~

- 10.1 ~~Participate in Niagara Catholic Parent Involvement Committee meetings on a regular basis as per the NCPIC By-Laws.~~
- 10.2 ~~Participate in information and training sessions.~~
- 10.3 ~~All members of the Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work with the committee to facilitate the approved mandate.~~

11. ~~ROLE OF THE DIRECTOR'S DESIGNATE/SUPERINTENDENT OF EDUCATION~~

- 11.1 ~~Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.~~
- 11.2 ~~In consultation with the Chair and/or Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.~~
- 11.3 ~~Plan the agenda with the Chair and/or Co-Chair(s) and subcommittee Chairs and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.~~
- 11.4 ~~Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.~~
- 11.5 ~~Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.~~
- 11.6 ~~Seek input from the Niagara Catholic Parent Involvement Committee.~~
- 11.7 ~~Act as a resource on, regulations and Board policies.~~
- 11.8 ~~Communicate with the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.~~
- 11.9 ~~Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.~~
- 11.10 ~~Ensure that the minutes of the meetings are recorded, maintained, and posted on the Board website.~~
- 11.11 ~~Facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.~~

- 11.12 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- 11.13 Prepare and present a report at each meeting, including a financial statement.

12. MEETINGS PROCEDURES

The Niagara Catholic Parent Involvement Committee shall meet between September to June at least four (4) times in each school year. Special meetings may also be called by the Director's designate/Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education. All meetings will be held at the Catholic Education Centre and are open to the public.

- 12.1 Meetings will open and close with a prayer.
- 12.2 Must fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- 12.3 At the first meeting of the new school year the voting parent/guardian members shall in the year where necessary elect a parent/guardian member to serve as Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee for a term of (2) years.
- 12.4 Meetings should be held on a bi-monthly basis between September to June. Special meetings may also be called by the Director's designate/Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education.
- 12.5 Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
- 12.6 All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.
- 12.7 Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
- 12.8 A meeting cannot be held unless,
 - a majority of the members present at the meeting are parent/guardian members;
 - the Director of Education, or the Director's designate/Superintendent of Education is present, and
 - at least one (1) of the appointed Trustees to the committee is present.
- 12.9 Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.
- 12.10 Approved minutes of the meetings are to be recorded, maintained and posted on the Board website.
- 12.11 The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

- ~~12.12 The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal and/or the Chair and/or Co-Chair(s) of the Catholic School Council.~~

13. SUBCOMMITTEES

- ~~13.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.~~
- ~~13.2 A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.~~
- ~~13.3 A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the Niagara Catholic Parent Involvement Committee.~~
- ~~13.4 The members of a Niagara Catholic Parent Involvement Committee subcommittee shall elect a Chair and/or Co-Chair(s) at the first meeting of the subcommittee.~~
- ~~13.5 The Chair and/or Co-Chair(s) of the subcommittee shall:~~
- ~~• In consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.~~
 - ~~• Plan the agenda in consultation with the Director's designate/Superintendent of Education.~~
 - ~~• Chair the subcommittee meetings.~~
 - ~~• Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.~~
 - ~~• Record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education and the NCPIIC members.~~
 - ~~• Communicate matters of the subcommittee with the Director's designate/Superintendent of Education and the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.~~

14. VOTING

~~When the Niagara Catholic Parent Involvement Committee votes on a matter, only parent/guardian members and community representatives are entitled to vote.~~

15. BY-LAWS

~~In accordance with the Niagara Catholic Parent Involvement Committee Policy (800.7) The Niagara Catholic Parent Involvement Committee, shall recommend to the Niagara Catholic District School Board its By-Laws for approval., and shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.~~

The Niagara Catholic Parent Involvement Committee shall make By Laws governing the conduct of the committee's affairs; subject to the approval of the Board.

shall make By Laws,

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair and/or Co-Chair(s), and any offices provided for in the By Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years,
- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)

16. AGENDA S/ MINUTES AND FINANCIAL RECORDS

Agenda

Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and post a notice on the Board website.

Delegations

Individuals may approach the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent of Education to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s) in consultation with the Director's designate/ Superintendent of Education may approve or reject such requests.

Minutes and Financial Records

- 16.1 ~~The Niagara Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.~~
- 16.2 1. The Niagara Catholic Parent Involvement Committee shall **keep and** retain the minutes of its meetings and ~~the~~ records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
- 16.3 2. The minutes of the Niagara Catholic Parent Involvement Committee shall be:
- posted on the website of the Board; and
 - sent electronically to the Chair and/or Co-Chair(s) of the Catholic School Council of each school of the Board.
- 16.4 3. The minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.

- 16.5 4. Minutes posted on the website of the Board shall remain on the website for four (4) years.

17. INCORPORATION

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

18. CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION

- 18.1 1. The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, well-being and active parent engagement.
- 18.2 2. The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided to it by the committee.

19. CONSULTATION BY THE MINISTRY OF EDUCATION

- 19.1 The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, well-being and active parent engagement.

20. CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

The Niagara Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents/guardians of students enrolled in schools of the Board with regard to matters that relate to improving student achievement and well-being **and active parent engagement**.

21. SUMMARY OF ACTIVITIES

- 21.1 The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of ~~the committee's~~ activities **including a report on how funding if any, provided under the Education Act was spent** to the Chairperson of the Board and to the Director of Education of the Board.
- 21.2 ~~The summary of activities shall include a report on how funding, if any, provided under the Education Act for the Niagara Catholic Parent Involvement Committee was spent.~~
- 21.3 ~~The Director of Education and/or the Director's designate/Superintendent of Education shall:~~
- ~~• provide the summary of activities to the Catholic School Councils of the schools of the Board; and~~
 - ~~• post the summary of activities on the website of the Board.~~

22. DELEGATIONS

- 22.1 ~~Individuals may approach the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent to be placed on the~~

~~agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair and/or Co Chair(s), in consultation with the Director's designate/Superintendent of Education, may approve or reject such requests.~~

~~22.2 Delegations will be limited to ten (10) minutes.~~

~~22.3 Following a presentation, the Niagara Catholic Parent Involvement Committee will decide whether to amend the agenda at that point, refer it to a future meeting, or take no action.~~

23. CONFLICT RESOLUTION

~~All members of the Niagara Catholic Parent Involvement Committee are required to be in compliance with the Board's Complaint Resolution Policy No. 800.3 and the Niagara Catholic Parent Involvement Committee By-Laws.~~

~~If the Director's designate/Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chair and/or Co Chair(s), determines that any of the members have contravened Regulation 330/10 or Board Policy 800.1, the Director's designate/Superintendent of Education or Chair and/or Co Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.~~

~~Conflict Resolution Process (adapted from School Councils A Guide for Members)~~

- ~~• If a member becomes disruptive during a meeting, the Chair and/or Co Chair(s) shall ask for order.~~
- ~~• If all efforts to restore order fail or the unbecoming behaviour continues, the Chair and/or Co Chair(s) may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.~~
- ~~• The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.~~
- ~~• The incident shall be recorded and submitted to Director of Education and/or the Director's designate/Superintendent of Education within one (1) week of the meeting.~~
- ~~• It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.~~
- ~~• Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.~~
- ~~• Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.~~
- ~~• Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.~~

24. CODE OF ETHICS-CONDUCT

~~All members of the Niagara Catholic Parent Involvement Committee are required to be in full compliance with the Board Code of Conduct Policy No. 302.6.2 and the Niagara Catholic Parent Involvement Committee By-Laws.~~

~~A member shall:~~

- ~~• Fully participate in the Annual Commissioning Ceremony of the NCPIC members.~~
- ~~• Consider the best interest of all students and the NCPIC members.~~
- ~~• Be guided by the Mission, Vision and Values of the Board.~~
- ~~• Become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.~~

- ~~Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC.~~
- ~~Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.~~
- ~~Create a positive environment in which individual contributions are encouraged and valued.~~
- ~~Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.~~
- ~~Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.~~
- ~~Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.~~
- ~~Promote high standards of ethical practice within the NCPIC.~~
- ~~Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.~~
- ~~Refrain from making any negative statements about any individual or groups.~~
- ~~Declare any conflict of interest.~~

25. FUNDRAISING

Any funds/or assets generated through activities assisted by the Niagara Catholic Parent Involvement Committee are the property of the Board.

26. REMUNERATION

- 26.1 1. A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
- 26.2 ~~Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.~~
- 26.3 2. Members of the Niagara Catholic Parent Involvement Committee will be reimbursed for pre-approved expenses for conferences attended on behalf of the NCPIC, including accommodation, mileage, parking and meals through the Director's designate/Superintendent of Education in accordance with Board policies.



**Niagara Catholic
Parent Involvement Committee
(NCPIC)**

BY-LAWS

Niagara Catholic Parent Involvement Committee

TERMS OF REFERENCE

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the **Board recognizes the** Niagara Catholic Parent Involvement Committee (NCPIC), as a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission, **Vision and Values** of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, **the Diocese**, the Director of Education, and the Board.

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee By-Laws are in accordance with the Education Act and its Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees) and the Niagara Catholic District School Board and the Niagara Catholic Parent Involvement Committee Policy (800.7). **The By-Laws of the Niagara Catholic Parent Involvement Committee (NCPIC) shall be approved by the Niagara Catholic District School Board and will be subject to periodic review.**

The Niagara Catholic Parent Involvement Committee By-Laws govern the conduct of the committee's affairs:

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair/Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years,
- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy No. 800.3.

PURPOSE

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) as an advisory committee is to support, encourage and enhance parent engagement at the Board level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic education, advance student achievement and well-being for all students in the Niagara Catholic District School Board.

1. **Recommendations made by the committee shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board** ~~The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.~~

2. Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
3. Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chair/Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.

1. The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
 - providing information and advice on parent/guardian engagement to the Board;
 - communicating with, and supporting Catholic School Councils of schools of the Board;
 - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
 - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all students in the Board such as meetings, faith formation, conferences, Ministry of Education Parents Reaching Out (PRO) Grants and other events for Catholic School Councils as approved by the Board;
 - advising the Board and the Director of Education on ways to use the strategies and initiatives;
 - working with Catholic School Councils, the Director of Education and/or the Director's designate/Superintendent of Education, and with employees of the Board to:
 - share effective practices to help engage parents/guardians, especially parents/ guardians who may find engagement challenging, in their children's learning,
 - identify and reduce barriers to parent/guardian engagement,
 - help ensure that schools of the Board create a welcoming environment for parents/guardians of its students,
 - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
 - communicating information from the Ministry of Education Parent Engagement Office to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
 - determine ing, in consultation with the Director of Education and/or the Director's designate/Superintendent of Education, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
 - review ing-new and revised policies and guidelines, and
 - other issues deemed appropriate by the Board.

2. Each year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the schools. The recommendations shall be presented to the Director of Education through the Director's designate/Superintendent of Education and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.
3. The Board shall establish a yearly budget to address the various activities ~~as outlined in 2.2~~ projected for the Niagara Catholic Parent Involvement Committee.
4. The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the Director's designate/Superintendent of Education.

The Niagara Catholic Parent Involvement Committee shall include the following:

Voting members:

- ~~Members will include~~ Up to sixteen (16) parent/guardian members. ~~who are voting members,~~
- Up to three (3) community representatives ~~will be appointed to the committee~~ **appointed by the Board, that are not members or employees of the Board.** ~~who are voting members;~~
- One (1) parent/guardian **holding a two (2) year term** will be elected/~~appointed~~ as required for a term not to exceed two (2) years to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board. In the event that nominations or self-nominations are not received for the position, the Chair and the Vice-Chair of the Board, and the Director of Education reserve the right to appoint a representative.

Non-voting members:

- The Director of Education and/or the Director's designate/Superintendent of Education
- Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term
- **One (1) representative to advocate for students with special needs** ~~A member will be~~ appointed by the Special Education Advisory Committee (SEAC)
- **One (1) A diocesan representative member** ~~will be~~ appointed by the Bishop of St. Catharines
- One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval.
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval.
- One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval.
- One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval.
- One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval.
- One (1) ~~member of the~~ Secondary Student Senate **representative** appointed by the Student Senate.

Every effort will be made to ensure that **parent/guardian** membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:

Fort Erie, Port Colborne, Wainfleet	up to 2 Parent/Guardian Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent/Guardian Representatives
Niagara Falls/Niagara-on-the-Lake	up to 4 Parent/Guardian Representatives
St. Catharines	up to 4 Parent/Guardian Representatives
Thorold/Merritton	up to 2 Parent/Guardian Representatives
Welland	up to 2 Parent/Guardian Representatives

~~The Niagara Catholic Parent Involvement Committee shall elect/acclaim members to the committee before November 15 and before the first meeting of the Committee in the school year.~~

~~In specifying the number of parent/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian members constitute a majority of the members of the committee.~~

~~Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment~~

Nomination and Self-Nomination Forms will be sent each school year to all elementary and secondary schools one (1) month prior to the elections. Interested parties are to complete a nomination or self-nomination form and submit the completed forms by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee **a person must:**

- ~~must~~ be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
- ~~must~~ reside within the Board's jurisdiction,
- ~~must represent the geographic area where the student(s) is enrolled,~~
- ~~must~~ support the **Mission of Catholic Education, and the** Mission, Vision and Values of the Niagara Catholic District School Board, and
- ~~must~~ fully participate in the Annual Commissioning Ceremony of NCPIC members.

1.1.1 2. A parent/guardian who is employed by the Board is qualified to be appointed to the Niagara Catholic Parent Involvement Committee **and**

1.1.2 ~~A parent/guardian who is employed by the Board shall at his or her~~ **the** first meeting inform the ~~Niagara Catholic Parent Involvement~~ **c**ommittee of ~~his or her~~ employment with the Board.

~~Parents/guardians who support the Mission, Vision and Values of the Niagara Catholic District School Board will make up the majority of the Niagara Catholic Parent Involvement Committee (NCPIC).~~

The Niagara Catholic District School Board will appoint up to three (3), Community Representatives to the Niagara Catholic Parent Involvement Committee for a one (1) year term.

A person nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative by the Niagara Catholic District School Board will be required to:

- a) act in the best interest of Catholic Education;
- b) carry out responsibilities in a manner that assists the Board in fulfilling its duties under the Education Act, the Regulations and the guidelines issued under the Act, and the Niagara Catholic Parent Involvement Committee Policy No. 800.7 and By-Laws;
- c) attend and participate in meetings of the Niagara Catholic Parent Involvement Committee, including sub-committee meetings of which they are members; and
- d) promote student achievement and well-being of all students in the Niagara Catholic District School Board.

Community Representative Nomination Forms will be sent each school year to all elementary and secondary schools one (1) month prior to the elections. Interested parties are submit a complete Community Representative Nomination form, and provide a letter of reference from a community organization to support the nomination to the Chair of the Board by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
2. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative if the person is employed by the Board.

ELECTIONS

Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year as required.

1. If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chair and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.
2. An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chair/Co-Chair(s), (if not seeking re-election), the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process.

3. Nominees must be in attendance and will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.
4. To be eligible to vote for a parent/guardian representative a person must:
 - be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
 - be a resident of the geographic area, residency may be verified through a request for official documentation such as a tax bill, and
 - must be in attendance at the election site.
5. Names and addresses of elected/appointed members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election and will be published to the Niagara Catholic District School Board school communities and on the Board website.

Parent/Guardian Representatives

Half of the parent/guardian representatives from each geographical area ~~Niagara Catholic Parent Involvement Committee~~ will serve for a two (2) year term while the other half will serve for a one (1) year term. ~~(renewable) and all other members will serve for a term of one (1) year, (renewable).~~

1. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms of office for parent/guardian representatives of each geographical area will be determined by consensus.
2. Failing a consensus, the parent/guardian representatives from the geographical area will draw lots (straws) to determine the length of term.
3. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the parent/guardian representative for a two (2) year term.
4. Members of the Board appointed by the Chair of the Board will serve for a one (1) year term.
5. Non-parent/guardian members will serve for a term of two (2) years.
6. A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the committee for more than one (1) term.

Chair/Co-Chair(s)

The Chair will serve for a two (2) year term and may not serve more than two (2) consecutive terms (four (4) years) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).

Community Representatives

Community Representatives will serve for a term of one (1) year (renewable).

Non-Voting Members

Non-voting members will serve for a term of one (1) year (renewable).

The Niagara Catholic Parent Involvement Committee shall elect ~~one (1) Chair/ or two (2) Co-Chair(s)~~ from the parent/guardian members to chair the Committee for a term of two (2) years

~~Elections for the position of Chair and/or Co-Chair(s) (s) shall take place at the first general meeting of the committee in the school year when there is a vacancy.~~

Eligibility

1. Only parent/guardian members that have been elected/appointed to the committee for a two (2) year term are eligible to be elected as a Chair/Co-Chair(s).
2. Parent/guardian members with only one (1) year left of their term are not eligible to stand for election as Chair/ Co-Chair(s).
3. The Chair/Co-Chair(s) cannot be **employees** of the Niagara Catholic District School Board.
4. An individual may not serve more than two (2) consecutive terms (four (4) years) as Chair/Co-Chair(s) **unless**
~~An individual who has served one (1) term or two (2) term consecutive terms may be re-elected to the position of Chair and/or Co-Chair(s) of the committee provided that at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).~~
5. **An employee of the Board cannot serve as the Chair/Co-Chair(s) of the committee.**
6. ~~If the committee chooses to elect two (2) Co-Chairs, each Co-Chair will be considered to have equal responsibility to fulfill all duties of the position of Chair including, setting agendas, chairing meetings and acting as spokesperson(s) for the committee in communication with the Director of Education of the Board and the Board.~~
7. ~~The committee may choose to elect other officers to the executive as deemed necessary.~~
8. ~~If a vacancy occurs in the office of Chair and/or Co-Chair(s) the committee shall elect a parent representative to complete the remainder of the term that has been vacated.~~

Election of Chair/Co-Chair(s)

~~The election of the Chair/Co-Chair shall be my nomination and vote by secret ballot. The candidates receiving a clear majority of votes cast by all parent/guardian members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of vote result in a tie, in which one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.~~

Sub-Committees

~~The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee. Members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.~~

~~Subcommittees shall include, but are not limited to: Faith Formation, Goals, Policy and PRO Grant.~~

~~A subcommittee of the Niagara Catholic Parent Involvement Committee:~~

- must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.
- ~~A subcommittee of the Niagara Catholic Parent Involvement Committee~~ may include persons who are not members of the Niagara Catholic Parent Involvement Committee.
- ~~The members of a Niagara Catholic Parent Involvement Committee subcommittee~~ shall elect a Chair and/or Co-Chair(s) at the first meeting of the subcommittee.
- The Chair/Co-Chair(s) of the subcommittee shall:
 - In consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.
 - Plan the agenda in consultation with the Director's designate/Superintendent of Education.
 - Chair the subcommittee meetings.
 - Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.
 - Record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education and the NCPIC members.
 - Communicate matters of the subcommittee with the Director's designate/Superintendent of Education and the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.

A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

Vacancies on the Niagara Catholic Parent Involvement Committee occur when:

- a parent/guardian member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill his/her duties

Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:

- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
- advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
- advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
- notices in schools of the Board,
- notices on the Board website www.niagaracatholic.ca and on the websites of the Board's schools, and
- notices in the Parish bulletins.

Filling a parent/guardian vacancy

Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian from the pool of candidates from the previous election process to serve on the Niagara Catholic Parent Involvement Committee until the next election.

~~The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.~~

- If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
- The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.

Filling a vacancy in the Office of Chair/Co-Chair(s)

~~If~~ Where a vacancy occurs in the office of Chair/Co-Chair(s) the committee shall elect a parent representative to complete the remainder of the term that has been vacated.

Filling a Community Representative Vacancy

Where a vacancy of a Community Representative occurs, the Niagara Catholic District School Board Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position. Individuals filling a vacated position shall hold the position until the original term for that position expires.

Members

All members of the Niagara Catholic Parent Involvement Committee must:

- fully participate in the Annual Commissioning Ceremony of the NCPIC members,
- attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means on a regular basis,
- participate in information and training sessions, and
- work with the committee to facilitate the approved mandate.

Chair/Co-Chair(s)

The Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee shall:

- determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- Plan the agenda with Director's designate/Superintendent of Education.
- Chair the Niagara Catholic Parent Involvement Committee meetings.
- Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.
- Be diligent in ensuring that any views presented in the capacity of Chair and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

- Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- Participate as ex-officio members of all subcommittees established by the NCPIC.

Director's Designate/Superintendent of Education

The Directors' Designate/Superintendent of Education shall:

- Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- In consultation with the Chair/Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- Plan the agenda with the Chair/Co-Chair(s) and subcommittee Chairs/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.
- Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.
- Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- Seek input from the Niagara Catholic Parent Involvement Committee.
- Act as a resource on regulations and Board policies.
- Communicate with the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.
- Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.
- Ensure that the **approved** minutes of the meetings are recorded, maintained, and posted on the Board website.
- Facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- Prepare and present a report at each meeting, including a financial statement.
- **In the event that the NCPIC Chair/Co-Chair is unable to attend a meeting of the committee, the Directors' Designate/Superintendent of Education shall Chair the meeting.**

The Niagara Catholic Parent Involvement Committee shall meet between September to June at least four (4) times in each school year. Special meetings may also be called by the Director's designate, Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education. All meetings will be held at the Catholic Education Centre and are open to the public.

1. Meetings will open and close with a prayer.
2. Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
3. Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.

4. A meeting cannot be held unless,
 - a majority of the members present at the meeting are parent/guardian members;
 - the Director of Education, or the Director's designate/Superintendent of Education is present, and
 - **a member of the Board (Trustee) who sits on the committee, or a designated member of the Board (Trustee) at least one (1) of the appointed Trustees to the committee is present.**
5. The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
6. **When the Niagara Catholic Parent Involvement Committee votes on a matter, only parent/guardian members and community representatives are entitled to vote.**

MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

Niagara Catholic Parent Involvement Committee members are expected to attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled Niagara Catholic Parent Involvement Committee meeting must request to be excused from a meeting by contacting the Director's designate/Superintendent of Education and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting ~~for the remainder of the meeting,~~ will have the time of departure noted in the minutes of the meeting.
- Members, who ~~are~~ **have not been** excused from attendance at a Niagara Catholic Parent Involvement Committee meeting ~~or fail to notify the Director's designate/ Superintendent of Education if unable to attend a meeting,~~ will be marked **recorded** as absent in the minutes of the meeting.
- A member of the Niagara Catholic Parent Involvement Committee may lose his or her position for being absent ~~without authorization~~ for (3) three consecutive meetings without authorization.
- **Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election.**

Agenda

Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail ~~or regular mail~~ and posting a notice on the Board website.

Delegations

Individuals may approach the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent **of Education** to be placed on the agenda. This request must

be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s), in consultation with the Director's designate/ Superintendent of Education may approve or reject such requests.

Minutes and Financial Records

The Niagara Catholic Parent Involvement Committee shall **keep and** retain the minutes of its meetings and ~~the~~ records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.

1. The **approved** minutes of the Niagara Catholic Parent Involvement Committee shall be:
 - posted and remain on the website of the Board for four (4) years. ~~;~~ ~~and~~
 - sent electronically to the Chair and/or Co-Chair(s) of the Catholic School Council of each school of the Board.
2. The **approved** minutes and ~~the~~ records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
3. The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal. ~~and/or Co-Chair(s) of the Catholic School Council.~~

A conflict of interest for a Niagara Catholic Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with the Niagara Catholic Parent Involvement Committee.

- Each Niagara Catholic Parent Involvement Committee member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Niagara Catholic Parent Involvement Committee and a personal or vested interest that may arise in connection with his or her duties as a Niagara Catholic Parent Involvement Committee member.
- Should an issue or agenda item arise during a Niagara Catholic Parent Involvement Committee meeting where a committee member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.
- A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins.
- The member must:
 - Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
 - Not vote on the matter under discussion.
 - Leave the room when the committee is discussing the matter and have this facet recorded in the minutes.
 - Not discuss the matter with members or attempt to influence the decision.

If the Director's designate/Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chair/Co-Chair(s), determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the Director's designate/Superintendent of Education or Chair/Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

- If a member becomes disruptive during a meeting, the Chair/Co-Chair(s) shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chair/ Co-Chair(s) may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.
- The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- The incident shall be recorded and submitted to the Director of Education by the Director's designate/Superintendent of Education within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

CODE OF CONDUCT

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- **Support, encourage and enhance parent engagement at the Board level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.**
- Consider the best interest of all students and the NCPIC members.
- Be guided by the **Mission of Catholic Education** and the Mission, Vision and Values of the Board.
- Become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC **and Board Staff.**
- Treat all other Niagara Catholic Parent Involvement Committee members **and Board Staff** with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.

- Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.
- Promote high standards of ethical practice within the NCPIC.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
RELIGIOUS ACCOMMODATION POLICY (100.10.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Religious Accommodation Policy (100.10.1), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Date: May 24, 2016



Niagara Catholic District School Board

RELIGIOUS ACCOMMODATION POLICY

STATEMENT OF POLICY

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: November 23, 2010

In keeping with the Mission, Vision and Values of the The Niagara Catholic District School Board (the Board), the Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.

The Board believes in the dignity of all people and their equality as children of God. The Board recognizes the importance of freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to work with the community it serves to foster an inclusive learning environment that promotes acceptance and protects individuals from discrimination and harassment on the basis of their religion.

The Board and its staff are committed to the elimination of discrimination as outlined in relevant Provincial and Federal legislation in a manner which is consistent with the exercise of its denominational rights under section 93 of the *Constitution Act, 1867* and as recognized in section 19 of the Ontario *Human Rights Code (the “Code”)*.

In accordance with the Catholic Church’s teachings, it is the policy of the Board to provide, in all its operations, an educational environment which promotes and supports diversity within its Catholic community as well as the equal attainment of life opportunities for all students, staff, parents and other members of that community. other recognized faith communities.

The Director of Education will shall issue Administrative Guidelines Procedures in support for the implementation of this policy.

References:

- [Canadian Charter of Rights and Freedoms](#)
- [Constitution Act, 1982 1867](#)
- [Education Act](#)
- [Education Act – R.R.O. 1990, Regulation 298, “Operation of School-General” s 27-29, under the heading “Religion in Schools”](#)
- [Ontario’s Equity and Inclusive Education Strategy](#)
- [Ontario Human Rights Commission – Human Rights at Work](#)
- [Ontario Human Rights Commission - Ontario Human Rights Code](#)
- [Ontario Human Rights Commission – Policy on Preventing Discrimination based on Creed and the Accommodation of Religious Observances](#)
- [Ministry of Education - Policy/Program Memorandum No. 108](#)
- [Ministry of Education - Policy/Program Memorandum No. 119 \(2009\)](#)
- [Multi-Faith Manual, Canadian Multi-Faith Federation](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
 - [Equity and Inclusive Education Policy \(100.10\)](#)
 - [Elementary Standardized Dress Code Policy \(Safe Schools\)\(302.6.10\)](#)
 - [Dress Code – Secondary Uniform Policy \(Safe Schools\)\(302.6.6\)](#)



Niagara Catholic District School Board
RELIGIOUS ACCOMMODATION POLICY
 ADMINISTRATIVE GUIDELINES PROCEDURES

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: November 23, 2010

All ~~school boards~~ **Niagara schools and facilities** exist within a broader context of law and public policy that protect and defend human rights.

The *Canadian Charter of Rights and Freedoms* (Section 2(a) and Section 15) guarantees freedom of religion. The *Ontario Human Rights Code* (the “Code”) protects an individual’s freedom from discriminatory or harassing behaviours based on ~~religion~~ **prohibited grounds**. Consistent with this legislation is the *Education Act*, its Regulations and policies governing—~~Equity~~ **equity** and ~~Inclusion~~ **inclusion** in ~~Schools~~ **schools**:

- PPM No. 108, “Opening or Closing Exercises in Public Elementary and Secondary Schools”, **released on January 12, 1989**;
- R.R.O. 1990, Regulation 298, “Operation of School-General” s 27-29, under the heading “Religion in Schools”; **and**
- PPM No. 119, “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools”, **released on April 22, 2013**.

~~The Board and its staff are committed to the elimination of discrimination as outlined in this Federal and Provincial legislation in a manner which is consistent with the exercise of its denominational rights under section 93 of the *Constitution Act, 1982* and as recognized in section 19 of the *Ontario Human Rights Code* (the *Code*).~~

The Board recognizes, and is committed to, the values of freedom of religion and freedom from discriminatory or harassing behaviour based on ~~religion~~ **prohibited grounds** through its Equity and Inclusive Education Policy, the Safe Schools Policy and curriculum documents. All of these will be informed by, and interpreted in accordance with, the principles of the **Ontario Human Rights Code**.

This Policy reflects the Board’s fidelity to Canadian law protecting freedom of religion in accordance with the Catholic Church’s teachings.

DEFINITIONS

1. Accommodation

The Ontario Human Rights Commission’s ~~*Policy on Creed and the Accommodation of Religious Observances*~~ defines “accommodation” as a duty corresponding to the right to be free from ~~discrimination~~: **(“OHRC”) Policy on Preventing Discrimination based on Creed, (“OHRC Policy”) released on September 17, 2015, recognizes a duty to accommodate creed beliefs and practices.**

~~The *Code* provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the “duty to accommodate.” The duty arises when a person’s religious beliefs conflict with a requirement, qualification or practice. The *Code* imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation.~~ **OHRC Policy provides that service providers, such as school boards, have a legal duty to accommodate people’s creed beliefs and practices to the point of undue hardship where they are:**

- **Adversely affected by a standard, rule or requirement of the organization;**

- Sincerely (honestly) held; and
- Connected to a creed.

For creed protections, a person's creed belief needs only to be sincerely held. The focus is on the person's sincerely held personal or subjective understanding of their creed. They do not need to show that their belief is an essential or obligatory element of their creed, or that it is recognized by others of the same creed (including religious officials).

Fulfilling the duty to accommodate requires that the most appropriate accommodation be determined and provided short of undue hardship. The most appropriate accommodation is the one that most:

- Respects dignity (including autonomy, comfort and confidentiality);
- Responds to a person's individualized needs; and
- Allows for integration and full participation.

The duty to accommodate is about more than providing the most appropriate accommodation in the circumstances (the substantive component). It is also about engaging in a meaningful, good-faith process to assess needs and find appropriate solutions (the procedural component).

Everyone involved in the accommodation process has a duty to cooperate to the best of their ability. While the Board is ultimately responsible for putting in place solutions and leading the process, persons seeking accommodation must cooperate in the process.

The OHRC's Policy also recognizes that there are limits on rights based on creed, as there are on all grounds protected under the Ontario *Human Rights Code*. Limits can, for example, arise if creed rights interfere with the human rights of others.

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the *Ontario Human Rights Code*. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the *Ontario Human Rights Code* provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements, **if any**.

2. Creed

~~Creed is interpreted by the Ontario Human Rights Commission Policy on Creed and the Accommodation of Religious Observances as "religious creed" or "religion." It is defined as a professed system and confession of faith, including both beliefs and observances of worship.~~

~~The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.~~

~~Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law.~~

The OHRC states that although the *Ontario Human Rights Code* does not define creed, the courts and tribunals have often referred to religious beliefs and practices. Creed may also include non-religious belief systems that, like religion, substantially influence a person's identity, worldview and way of life. The following characteristics are relevant when considering if a belief system is a creed under the *Ontario Human Rights Code*. A creed:

- Is sincerely, freely and deeply held;
- Is integrally linked to a person's identity, self-definition and fulfilment;
- Is a particular and comprehensive, overarching system of belief that governs one's conduct and practices;

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- Addresses ultimate questions of human existence, including ideas about life, purpose, death, and the existence or non-existence of a Creator and/or a higher or different order of existence; and
- Has some “nexus” or connection to an organization or community that professes a shared system of belief.

Creed does not include secular, moral or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law.

3. Undue Hardship

Accommodation will be provided to the point of undue hardship, ~~as defined by the Ontario Human Rights Commission set out in the provisions of the Ontario Human Rights Code.~~ A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board’s Equity and Inclusive Education Policy. ~~and under the Ontario Human Rights Code.~~

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

PROCEDURES ACCOMMODATION GUIDELINES PROCEDURES

The Accommodation ~~Guidelines~~ Procedures are established to ensure that all Board staff, students, parents and other members of the school community are aware of their rights and responsibilities under the Ontario Human Rights Code with respect to religious accommodation. It also sets out the Board’s procedures for accommodation and the responsibilities of each of the parties to the accommodation process. In accordance with the Equity and Inclusive Education Strategy, the Ontario Human Rights Code and OHRC’s *Guidelines on Developing Human Rights Policies and Procedures*, it is intended that the accommodation process, as well as the accommodation itself, be effective and respectful of the dignity of accommodation seekers.

The Board is committed to providing an environment that is inclusive and that is free of barriers based on ~~creed (religion)~~ prohibited grounds. Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. The Board will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

1. Accommodation Based on Request

The Board will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

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The Board will base its decision to accommodate by applying the *Ontario Human Rights Code's* criteria of undue hardship, the Board's ability to fulfill its duties under Board policies and the *provisions of the Education Act*.

When concerns related to beliefs and practices arise in schools, collaboration among school, student, family, and religious community is needed in order to develop appropriate accommodation. It is the role of the Board and its staff to ensure equity and respect for the diverse religious beliefs and practices of students and their families and other staff in the school system. However, school administrators ~~should~~ **will** not be placed in the position of monitoring a ~~child's~~ **student's** compliance with a religious obligation, and enforcing such practices.

2. General Procedures for Religious Accommodation

2.1 Staff

~~The person requesting~~ **If a staff member requests a religious accommodation, should the staff member is required to** advise ~~the administration~~ **their immediate supervisor, in writing** at the beginning of the school year, to the extent possible. If September notice is not feasible, the ~~person~~ **staff member** should make the request as early as possible.

The absence of employees due to religious observances should be granted as determined by this policy and the appropriate collective agreement/**terms and conditions/employment contract**.

2.2 Students

Students must present written notice from their parents/guardians specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made enough in advance, preferably at the beginning of each school year, to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes **into consideration** the religious observances ~~into consideration~~.

Student handbooks and **annual** parent newsletters will include information about the procedure to follow to request an accommodation for religious observances and/or holy days.

3. Unresolved Requests

If an individual feels that ~~their~~ **the** request has not been considered despite the Board's commitment to provide accommodation, the individual is to follow the Board's Complaint Resolution Policy (800.3).

4. Areas of Accommodation

For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:

- School opening and closing exercises;
- ~~Leave of~~ Absence for Religious Holy Days;
- Prayer;
- Dietary requirements;
- Fasting;
- Religious dress;
- Modesty requirements in physical education; and
- Participation in daily activities, ~~and~~ curriculum **and co-curricular activities**.

4.1 School Opening and Closing Exercises

Pursuant to the Ontario Ministry of Education Policy/Program Memorandum No. 108 ("Memorandum No. 108"), if a student or parent/guardian objects to all or part of the opening or closing exercises due to religious beliefs, the student will be exempted and given the option not

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to participate and to remain in class or in an agreed upon location through the duration of the exercise.

Memorandum No. 108 states the following:

1. All public elementary and secondary schools in Ontario must be opened or closed each day with the national anthem. “God Save the Queen” may be included.
2. The inclusion of any content beyond “O Canada” in opening or closing exercises is to be optional for public school boards.
3. Where public school boards resolve to include, in the opening or closing exercises in their schools, anything in addition to the content set out in item 1 above, it must be composed of either or both of the following:
 - a. One or more readings that impart social, moral, or spiritual values and that are representative of our multicultural society. Readings may be chosen from both scriptural writings, including prayers, and secular writings;
 - b. A period of silence.
4. Parents who object to part or all of the exercises may apply to the Principal to have their children exempted. Students who are adults may also exercise such a right.
~~These requirements will be interpreted in accordance with the Code and the Board will consider other requests for accommodation as may be made.~~

4.2 Absence for Religious Holy Days

The Board affirms and values the faith diversity in our Catholic secondary schools. Section 21(2) (g) of the *Education Act* provides that a person is excused from school attendance in observance of a “holy day by the Church or religious denomination to which he/she belongs.”

All staff and students who observe religious holidays in accordance with section 21(2) (g) of the *Education Act* may be excused from attendance, subject to the particular request for religious leave process.

The Board will encourage members of diverse groups to identify their religious holy days at the beginning of each school year. **Upon identification, The the** Board will make reasonable efforts to acknowledge the different observances of its Catholic community when planning programs and events, such as Board-wide tests and examinations. **To the extent possible, conferences, meetings, workshops, co-curricular activities and exams/tests, will not be scheduled on these religious holy days.**

(Examples of) Significant Holy Days

Baha’j	Ridvan
Buddhist	Lunar New Year/Chinese
Western Christian	Good Friday
Eastern Christian	Christmas, Holy Friday
Hindu	Diwali
Jewish	Rosh Hashanah (2 days), Yom Kippur, Passover (first day)
Muslim	Eid-ul-Fitr, Eid-ul-Adha
Sikh	Baisakhi

All staff and students who request to observe a religious holy day should be allowed this right without having to undergo any unnecessary hardship.

Staff requesting a leave ~~should~~ **will** advise ~~the school administration~~ **their immediate supervisor** at, or as close as possible to, the beginning of the school year and ~~the leave should be~~ **will be** granted in accordance with the terms of the appropriate collective agreement/**terms and conditions/employment contract.**

Students requesting a leave ~~should~~ **will** give written notice from their parent/guardian to the school at, or as close as possible to, the beginning of the school year. Such procedures should be easy to understand and follow.

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Student agendas, **annual** school newsletters and announcements will include information about the procedures for requesting leaves.

All staff members acting on behalf of/representing the Board on other organizations, which in partnership with the Board are planning events or activities that involve students and/or staff of Board schools, have the responsibility to bring this procedure to the attention of these organizations.

Administrators will consult with Human Resource Services regarding staff leave as required.

Unresolved Requests

If an individual feels that ~~their~~ **the** request has not been considered despite the Board's commitment to provide accommodation, the individual is to follow the Board's Complaint Resolution Policy (800.3).

4.3 Prayer

The Board recognizes the significance of prayer in religious practice. Board schools will make reasonable efforts to accommodate individuals' requirement for daily prayer by providing an appropriate location within the building for students and staff to participate in prayer. This may mean a quiet space in the ~~library~~ **Library Information Centre**, an empty room, or wherever it is mutually satisfactory for the school and the student or staff member requesting the accommodation. Adult presence should be for supervision purposes only.

4.4 Dietary Restrictions

The Board is sensitive to the different dietary restrictions of various religious groups, **staff and students**. Such sensitivity includes attending to issues related to the menus provided by catering companies, snacks in elementary schools, and food provided within schools, at school-sponsored activities and community events.

Breakfast and lunch programs in both **elementary and secondary** ~~and elementary~~ schools will consider relevant dietary restrictions in their menu planning. Availability of vegetarian options is recommended as a form of inclusive design.

Staff will provide Special-special attention to accommodations requested during ~~needs to be given to~~ overnight outdoor education activities, as well as field trips that extend over a mealtime period.

4.5 Fasting ~~and/or Restriction of Food Intake~~

The Board is sensitive to religious periods of fasting, ~~and/or restriction of food intake~~. **Board Elementary, Secondary and Continuing Education** schools will endeavour to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting ~~and/or restricting food intake~~ in religious observance. The Board recognizes that students who are fasting ~~and/or restricting food intake~~ may need exemptions from certain physical education classes and Board schools should make reasonable efforts to provide appropriate accommodations.

4.6 Religious Dress

"Dress Code" is the appropriate dress policy established by **the Board**. ~~a school, and may include a school uniform~~. **Students are required to comply with the Elementary Standardized Dress Code Policy (302.6.10) or the Dress Code - Secondary Uniform Policy (302.6.6) in all Niagara Catholic schools.**

The Board recognizes that there are certain religious communities that require specific items of ceremonial dress. The Board understands that some religious attire, which is a requirement of religious observance, may not conform to a school's Dress Code **Policy or Uniform Policy**.

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Board schools will reasonably accommodate students with regard to religious attire. Religious attire is not cultural dress; it is a requirement of religious observation.

Religious attire that should be reasonably accommodated in Board schools includes, but is not limited to:

- Head covers: Yarmulkes, turbans, Rastafarian headdress, hijabs
- Crucifixes, Stars of David, etc.
- Items of ceremonial dress.

~~Where uniforms are worn, Administrators may~~ **will** ask the student to wear religious attire in the same colour as the **elementary standardized dress code or secondary** uniform (~~e.g. the head scarves for females~~); however, there may be religious requirements of colour that cannot be modified.

Special attention ~~must~~ **will** be given to accommodations necessary for a student to participate in physical education and school organized sports. ~~Where possible, these should be incorporated into Board policies as part of an inclusive design process.~~

The Board seeks to foster an atmosphere of cultural understanding in order to be proactive in addressing potential harassment about religious attire. Schools should be aware that harassment about religious attire is one of the most common types of harassment and bullying. In accordance with Board policy, the Board and its schools will not tolerate any ~~teasing~~ **harassment or bullying** directed at, or inappropriate actions taken against, an individual's religious attire and there will be appropriate consequences for individuals who violate this rule.

There are religious communities that require specific items of ceremonial dress which may be commonly perceived as contravening Board policies, for example the use of the Kirpan by Khalsa Sikh students. ~~For specific guidelines on~~ **Requirements regarding** the accommodation of Khalsa Sikh students ~~wishing who wish~~ to carry a Kirpan, ~~please see~~ **are set out at** [Appendix A](#).

4.7 Modesty Requirements for Dress in Physical Education Classes

The Board recognizes that some religious communities observe strict modesty attire in respect of their religion. This can become a matter of concern when students are asked to wear the clothing used in physical education activities. ~~Such policies should be~~ **These Accommodation Guidelines are** designed inclusively, taking into account common religious needs that may exist.

If a student and his or her family has concerns that cannot be addressed through inclusive design, the school should discuss the modesty requirements with them, and, taking into consideration the Ministry of Education's mandated expectations in the physical education curriculum, provide reasonable accommodation. The curriculum requirements should be explained to the student and his or her family so that it has sufficient information to understand the physical education curriculum and to select available curriculum alternatives.

4.8 Participation in Daily Activities, ~~and~~ Curriculum and Co-curricular Activities

The Board will seek to reasonably accommodate students where there is a demonstrated conflict between a specific class, ~~or~~ curriculum **or co-curricular activity** and a religious requirement or observance. Where **an academic or co-curricular** accommodation is requested, the school should have an informed discussion with the student's parents/guardians to understand the nature and extent of the conflict.

The school staff should make it clear during the discussion that its role is to protect students and staff from harassment and discrimination because of their religion and cultural practices. Where these conflict with the school routines, activities or curriculum, the school should consider accommodation. It cannot, however, accommodate religious values and beliefs that clearly conflict with mandated Ministry of Education and Board policies.

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It is important to note that when an individual requests an accommodation related to the curriculum **or co-curricular activity**, the accommodation applies to the individual **requesting the accommodation**. ~~in question and not to the whole class or to classroom practices in general.~~

The Ministry of Education recommends substitutions when there are exemptions requested related to specific curriculum (Ontario Secondary Schools, Grades 9-12, Program and Diploma Requirements).

In general, the Board recommends an informed, common-sense approach to questions of religion and curriculum **and co-curricular activities**. Hopefully, these questions can be solved by an open discussion between the teacher, the student and ~~his/her~~ **the student's** family.

LIMITATIONS TO RELIGIOUS ACCOMMODATION

1. The Board supports freedom of religion and an individual's right to manifest ~~his/her~~ **the individual's** religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.
2. The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church. **Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community excluding some restrictions such as sharing in Holy Communion.**
3. ~~As for All chapels in Niagara Catholic schools, they are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). Such a chapel is~~ **Chapels are** open to all people for individual silent prayer or meditation. ~~However, it is not appropriate that non-~~**Non-Catholic** liturgies or group prayers **will not** be held in ~~this setting~~ **any chapel**.
4. ~~It is therefore recommended:~~
 - ~~That school administrators designate another appropriate space or classroom, other than the chapel, for religious celebrations celebrated by other Christian denominations or faith traditions; and~~
 - ~~That Catholic school boards consult with their respective local Ordinary on such accommodations.~~

For students requesting a prayer space, school administrators are to designate an appropriate space or classroom, other than the chapel, for religious celebrations celebrated by other Christian denominations or faith traditions. Such requests will be made to the Principal, who, in discussion with the Family of Schools Superintendent and in consultation with the local Ordinary, will make the final decision.

GUIDELINE REQUIREMENTS FOR KIRPAN ACCOMMODATION

A Kirpan is a ceremonial sword that must be worn by all baptized Khalsa Sikhs. The Board seeks to accommodate Khalsa Sikhs who wear a kirpan under the following conditions as follows:

- **The five articles of faith worn by Khalsa Sikhs are the Kachera, Kara, Kanga, Kesh and Kirpan.** At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.

The principal, in consultation with the student and his/her parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:

- **There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.**
- The Kirpan is six inches or less.
- The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
- The Kirpan will not be worn visibly, but under the wearer's clothing.
- ~~There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.~~
- Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
SAFE ARRIVAL POLICY (302.3)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Safe Arrival Policy (302.3), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: May 24, 2016



Niagara Catholic District School Board

SAFE ARRIVAL POLICY

STATEMENT OF POLICY

300 – School/Students

Policy No 302.3

Adopted Date: May 31, 1999

Latest Reviewed/Revised Date: February 23, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to ~~strong~~ **effective, regular and timely** communication between the home and the school in relation to student ~~attendance~~ **absence and as such communication is important for the safety of our students, the efficient operation of the school, as well as for ensuring that parents/guardians are kept informed** ~~has implemented the Niagara Catholic Safe Arrival system.~~

It is an expectation that parents/guardians will be responsible to ~~use~~ **contact the school the Niagara Catholic Safe Arrival system** if they are aware that their child will be absent ~~to report their child's late arrival~~ **or** and absences for part or all of the school day.

~~In order to promote the safety of students within its jurisdiction, the Board has in place a Safe Arrival Program in compliance with current Ministry of Education legislation.~~

~~Each school shall design and affect a process that facilitates home to school communication and school to home communication regarding student absence.~~

The Director of Education will ~~establish~~ **issue** Administrative ~~Guidelines~~ **Procedures** for implementation of the Policy.

References

- [Ministry of Education Policy/Program Memorandum 123, dated February 2, 1999](#)
- [Education Act, \(21.5\)](#)
- **Niagara Catholic District School Board Policies/Procedures**
 - [Safe Schools Policy No. 302.6](#)



Niagara Catholic District School Board

SAFE ARRIVAL POLICYADMINISTRATIVE GUIDELINES **PROCEDURES**

300 – School/Students

Policy No 302.3

Adopted Date: May 31, 1999

Latest Reviewed/Revised Date: February 23, 2010

The Niagara Catholic Safe Arrival system is accessible to parents/guardians to report their child's late arrival or absence quickly and conveniently in one of three ways:

1. Telephone: Toll free number (1.844.287.6287)
2. Parent Portal website: *nc.schoolconnects.com*
3. Free Smartphone App, "Safe Arrival"

REPORTED LATES/ABSENCES

When parents/guardians report their child's late arrival or absence, the late arrival or absence will be recorded and parents/guardians will receive confirmation through a text message or e-mail as provided by the parent/guardian in the Parent Portal. The automated system call-out will NOT be activated when a child's late arrival or absence has been reported.

UNREPORTED LATES/ABSENCES

If a student's late arrival or absence is unverified, parents/guardians will receive an automated communication by phone (home and mobile numbers), and/or text message/e-mail as provided and established in the Parent Portal, seeking verification of the late arrival or absence. Parents/guardians may then indicate the reason for the late arrival or absence through the automated system call-out.

The Niagara Catholic Safe Arrival system procedures are as follows:

1. Parents/Guardians will receive a call at the home and mobile number as provided by the parents/guardians.
2. Parents/Guardians are required to listen to the entire message and follow the prompts accordingly.
3. Parents/Guardians will be asked about the late arrival or absence.
 - i. If parents/guardians are unaware of the late arrival or absence, parents/guardians will be asked to call the school immediately.
 - ii. If parents/guardians are aware of the late arrival or absence, parents/guardians will be asked to enter the reason.
 - iii. At the end of the message, parents/guardians are to confirm that the message has been received.
 - iv. If parents/guardians do not confirm receipt of the message or if there is no response, the entire process will be repeated.
4. Parents/Guardians will also receive a text message/e-mail as provided and established in the Parent Portal.
5. If the system does not receive a response from parents/guardians, the school secretary will contact as listed in the student information system the parents/guardians and/or emergency contact(s) to verify a student's absence.
6. The Principal/Designate may contact the Niagara Regional Police Service regarding any student's failure to arrive at school.

APPENDIX A

TRAINING

The Board will facilitate training for teaching and support staff, including occasional and casual staff on the Niagara Catholic Safe Arrival system.

DIVISION OF RESPONSIBILITIES

RESPONSIBILITIES OF PARENTS/GUARDIANS

It is an expectation that parents/guardians will be responsible to use contact the school the Niagara Catholic Safe Arrival system if they are aware that their child will be absent to report their child's late arrival or ~~and~~ absence s for part or all of the school day.

- ~~Parents/Guardians are to~~ Report their child's late arrival or absence prior to the commencement of the school day using the Niagara Catholic Safe Arrival phone system, web or app option. Notification by the parent/guardian and or adult student to the designated individual (i.e. school secretary) via phone, note, or in person of a student's absence and reason for absence for the school day or part of a day. This is to occur prior to the commencement of classes for that day.
- When a call is received through the automated system call-out, listen to the entire message and follow the prompts to confirm the late arrival or absence.
- Provide current emergency contact information, in order of priority of the individuals to be contacted in case of an unverified late arrival or absence.
- ~~Notify~~ation to the school main office, in a timely manner, of any changes regarding phone numbers or to emergency contact information. person(s).
- Provide written documentation that is signed, dated, stating the dates and reason for their child's absence that will exceed five (5) or more consecutive days (i.e. vacation, medical procedures).
- If parents/guardians do not report a student's absence, the Principal/Designate may contact the Niagara Regional Police Service regarding a student's failure to arrive at school.

BUS CANCELLATION AND SCHOOL CLOSURE

- When bus transportation is cancelled but schools are open, all parents/guardians are required to report their child's absence using the Niagara Catholic Safe Arrival system.
- When schools are closed by the Director of Education due to inclement weather or any other reason, parents/guardians are not required to report their child's absence.

RESPONSIBILITIES OF THE PRINCIPAL OF THE SCHOOL

The Niagara Catholic Safe Arrival system ~~programs are~~ is designed to be flexible, with a view of achieving overall effectiveness and efficiency.

The Principal of the school will ~~shall~~:

- support the use of the Niagara Catholic Safe Arrival system;
- communicate the plan to all parents/guardians, and the Catholic School Council, within the first month of each school year and to any new parents/guardians registering a student during the school year;
- include the Safe Arrival system and procedures in the student handbook detailing the expectations placed upon the parents/guardians. ~~by the school and the responsibilities accepted by the school on communication regarding student absence to report a late arrival or absence;~~
- periodically review the Safe Arrival system with parents/guardians and Catholic School Council to confirm its effectiveness;
- identify the time for the staff to input their classroom attendance into Maplewood;

- reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.
- implement procedures that facilitate the reporting communication of a student's late arrival or absence by the home to the school and the school to the home; The Principal of the school shall, with the approval of the Family of Schools Superintendent,
- ensure take into account both normal recurring circumstances and unusual events and conditions as regular procedures that may change due to inclement weather and/or bus cancellations.

RESPONSIBILITIES OF THE CLASSROOM TEACHER

The classroom teacher will:

- input a student's late arrival or absence in Maplewood in a timely manner as determined by the school Principal;
- provide any documentation received from parents/guardians for an absence that exceeds five (5) or more days (i.e. vacation, medical procedures) to the school administration.

RESPONSIBILITIES OF THE SCHOOL SECRETARY

1. The responsibilities of The School Secretary will shall include:

- confirm the attendance taken by classroom teacher(s);
- initiate the call-out;
- enter the specifics of the student's late arrival or absence;
- contact the parents/guardians/emergency contacts of students with unverified absences in a timely manner;
- Facilitation of the receipt of messages from parents/guardians and/or adult students.
- ensure accurate and timely tracking of attendance throughout the day;
- ensure accurate record keeping of home, work and emergency contact information and telephone numbers;
- Timely contact of parent or designate, regarding student absence when no prior notification has been received.
- record and retain any documentation received from parents/guardians for a students' absence that exceeds five (5) or more days (i.e. vacation, medical procedures).

- A reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.

2. Safe arrival programs are designed to be flexible, with a view of achieving overall effectiveness and efficiency. The Principal of the school shall implement procedures that facilitate the reporting of student absence by the home to the school and the school to the home.

3. The Principal of the school shall, with the approval of the Family of Schools Superintendent, communicate the plan to all parents, and the Catholic School Council, within the first month of each school year and to any parents registering a student during the school year.

4. The policy, which will be reviewed annually to confirm its effectiveness, is intended to ensure that:

- All schools have procedures in place which are conducted in conjunction with daily school attendance taking procedures that aim to account for absent students
- Timely efforts are made to contact parents, guardians or caregivers
- Safe arrival programs are developed and implemented by schools with advice from Catholic School Councils.
- Specific procedures are designed reflecting the needs and particular circumstances of each school community.
- Schools, parents/guardians, and Catholic School Councils work cooperatively toward the successful development and implementation of safe arrival programs.
- It takes into account both normal recurring circumstances and unusual events and conditions. Regular procedures may change due to inclement weather and/or bus cancellations.
- It specifies steps that are to be taken when a follow up contact cannot be reached.

- ~~Should bus transportation be cancelled, parents notify the school if their child will be in attendance.~~
5. ~~Where the Principal finds it necessary to use volunteers, the safe arrival program shall:~~
 - ~~Ensure that individuals delivering safe arrival programs receive appropriate training and supervision.~~
 - ~~Ensure that the individuals delivering safe arrival programs have been trained and supervised~~
 - ~~Encourage parents and volunteers to contribute to the delivery of the safe arrival program.~~
 - ~~Ensure that volunteer participation/involvement is carried out in a confidential manner.~~
 - ~~Ensure that the Volunteer Confidentiality Agreement has been signed.~~
 6. ~~These procedures shall detail the expectations placed upon the parents by the school and the responsibilities accepted by the school on communication regarding student absence.~~
 7. **It is an expectation that parents will be responsible to contact the school if they are aware that their child will be absent for part or all of the school day.**
 8. ~~The expectations placed upon the parents shall include:~~
 - ~~Notification by the parent/guardian and or adult student to the designated individual (i.e. school secretary) via phone, note, or in person of a student's absence and reason for absence for the school day or part of a day. This is to occur prior to the commencement of classes for that day.~~
 - ~~The provision at the beginning of the year or upon registration, of home, work and emergency contact information and contact telephone numbers;~~
 - ~~Notification to the school, in a timely manner, of any changes regarding phone numbers or emergency contact person(s).~~
 9. ~~The responsibilities of the school shall include:~~
 - ~~Facilitation of the receipt of messages from parents/guardians and/or adult students.~~
 - ~~Accurate and timely tracking of attendance throughout the day;~~
 - ~~Record keeping of home, work and emergency contact information and telephone numbers;~~
 - ~~Timely contact of parent or designate, regarding student absence when no prior notification has been received.~~
 - ~~A reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.~~
 10. ~~The Principal may contact the police regarding student absence when no prior notification of absence has been received and the school cannot contact the parent or designate.~~
 11. ~~Beginning 2010, parents/guardians will be able to confirm the Safe Arrival of their child by accessing the Niagara Catholic District School Board parent portal student attendance system.~~

The following is a sample of a letter that could be applied to the process.

Dear Parents:

We wish to continue our "Safe Arrival Program" system as a safety precaution for our children. You may be familiar with this from last year or from other schools, but for those who are not, it works as follows:

1. ~~If your child(ren) will be away from school you are expected to call the school to advise us of this fact. Please call between 8:45 a.m. and 9:15 a.m. (and in the afternoon between 12:30 p.m. and 1:00 p.m.).~~
2. ~~At 9:00 a.m. and 12:45 p.m. teachers will report their absentees to the main office.~~
3. ~~A telephone call will be made to the home of any child who is absent, but whose parents or guardian has not called to report an absence.~~

In order to have the system work effectively, we must ask your co-operation in adhering to the first point above and we are asking for volunteers to comprise the telephone committees.

The ~~TELEPHONE COMMITTEE~~ will be a group of persons (not necessarily parents, may be a grandparent, aunt, uncle) who will agree to take turns being at the school between 9:15 a.m. and 10:00 a.m. to receive and make the necessary calls (on any given day it may only be necessary to make one or two calls and thus the volunteer could be finished early). The more volunteers we get, of course, the less frequency any one person would be called upon. e.g. 20 volunteers would mean one day per month for each, 10 volunteers two days per month for each and so on.

Once we know our volunteers, we will meet with them very briefly to get the safe arrival system under way. All parents will be advised of the starting date, but, in the meantime, please do not hesitate to call if your child is going to be absent.

Those who are able to volunteer and who wish to do so are asked to return the bottom portion of this notice to us **immediately**.

Thank you for your anticipated co-operation.

Sincerely,

Principal

~~SAFE ARRIVAL PROGRAM~~

I am able to volunteer my services as a member of the telephone committee. I am able to volunteer my services as a member of the telephone committee from 9:15 to 10:00 a.m. I would prefer to work on the following day of the week: **PLEASE CHECK**

Monday	Tuesday	Wednesday
Thursday	Friday	

~~CONFIDENTIALITY AGREEMENT~~

In accepting the duties and responsibilities of a volunteer with the Niagara Catholic District School Board, I agree to abide by the following terms of confidentiality.

~~I WILL KEEP CONFIDENTIAL:~~

- Any personal and confidential information that I may become aware of in the course of my duties as a volunteer.
- Any information that I may come to know regarding the Board, school, staff, students and their families.

The Niagara Catholic District Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.

It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the above terms.

Name of Volunteer: _____

Signature of Volunteer: _____

Date: _____

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
NAMING OF A BOARD FACILITY POLICY (NEW)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Naming of a Board Facility Policy (NEW), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: May 24, 2016



Niagara Catholic District School Board

NAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL

STATEMENT OF POLICY

100 – Board

Policy No (NEW)

Adopted Date: New

Latest Reviewed/Revised Date: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, all Board facilities, designated area or Chapel will be named to honour the Divinity, a Catholic tradition, a person, or a group that has been officially recognized by the Catholic Church or the Bishop of the Diocese of St. Catharines.

The name of all Board facilities, designated area or Chapel, in whole or in part, will reflect the faith traditions and Gospel values of the Catholic Church, be of inspiration, unique identity and a connection for the students, staff and families associated within the community it serves.

All requests to the Board to consider naming or renaming of a Board facility, designated area or Chapel, in whole or in part, must meet the criteria and process outlined within the Administrative Procedures.

The Director of Education will issue Administrative Procedures for the implementation of this Policy.

References

- [*Education Act*](#)
- [*Code of Canon Law*](#)



Niagara Catholic District School Board

NAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL

ADMINISTRATIVE PROCEDURES

Policy No (NEW)

Adopted Date: New

Latest Reviewed/Revised Date: Nil

All requests for the naming or renaming of a Board facility, designated area or Chapel, in whole or in part, will meet the criteria outlined in the Administrative Procedures and adhere to the following process for consideration and approval:

1. All requests to name or rename a Board facility or designated area, in whole or in part, excluding Chapels, must be:
 - a. Named after a Saint, a Pope, one of the mysteries of the Catholic Church or an exemplary Catholic individual or group of individuals;
 - b. Designated as “Catholic” in the name of the whole facility;
 - c. Used in full and not abbreviated;
 - d. Named in the possessive form;
 - e. Unique within the names approved for Board facilities;
 - f. Prominently displayed on the exterior of the facility or designated area along with the Board logo for the naming of an entire facility; or,
 - g. Prominently displayed in the interior of the facility identifying the named designated area.
2. All requests will be presented to the Family of Schools’ Superintendent of Education for consideration.
3. If supported by the Family of Schools’ Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
4. If supported by the Director of Education, the Director will determine the appropriate course of action to present the request to the Board of Trustees.
5. The Board of Trustees will approve the naming of all Board facilities, designated area or Chapel, in whole or in part.

Excluded from the above process is the renaming of an existing Board facility if the individual is canonized by the Holy Father. In this circumstance, following consultation with the Family of Schools’ Superintendent of Education, the school Principal, the Student Council President, where it is in place, and the Chair of the Catholic School Council, the Director of Education will bring a report to the Board of Trustees for consideration.

NAMING OR RENAMING OF A BOARD FACILITY IN WHOLE

All requests for the name of a new Board facility or to rename a current Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval.

The Director of Education will bring an Ad Hoc Committee report to the Board for the naming or renaming of a Board facility. The report will include the Terms of Reference and include the criteria as noted within this Policy and Administrative Procedures, the Ad Hoc Committee Membership and the timeline for the recommendation of the Ad Hoc Committee for the consideration of the Board.

The Ad Hoc Committee will consult with:

- a) the Bishop of the Diocese of St. Catharines;
- b) the local Trustee(s);
- c) the Chair and Vice-Chair of the Board;
- d) the Director of Education;
- e) the Board Chaplaincy Leader;
- f) where possible, staff of the facility;
- g) where possible, the local Student Council(s);
- h) where possible, the local Catholic School Council(s);
- i) where possible, the local Catholic school community.

PROCESS FOR NAMING OR RENAMING OF A DESIGNATED AREA WITHIN A BOARD FACILITY

All requests for the naming or renaming of a designated area of a Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval:

1. Requests will be presented to the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. If supported by the Director of Education, the Director will present the recommendation to the Board of Trustees for consideration.
4. The Board of Trustees will approve the naming or renaming of all designated areas within a Board facility.
5. The name of the designated area of the Board facility will be displayed with an appropriate sign or lettering.

PROCESS FOR NAMING OR RENAMING A CHAPEL WITHIN A BOARD FACILITY

All requests for the naming or renaming of a Chapel within a Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval.

All Chapels in the Niagara Catholic District School Board will be named after the Blessed Trinity, or a name for Christ, or a mystery of his life already accepted in the liturgy, or the name of the Holy Spirit, or a name for the Blessed Virgin Mary, or a name of a holy angel, or the name of a Saint, or the name of a blessed provided the Bishop has given permission.

1. All requests will be presented to the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. The Director of Education will consult with the Bishop of the Diocese of St. Catharines for endorsement.
4. If supported by the Director of Education and endorsed by the Bishop of the Diocese of St. Catharines, the Director will present the recommendation to the Board of Trustees for consideration.
5. The Board of Trustees will approve the naming or renaming of a Chapel within a Board facility.
6. The name of the Chapel within a Board facility will be displayed with an appropriate interior sign or lettering.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: POLICIES – PRIOR TO VETTING
ASSESSMENT, EVALUATION, REPORTING AND HOMEWORK
POLICY (301.1)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: May 24, 2016



Niagara Catholic District School Board

ASSESSMENT, EVALUATION, REPORTING AND HOMEWORK POLICY

STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.10

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: May 28, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board acknowledges that the primary purpose of assessment, evaluation, and reporting is to improve student learning and achievement for all students. The Board promotes a family-friendly homework approach to support the achievement **and well-being** of all students.

To **ensure that assessment, evaluation and reporting practices are valid and reliable and** improve the learning of all students, teachers will use assessment, evaluation and reporting practices and procedures that:

- are fair, transparent, and equitable for all students;
- support all students;
- are carefully planned to relate to the curriculum expectations and learning goals, the Ontario Catholic School Graduate Expectations, and, as much as possible, to the interests, learning styles and preferences, needs and experiences of each student so that all students can become self-directed, responsible, lifelong learners;
- are communicated clearly to students and parents/guardians at the beginning of the school year/course and at other appropriate points throughout the school year/course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- develop students' self-assessment skills to enable them to assess their own learning, set of specific goals, and plan next steps for their learning; and support students in developing the qualities and characteristics defined by the Ontario Catholic School Graduate Expectations. ~~(Growing~~

~~To ensure student success in assessment, evaluation, and reporting, practices will be rooted in the Ontario Catholic School Graduate Expectations so that all students can become self directed, responsible, lifelong learners. The Board promotes a family friendly homework approach to support the achievement **and well-being** of all students.~~

Principals, Vice-Principals, teachers, Board staff and parents/guardians share a collective responsibility and accountability for **improving and reporting on** student achievement. As a result of this collective responsibility, all staff is responsible to provide as required by Principals, evidence to support assessment, evaluation and reporting information regarding student achievement **informed by professional judgement, knowledge of curriculum expectations, context, evidence of learning, and methods of instruction and assessment.** This information is used to guide students in focusing their learning efforts, setting and monitoring goals, and determining next steps in learning.

The Niagara Catholic District School Board upholds the value of academic integrity **a commitment to honesty, trust, and fairness** for all members of its educational community. ~~Academic integrity is a commitment to honesty, trust, and fairness.~~

Assessment, evaluation and reporting in all Catholic schools in the Niagara Catholic District School Board will be based on the current “*Growing Success: Assessment, Evaluation and Reporting in Ontario Schools*” document as mandated by the Ministry of Education.

The Director of Education will issue Administrative ~~Guidelines~~ **Procedures** for the implementation of this Policy.

References

- [Education Statues and Regulations of Ontario 2013 Edition: Operation of Schools-General R.R.O. 1990 Regulation 298](#)
- [Ministry of Education. *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010*](#)
- [Ministry of Education, *Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12*](#)
- [Ministry of Education Policy/Program Memorandum No. 155, “Diagnostic Assessment in Support of Student Learning” January 7, 2013](#)
- [Ontario Catholic School Graduate Expectations: Institute for Catholic Education: Second Edition 2011](#)
- Ministry of Education, *Achieving Excellence, A Renewed Vision for Education in Ontario*, 2014
- Ministry of Education, *Equity and Inclusive Education Strategy*, 2009



Niagara Catholic District School Board

ASSESSMENT, EVALUATION, REPORTING AND HOMEWORK POLICY

ADMINISTRATIVE GUIDELINES ~~PROCEDURES~~

300 – Schools/Students

Policy No 301.10

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: May 28, 2013

DEFINITIONS ASSESSMENT “for”, “as” “of” Learning

Assessment is the process of gathering information, through a variety of means that include, but are not limited to formal/informal observations, discussions, questioning, conferences, learning tasks, or projects that accurately reflects how well a student is achieving the curriculum expectations in a subject or course.

Assessment for Learning

Assessment “for” Learning is ~~T~~the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by teachers to provide feedback and adjust instruction and by students to focus their learning. ~~Assessment for learning is a high-yield instructional strategy that takes place while the student is still learning and serves to promote learning.~~ (Adapted from Assessment Reform Group, 2002, in *Growing Success*, p. 144)

Assessment as Learning

Assessment “as” Learning is ~~T~~the process of developing and supporting student metacognition **when** ~~S~~ students are actively engaged in this assessment process: that is, they **monitoring** their own learning; use assessment feedback from teachers, self, and peers to determine next steps; and **to** set individual learning goals. ~~Assessment as learning requires students to have a clear understanding of learning goals and the success criteria. Assessment as learning focuses on the role of the student as the critical connector between assessment and learning.~~ (Adapted from Western and Northern Canadian Protocol for Collaboration in Education, 2006, p. 41, in *Growing Success*, pp. 143–144)

Assessment of Learning

Assessment “of” Learning is ~~T~~the process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time **for teachers** to make **professional** judgements about the quality of student learning on the basis of established **learning goals and success** criteria, and **for teachers** to assign a value to represent that quality. ~~Theis~~ information ~~gathered may~~ **should** be used to communicate the student’s achievement to parents/guardians, other teachers, students themselves, and others. ~~It occurs at or near the end of a cycle of learning.~~ (*Growing Success*, p. 144)

Special Education and English Language Learners (ELL)

~~For students with special education needs and English language learners who may require accommodation but who do not require modified expectations, evaluation of achievement will be based on the appropriate subject/grade/course curriculum expectations. For students who require modified or alternative expectations, evaluation of achievement will be based on the modified or alternative expectations outlined in the student’s Individual Education Plan (IEP).~~ (*Growing Success*, p. 38)

Professional Judgement

Professional judgement is informed by professional knowledge of curriculum expectations, context, evidence of learning, methods of instruction and assessment. It is a process whereby the data generated from student achievement are analysed and interpreted using the assessment, evaluation and reporting principles from “*Growing Success*” to make an informed decision about student achievement.

FINAL ASSESSMENT PRACTICES/EVALUATION

To support effective practices in the evaluation of student achievement, and recognizing that the determination of a report card grade (Grades ~~K~~ to 12) is the responsibility of the teacher, **in consultation with the Principal**, staff will:

- collect, over time, evidence of student achievement from a minimum of three different sources- *observations, conversations, (qualitative) and student products (quantitative) such as (e.g., tests/exams, demonstrations, projects, essays etc.)*;
- ensure that student self-assessment and/or peer-assessment are not included in the evaluation of student learning;
- consider the evidence for all assignments, tests and examinations that a student has completed or submitted, the number of assignments, tests and examinations that were not completed or submitted and the evidence of achievement that is available for each overall expectation for a subject or course;
- ensure that the report card grade represents a student’s achievement of overall curriculum expectations and should reflect the student’s most consistent level of achievement, with special consideration given to more recent evidence; ~~and~~
- ensure that both mathematical calculations and professional judgement will inform the determination of report card grades;
- ***Special Education and English Language Learners (ELL)***
- ~~F~~ **f**or students with special education needs and English language learners who may require accommodation, but who do not require modified expectations, **will** evaluation of achievement ~~will be~~ based on the appropriate subject/grade/course curriculum expectations; **and,**
- ~~F~~ **f**or students who require modified or alternative expectations, **will** evaluation of achievement ~~will be~~ based on the modified or alternative expectations outlined in the student’s Individual Education Plan (IEP). (*Growing Success*, p. 38)

ACADEMIC INTEGRITY

Students must understand that the ~~tests/exams~~ **assessments** they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned. (*Growing Success*, p. 42)

Teachers must understand that the assessments that students complete and the assignments they submit must be reflective of the students’ achievement.

Assignments for Evaluation

~~An assignment for evaluation is used to evaluate student learning. Most assignments for evaluation are rich performance tasks, demonstrations, projects or essays.) To ensure equity for all students, assignments for evaluation and tests or exams should be completed, whenever possible, under the supervision of a teacher. Assignments for evaluation do not include ongoing homework that students do to practise skills, consolidate knowledge and skills, and/or prepare for the next class. (*Growing Success*, p. 144)~~

Cheating

~~Cheating is the deliberate use, the attempted use, or the giving of unauthorized assistance, material, or study aids in any academic work. Examples of cheating include, but are not limited to, using a cheat sheet, altering a graded assessment, knowingly allowing another student to use one's test responses, and other forms as determined by the classroom teacher.~~

Plagiarism

~~Plagiarism is defined as, the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (*Growing Success*, p. 151)~~

~~Examples of plagiarism include, but are not limited to, not citing work, copying and pasting information from an electronic source without citations, and submitting work as the student's original work.~~

Prevention of Cheating and Plagiarism

In an attempt to prevent instances of cheating and plagiarism, and to develop students' research and literacy skills, it is expected that school staff will develop strategies to eliminate the incidence of cheating and plagiarism and **will** integrate ~~these~~ strategies into instruction in an atmosphere of trust and support.

Detection and Reporting of Cheating and Plagiarism

All confirmed incidents of cheating and plagiarism must be reported to the Principal/Vice-Principal, and parent(s)/guardian(s) by the classroom teacher and will be noted in the Student Management System.

Schools will employ a variety of methods in order to identify instances of cheating and plagiarism.

These methods may include; but are not limited to:

- teacher monitoring based on professional judgement and knowledge of individual student's work, writing style etc.;
- conducting internet searches to identify possible sources of student work;
- collaboration between teachers, library technicians, Principals and Vice-Principals in tracing questionable information; and
- ~~the~~ use of third party plagiarism tracking software (if available).

Consequences for Cheating and Plagiarism

~~Students must understand that the tests and examinations they complete and the assignments they submit for evaluation must be their own work.~~

The appropriate response and consequence to address cheating and plagiarism, must consider:

- the individual student and circumstances (e.g., mitigating factors: student's age, grade level and/or maturity of the student);
- the nature and severity of the cheating and plagiarism; and
- ~~the~~ number and frequency of incidents.

If a student is found to have intentionally cheated and/or plagiarized on a Mid-Term examination, Final examination, or any other assignment that is part of the Final Culminating Task, the student will receive a mark of "0" on these evaluation assessments and there will be no opportunity for a rewrite.

LATE AND MISSED ASSIGNMENTS

~~It must be made clear to students early in the school year that they are responsible not only for their behaviour in the classroom and the school but also for providing evidence of their achievement of the~~

~~overall expectations within the time frame specified by the teacher, and in a form approved by the teacher.~~

~~Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. (*Growing Success*, p. 43)~~

Effective Preventative Measures

~~Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. (*Growing Success*, p. 43)~~

~~Where in the teacher's professional judgement it is appropriate to do so, a number of strategies may be used to help prevent and/or address late and missed assignments. (*Growing Success*, p. 43)~~

~~These strategies may include; but are not limited to:~~

- ~~• asking the student to clarify the reason for not completing the assignment on time;~~
- ~~• helping students develop better time-management skills and work habits;~~
- ~~• collaborating with other staff to prepare a part- or full-year calendar of major assignment dates for every class/subject;~~
- ~~• planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;~~
- ~~• maintaining ongoing communication through a variety of means with students and/or parents/guardians about due dates and late assignments, and scheduling conferences with parents/guardians if the problem persists;~~
- ~~• in secondary schools referring the student to the Student Success team or teacher ;~~
- ~~• taking into consideration legitimate reasons for missed deadlines;~~
- ~~• setting up a student contract;~~
- ~~• using guidance counselors, child and youth workers, chaplains and/or peer tutoring to try to deal positively with problems;~~
- ~~• holding teacher-student conferences;~~
- ~~• reviewing the need for extra support for English language learners;~~
- ~~• reviewing whether students require special education services in cooperation with special education staff;~~
- ~~• requiring the student to work with a school team to complete the assignment;~~
- ~~• for First Nation, Métis and Inuit students, involving Aboriginal counsellors and members of the extended family;~~
- ~~• understanding and taking into account the cultures, histories and context of each student, their parents/guardians and their previous experiences within the school system.~~
- ~~• providing alternative assignments or tests/exams where, in the teacher's professional judgement, it is reasonable and appropriate to do so; and deducting marks for late assignments, up to and including the full value of the assignment. (*Growing Success*, p. 43)~~

REPORTING ON STUDENT ACHIEVEMENT

Assignments for Evaluation

~~An assignment for evaluation is used to evaluate student learning. Most assignments for evaluation are rich performance tasks, demonstrations, projects or essays.) To ensure equity for all students, assignments for evaluation and tests or exams should be completed, whenever possible, under the supervision of a teacher. Assignments for evaluation do not include ongoing homework that students do to practise skills, consolidate knowledge and skills, and/or prepare for the next class. (*Growing Success*, p. 144)~~

Grades 1 to 12

Student achievement of the overall curriculum expectations will be evaluated in accordance with the achievement charts in the provincial curriculum using letter grades for Grades 1 to 6 and percentage marks for Grades 7 to 12. (~~*Growing Success*, p. 40~~)

Grades 9 to 12

For Grades 9 to 12, a final grade (percentage mark) will be recorded for every course. The final grade will be determined as follows:

- seventy (70) per cent of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement;
- thirty (30) per cent of the grade will be based on a final evaluation administered at or toward the end of the course. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content **as determined by the subject teacher following the guidelines for the subject area.**
- ~~The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. (*Growing Success*, p. 41)~~

DETERMINING THE LOWER LIMIT OF MARKS BELOW 50 PER CENT

It is expected that clear and ongoing communication with the student and his/her parents/guardians or adult student regarding ways to support success in learning has occurred in collaboration with teachers, Principals and Vice-Principals, Student Services, and Student Success teachers to support the student as required.

Grades 1 to 8

Teachers will use the code “R” (remediation required) to indicate when student achievement has fallen below level 1. “R” signals that additional learning is required before the student begins to achieve success in meeting the subject expectations. Through consultation with parents/guardians, strategies to address the student's specific learning needs will be developed in order to support the student.

Grades 9 to 12

For Grades 9 to 12, teachers will use a percentage mark on report cards to indicate achievement below 50 per cent, ranging from 30 to 45 per cent in the professional judgement of the teacher **indicating that a credit has not been achieved in a course.**

- For mid-term report cards a mark below 30 per cent will not be recorded.
- For final report cards the actual final mark earned by the student will be recorded with no marks issued between 46 and 49 per cent.

Students with Individual Education Plans

Students with an Individual Education Plan (IEP) who require modified or alternative expectations and beginning English language learners with modified expectations would rarely receive an “R” or a mark below 50 per cent.

THE MEANING AND USE OF “I” – GRADES 1 TO 10

For Grades 1 to 10, the code “I” may be used in a mark book and/or on a student’s report card, including the final report card, to indicate that insufficient evidence is available to determine a letter grade or percentage mark. **The code “ I” is not applicable for Grades 11 and 12 courses.** For the report card, teachers will use their professional judgement to determine when the use of “I” is appropriate and in the best interests of the student. ~~For example, Teachers may find it appropriate to use “I” when evidence of a student’s achievement is insufficient because the student has enrolled in the school very recently or because there were issues or extenuating circumstances beyond the student’s control, such as protracted illness, that affected his or her attendance and/or ability to provide sufficient evidence of achievement of the overall expectations.~~

In Grades 9 and 10, a student who receives an “I” on the final report card to indicate insufficient evidence will not receive a credit for the course. However, there may be instances where students in Grades 9 and 10 who receive an “I” on their final report card may be considered for credit recovery. These are cases where, in the professional judgement of the teacher, evidence of achievement is available for at least a few overall expectations, on the basis of which it is possible to identify the remaining expectations that must be addressed and to design a credit recovery program. (~~*Growing Success*, p. 42~~)

MARK DEDUCTION FOR LATE OR MISSED ASSIGNMENTS

For mark deduction, teachers and Principals/Vice-Principals should ensure that mark deduction will not result in a percentage mark that, in the professional judgement of the teacher, misrepresents the student’s actual achievement. (~~*Growing Success*, p. 44~~)

Therefore, when preventative strategies have been implemented, a teacher may, in consultation with the student, parents/guardians and, Principals/Vice-Principals may deduct marks for late and/or missed assignments.

Grades 1 to 8

- In Grades 1 to 8 late and missed assignments for evaluation will be noted on the report card as part of the evaluation of the student’s development of the learning skills and work habits. (~~*Growing Success*, p. 44~~)

Grades 9 to 12

- In Grades 9 to 10, late and missed assignments for evaluation will be noted on the report card as part of the evaluation of the student’s development of the learning skills and work habits
- For Grades 9 and 10, mark deduction will be limited to 2 per cent per day to a maximum of 10 per cent total deduction in the professional judgement of the teacher.
- For Grades 11 and 12 mark deduction will be limited to 3 per cent per day to a maximum of 15 per cent in the professional judgement of the teacher.
- The expectation is that students will use their non-class time to complete late and missed assignments.
- Until an assignment has been submitted, the code “I” may be used in a mark book to indicate that an assignment is late or missed.

HOMEWORK

The Niagara Catholic District School Board promotes a family-friendly homework approach that **supports** ~~aligns with the definition of homework from *Growing Success*, “W~~ork that students do at home to practice skills, consolidate knowledge and skills, and/or prepare for the next class”. (~~*Growing Success*, p. 148~~) Assignments for evaluation must not include ongoing homework that students do in

order to consolidate their knowledge and skills or to prepare for the next class. Homework does not include assignments for evaluation which include, but are not limited to: Science Fair Projects, Heritage Fair, and speeches that should be completed whenever possible under the supervision of the teacher.

FAMILY-FRIENDLY HOMEWORK

Students will not be assigned homework for completion during Statutory/Board holidays/ Professional Activity Days/sacramental or school events as per the Board's school year calendar.

Students will not be given an assignment for completion prior to Statutory/Board holidays or Professional Activity Days where it is expected that the assignment is to be submitted for evaluation within three (3) school days following Statutory/Board holidays or Professional Activity Days as per the Board's school year calendar.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

**TITLE: POLICIES – PRIOR TO VETTING
ADMINISTRATION OF ORAL MEDICATION TO STUDENTS
UNDER THE AGE OF 18 DURING SCHOOL HOURS POLICY
(302.2)**

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Date: May 24, 2016



Niagara Catholic District School Board

**ADMINISTRATION OF ORAL MEDICATION TO STUDENTS
UNDER THE AGE OF 18**

STATEMENT OF POLICY

300 – School/Students

Policy No 302.2

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 26, 2009

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing all students ~~shall have~~ access to the Catholic educational programs conducted within the schools of the Niagara Catholic District School Board regardless of prescribed and non-prescribed medication needs during school hours.

The Director of Education shall issue Administrative ~~Guidelines~~ **Procedures for the implementation of** in conjunction with this Policy.

Reference

- [Ministry of Education Policy/Program Memorandum No. 81](#)



Niagara Catholic District School Board

**ADMINISTRATION OF ORAL MEDICATION TO STUDENTS
UNDER THE AGE OF 18**ADMINISTRATIVE GUIDELINES **PROCEDURES**

300 – School/Students

Policy No 302.2

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 26, 2009

1. In accordance with the Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, all school boards will be responsible for the administration of oral medication where such medication has been prescribed during school hours.
 - That such procedure be applied only to those services, requested by the parent and prescribed by a physician or other health care professional, which must be provided during school hours.
 - That a request for the service and the authorization to provide such service be made in writing by the parent and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
 - That the storage and safekeeping requirements for any labeled medication be stated.
 - That a record of administration be maintained which includes the pupil's name, date, time of provision, dosage given, name of person administering, etc.
 - That the telephone numbers of the parent and physician be readily accessible in the school.
 - That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his or her medication.
(Source: Ministry of Education Policy/Program Memorandum No. 81)
2. For all prescribed and non-prescribed medication taken during school hours, the parent/guardian's signature and the physician's signature are required on the completed Administration of Prescribed and Non-Prescribed Medication During School Hours Form (*Appendix A*).
3. Any changes to the dosage/regimen requires that the parent/guardian provide an updated form signed by the parent/guardian and physician.
4. A record of administration is to be maintained at the school by the Principal/Designate on the Record of Administration of Prescribed and Non-Prescribed Medication Form (*Appendix B*).
5. The medication is to be administered by the Principal/Designate in a manner which allows for the sensitivity and privacy of the pupil and which encourages the pupil to take an appropriate level of responsibility for his/her medication.
6. In order for medication to be accepted by the Principal for administration purposes, it must be hand delivered in the original container by the parent/guardian to the Principal or his/her designate who shall inform the Principal as soon as possible.
7. All medication stored in the school shall be kept in a secure location.
8. The Principal/Designate of each school shall be responsible for both the control and administration of the medication.

9. The Principal/Designate can delegate the responsibility for the administration of medication to an appropriate staff member. Staff members, aside from trained Educational Assistants or other trained individuals, may exercise the option not to become involved in the administration of medication; the responsibility thereby returning to the Principal, or in his/her absence, to the Vice-Principal/Acting administrator.
10. Once the regimen has been completed, the parent/guardian will be contacted to pick up the unused medication. If the parent/guardian does not comply, the Principal/Designate will take the medication to a local pharmacy.
11. The parent/guardian shall be given a copy of the Record of Administration of Prescribed and Non-Prescribed Medication Form at the completion of the regimen.
12. The Principal shall keep on file the Record of Administration of Prescribed and Non-Prescribed Medication Form for the duration of the student's attendance at the school.
13. If the specific dosage and directions are not provided under no condition should a Principal/Designate administer said medication. Specific dosage and directions must be stated for the administration of prescribed and non-prescribed medication.
14. Medication authorized to be taken two and three times daily may not necessarily require administration at the school. Clarification as to the necessity for such treatment should be sought if the Principal has any specific concerns.

NOTE "Administration" for the purposes of this policy means:

- The safe storage and handling of the medication
- The visual supervision and observation of the taking of the medication
- The actual administration of the medication if appropriate or necessary
- The recording of the administration on the Record of Administration of Prescribed and Non-Prescribed Medication form.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD ADMINISTRATION OF PRESCRIBED AND NON-PRESCRIBED MEDICATION DURING SCHOOL HOURS

This information is being collected under the Authority of The Education Act, and will be used for the purposes of administering prescribed and non-prescribed medication during school hours. Questions about this collection should be directed to the Superintendent of Education - Student Achievement K-12 - Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

TO BE COMPLETED BY PARENT/GUARDIAN		TO BE COMPLETED BY PHYSICIAN	
Name of Student _____		Name of Physician _____	
Student's Date of Birth	Grade	Street Address	
Day Month Year			
School _____		City _____	Postal Code _____
Student's OEN # _____		Telephone () _____	
Parent/Guardian Telephone		Name of Medication _____	
Home: () _____		Condition for Which Medication is Prescribed _____	
Mobile: () _____		Possible Side Effects _____	
Business: () _____		Times Per School Day for Administration _____	
e-mail: _____		Dosage Per Administration _____	
Emergency Contact		Administration Parameters (Dates)	
Name: _____		From: _____ To: _____	
Telephone: () _____		Storage Requirements _____	
Mobile: () _____		Date: _____	
Parent/Guardian Approval		Signature: _____ Physician	
<i>I hereby request and give permission to</i>			

<i>school to administer the noted medication according to Board procedures and the instructions of the Physician.</i>			
(Remaining Medication will be returned to the Parent/Guardian)			
Date: _____			
Signature: _____	Parent/Guardian		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MAY 24, 2016**

TITLE: POLICY AND GUIDELINE REVIEW 2015-2016 SCHEDULE

The Policy and Guideline Review 2015-2016
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: May 24, 2016



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2015 - JUNE 2016

Updated: May 24, 2016

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2012	2014	201.16	Attendance Support Program	Sept. 2015
NEW		NEW	Asthma	Sept. 2015
2010	2010	800.6	Facility Partnerships	Oct. 2015
1998	2010	701.2	Pupil Accommodation Review	Oct. 2015
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Nov. 2015
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Nov. 2015
NEW		NEW	French Immersion	Nov. 2015
2012	2014	201.16	Attendance Support Program	Nov. 2015
NEW		NEW	Asthma	Nov. 2015
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	Jan. 2016
1998	2014	201.4	Reimbursement of Travel Expenses	Jan. 2016
2010	2010	800.6	Facility Partnerships	Jan. 2016
1998	2010	701.2	Pupil Accommodation Review	Jan. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Jan. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Jan. 2016
NEW		NEW	French Immersion	Jan. 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	Feb. 2016
2002	2015	201.7	Employee Workplace Harassment *	Feb. 2016
2002	2015	201.11	Employee Workplace Violence *	Feb. 2016
2002	2015	201.6	Occupational Health & Safety *	Feb. 2016
2010	2010	100.10.1	Religious Accommodation	March 2016
NEW		NEW	Naming of a Board Facility	March 2016
1997	2010	100.1	Board By-Laws	March 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	March 2016
1999	2010	302.3	Safe Arrival	March 2016
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework	May 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	May 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	April 2016
1998	2014	201.4	Reimbursement of Travel Expenses	April 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	April 2016
2002	2015	201.7	Employee Workplace Harassment *	May 2016
2002	2015	201.11	Employee Workplace Violence *	May 2016
2002	2015	201.6	Occupational Health & Safety *	May 2016
2010	2010	100.10.1	Religious Accommodation	May 2016
NEW		NEW	Naming of a Board Facility	May 2016
1999	2010	302.3	Safe Arrival	May 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	May 2016
1997	2010	100.1	Board By-Laws	May 2016
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	Sept. 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	Sept. 2016
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2012	2014	201.16	Attendance Support Program	Dec. 2015
NEW		NEW	Asthma	Dec. 2015
2010	2010	800.6	Facility Partnerships	Feb. 2016
1998	2010	701.2	Pupil Accommodation Review	Feb. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Feb. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Feb. 2016
NEW		NEW	French Immersion	Feb. 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	May 2016
1998	2014	201.4	Reimbursement of Travel Expenses	May 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	May 2016
2002	2015	201.7	Employee Workplace Harassment *	June 2016
2002	2015	201.11	Employee Workplace Violence *	June 2016
2002	2015	201.6	Occupational Health & Safety *	June 2016
2010	2010	100.10.1	Religious Accommodation	June 2016
NEW		NEW	Naming of a Board Facility	June 2016
1999	2010	302.3	Safe Arrival	June 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	June 2016
1997	2010	100.1	Board By-Laws	June 2016
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	October 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	October 2016
NEW		NEW	Anti-Spam	