



*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, APRIL 23, 2019  
4:00 P.M.**

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



- |  |   |
|--|---|
| 1. Opening Prayer – Trustee Prince                       | - |
| 2. Attendance  | - |
| 3. Approval of Agenda                                    | - |
| 4. Declaration of Conflict of Interest                   | - |
| 5. Minutes of Policy Committee Meeting of March 26, 2019 | 5 |
| 6. Policies  |   |

Action Required

**POLICIES – PRIOR TO VETTING DEFERRED FROM MARCH POLICY COMMITTEE MEETING**

- |  |     |
|--|-----|
| 6.1 Religious Education Courses for Staff Policy (201.3) | 6.1 |
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**POLICIES – FOR RECOMMENDATION TO MAY COMMITTEE OF THE WHOLE**

- |   |     |
|---|-----|
| 6.2 Employee Hiring and Selection (Teachers) Policy (203.1)         | 6.2 |
| 6.3 Emergency Instructors Policy (NEW)                              | 6.3 |
| 6.4 Safe Schools Policy (302.6)                                     | 6.4 |
| 6.5 Student Suspension – Safe Schools Policy (302.6.4)              | 6.5 |
| 6.6 Student Expulsion – Safe Schools Policy (302.6.5)               | 6.6 |
| 6.7 Financial Investment Policy (NEW)                               | 6.7 |
| 6.8 Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4) | 6.8 |

**POLICIES – PRIOR TO VETTING**

- |   |      |
|---|------|
| 6.9 Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2)                    | 6.9  |
| 6.10 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW) | 6.10 |
| 6.11 Opening or Closing Exercises – Safe Schools Policy (302.6.1)                               | 6.11 |
| 6.12 Employee Meals & Hospitality Policy (201.14)   | 6.12 |
| 6.13 Employee Conferences, Workshops & Meetings Policy (201.15)                                 | 6.13 |

Information

- |  |      |
|--|------|
| 6.14 Policies Currently Being Vetted to May 8, 2019                  | -    |
| • Bullying Prevention & Intervention – Safe Schools Policy (302.6.8) |      |
| • Community Use of Facilities Policy (800.2)                         |      |
| 6.15 Policy and Guideline Review 2018-2019 Schedule                  | 6.15 |

7. Date of Next Meeting

May 28, 2019 – Start time to be determined and posted on the Board website and agenda cover sheet

8. Adjournment

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
MARCH 26, 2019**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of March 26, 2019, as presented.



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, MARCH 26, 2019**

Minutes of the Policy Committee Meeting held on Tuesday, March 26, 2019 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 Director Crocco, who chaired the meeting until the election of a Committee Chair.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Huibers

**2. Election of Chair of the Policy Committee 2019**

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2019. Trustee Fera nominated Trustee Huibers.

Director Crocco asked Trustee Huibers if he wished to stand for the position of Chair of the Policy Committee. Trustee Huibers accepted the nomination.

There were no further nominations forthcoming. Trustee Huibers was acclaimed to the position of Chair of the Policy Committee 2019.

Moved by Trustee Fera

**THAT** Trustee Huibers be elected to the position of Chair of the Policy Committee 2019.  
**APPROVED**

**3. Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Committee Chair)	✓			
Frank Fera	✓			
Leanne Prince	✓			

**Trustees:**

***Rhianon Burkholder***  
***Kathy Burtnik***

**Student Trustees:**

***Jade Bilodeau***  
***Madison McKinney***

**Staff:**

***John Crocco***, Director of Education  
***Yolanda Baldasaro***, Superintendent of Education  
***Lee Ann Forsyth-Sells***, Superintendent of Education  
***Pat Rocca***, Superintendent of Education  
***Frank Iannantuono***, Superintendent of Education/Human Resources  
***Scott Whitwell***, Controller of Facilities Services

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

**4. Approval of Agenda**

Director Crocco requested that Item 7.3 be moved to Item 7.1

Moved by Trustee Prince

**THAT** the March 26, 2019 Policy Committee Agenda be approved, as amended.  
**AMENDED**

**5. Declaration of Conflict of Interest**

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

**6. Minutes of the Policy Committee Meeting of February 26, 2019**

Moved by Trustee Fera

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of  
February 26, 2019, as presented.  
**APPROVED**

**7. Policies**

***ACTION REQUIRED***

**POLICIES - PRIOR TO VETTING**

**7.1 Community Use of Facilities Policy (800.2)**

Scott Whitwell, Controller of Facilities Services and Kathy Levinski, Administrators of  
Facilities Services, presented the Community Use of Facilities Policy (800.2).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- Page 4, bullet 19 – add “*sensory rooms*”
- Page 4, bullet 23 – add “*Permit holders will be responsible for cost associated for additional cleaning.*”
- Page 7, bullet 1 – remove “*be a licensed bartender and/or*” and add “*Any individual serving alcohol must have a Smart Serve Certificate.*”
- Page 7, bullet 4 – remove “*handle nor*”

The Policy Committee requested that the Community Use of Facilities Policy (800.2) be vetted from March 27, 2019 to May 8, 2019, with a recommended deadline for presentation to the Policy Committee in May, for consideration to the Committee of the Whole and Board in June.

## **POLICIES - FOR RECOMMENDATION TO APRIL 9, 2019 COMMITTEE OF THE WHOLE MEETING**

### **7.2 Employee Hiring and Selection (Teachers) Policy (203.1)**

Frank Iannantuono, Superintendent of Education/Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Employee Hiring and Selection (Teachers) Policy (203.1) following the vetting process.

Following discussion, the Policy Committee recommended the Employee Hiring and Selection (Teachers) Policy be deferred to the April Policy Committee meeting.

### **7.3 French Immersion/Admission of Elementary and Secondary Students Policy**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the French Immersion/Admission of Elementary and Secondary Students Policy following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Prince

**THAT** the Policy Committee recommend to the April 9, 2019 Committee of the Whole Meeting to approve the revisions to the French Immersion/Admission of Elementary and Secondary Students Policy, as presented.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **7.4 Religious Education Courses for Staff Policy (201.3)**

Superintendent Iannantuono, presented the Religious Education Courses for Staff Policy (201.3).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Remove “*as required by the Collective Agreements*”

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Religious Education Courses for Staff Policy (201.3) be vetted from March 27, 2019 to May 8, 2019, with a recommended deadline for presentation to the Policy Committee in May, for consideration to the Committee of the Whole and Board in June.

### **7.5 Sun Safe Policy (NEW)**

Pat Rocca, Superintendent of Education, presented the Sun Safe Policy (NEW).

Following discussion, the Policy Committee requested the contents recommended be included within the Board’s Extreme Heat/Extreme Cold Weather Protocol and not as a policy.

### **7.6 Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8) be vetted from March 27, 2019 to May 8, 2019, with a recommended deadline for presentation to the Policy Committee in May, for consideration to the Committee of the Whole and Board in June.

## ***INFORMATION***

### ***7.7 Policies Currently Being Vetted to April 11, 2019***

- Safe Schools Policy (302.6)
- Student Suspension – Safe Schools Policy (302.6.4)
- Student Expulsion – Safe Schools Policy (302.6.5)
- Financial Investment Policy (NEW)
- Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4)

### ***7.8 Policy and Guideline Review 2018-2019 Schedule***

Director Crocco presented the Policy and Guideline Review 2018-2019 Schedule.

## ***8. Date of Next Meeting***

April 23, 2019 – Start time to be determined and posted on the Board website and agenda cover.

## ***9. Adjournment***

The meeting adjourned at 6:05 p.m.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICIES – PRIOR TO VETTING DEFERRED FROM MARCH  
POLICY COMMITTEE MEETING  
RELIGIOUS EDUCATION COURSES FOR STAFF POLICY (201.3)**

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Date: April 23, 2019



Niagara Catholic District School Board

**RELIGIOUS EDUCATION FOR TEACHING STAFF POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 25, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board supports the continuing growth of staff through faith development and religious education courses. ~~As required by the Collective Agreements,~~ **T**he Board requires staff to obtain certification in Religion, **as required by the Collective Agreements.**

The Board will subsidize staff successfully completing the Board-approved Religion Course as outlined in the Administrative Procedures.

The Board will annually approve funds ~~will~~ in the Annual Board Budget to support this policy.

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



Niagara Catholic District School Board

## **RELIGIOUS EDUCATION FOR TEACHING STAFF POLICY**

### ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 25, 2014

A subsidy of \$200.00 per course will be paid to staff upon successful completion of a Board-approved Religious Education Course or a course in Religion or Theology such as those offered by OCSTA/OECTA Course.

Staff must send evidence of successful completion of courses to the ~~Director of Education or Superintendent of Education~~-Human Resources Services.

Employees must complete the "Request for a Religious Education Course Subsidy" form for prior approval.

Requests for course subsidies must be submitted within one year of successful completion of the course.

<b>Adopted Date:</b>	<b>April 28, 1998</b>
<b>Revision History:</b>	<b>February 25, 2014</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
EMPLOYEE HIRING AND SELECTION (TEACHERS) POLICY  
(203.1)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Hiring and Selection (Teachers) Policy (203.1), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Date: April 23, 2019



Niagara Catholic District School Board  
**EMPLOYEE HIRING AND SELECTION  
 POLICY (TEACHERS)**

STATEMENT OF POLICY

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: June 19, 2018

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The purpose of this policy is to recognize the inherent dignity and worth of every person, and to provide for equal rights and opportunities without discrimination for all qualified employees and applicants for employment with the Niagara Catholic District School Board, in accordance with the Ontario Human Rights Code. All employees employed by the Board will have an understanding of and a genuine commitment to the Board's mission, vision and values and are expected to respect and to support the Catholic philosophy of the Board and its schools.

In its hiring of exemplary and qualified teachers, to meet the needs of the system, the Niagara Catholic District School Board will give preferential consideration by virtue of the availability of qualified candidates, to qualified Roman Catholic applicants in accordance with the Ontario Human Rights Code, Section 24(1) (a), the historical right under the Constitution Act, 1982 and the Education Statutes and Regulations.

#### **Conflict of Interest**

The Board shall ensure that no individual will be involved in any part of the hiring process if it is self-declared and/or deemed to be a Conflict of Interest.

This policy and accompanying Administrative Procedures will clearly define and clarify the hiring and selection practices of ~~all employee groups~~ **teachers** of the Niagara Catholic District School Board.

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

#### **References**

- [\*Education Statutes and Regulations of Ontario\*](#)
- [\*Ontario Human Rights Code\*](#)
- ~~[\*Regulation 274/12\*](#)~~
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)



Niagara Catholic District School Board  
**EMPLOYEE HIRING AND SELECTION  
POLICY (TEACHERS)**

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

**TEACHER SELECTION**

The Niagara Catholic District School Board is committed to hiring exemplary and qualified teachers. The Hiring Policy specifically addresses the selection of teacher candidates for a teaching position within the Niagara Catholic District School Board.

Criteria and qualifications for positions will be established in a fair and objective manner. This criterion is outlined in the Administrative Procedures as set out below.

Recruitment for positions will ensure that all qualified applicants have the opportunity to apply. Applications and documentation of all teacher candidates and employees of the Niagara Catholic District School Board will be maintained in a confidential filing system in the Human Resources Services Department.

The Niagara Catholic District School Board will not discriminate in its hiring and promotion practices on the basis that the qualified applicant is related to a current or former employee. Staff who ~~is~~ **are** related will declare a conflict of interest and not partake in any part of the selection process.

**CONFLICT OF INTEREST**

No individual will be involved in any part of the hiring process if it is self-declared and/or deemed a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic.

Conflicts of Interest will be declared to either the Superintendent of Human Resources Services or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the hiring process.

**A. SELECTION PROCEDURES FOR NEW HIRES TO PERMANENT CONTRACT POSITIONS**

~~Candidates~~ **Applicants** being selected for permanent **teaching** contracts will be based on the following process:

Hiring of teachers will be determined by the system needs of the Niagara Catholic District School Board and will be in accordance with the Education Act, Regulations, Board Policy or ~~Guideline~~ **Procedure** and the Collective Agreement.

It is a requirement of the Niagara Catholic District School Board that, as a condition of Employment a teacher will have completed at least Part I of the OCSTA/OECTA course in Religious Education or its equivalent within 2 years of employment.

A vulnerable sector background check (dated within the last year) shall be a condition of employment and shall be used to determine whether candidates have a record of offences which would render them unsuitable for employment. The candidate shall be directed to the appropriate Police Department who will

be responsible for the processing of the vulnerable sector background check. The fee charged for this service shall be the responsibility of the candidate.

## **PERMANENT TEACHER SELECTION PROCESS**

1. ~~The Teacher Candidates~~ Applicants for teaching positions will be interviewed at the board level by a team consisting of the Superintendent of Human Resources, and/or a designate, and a minimum of 2 Principals and/or Vice Principals as determined by the Superintendent of Human Resources Services.
2. ~~The Teacher Candidates~~ Applicants being considered for permanent teacher contract positions will be based on:
  - Pastoral reference and Faith Reference Portfolio
  - Qualifications (i.e. Undergraduate Courses, Graduate Courses, Additional Qualification Courses and/or other related experience)
  - Performance Appraisals and/or evaluations
  - Specific areas of specialization
  - Experience with Niagara Catholic and other related experience
  - Recommendations provided by supervisors
3. Senior Administrative Council will be informed of recommendations for the hiring of teachers based on the scoring of teacher candidates as outlined in Section 2 as well as the results of the Interviews for permanent contract positions.
4. The Director of Education will approve hiring for permanent teacher positions to the Niagara Catholic District School Board.
5. The Director of Education, through the Superintendent of Human Resources Services will submit the In-Camera Staffing Report to the Board for information.
6. Human Resources Services will be responsible for all offers of ~~to~~ teaching positions with the Board as well as the specific teaching assignment for the candidate.
7. Upon request, Human Resources Services will debrief candidates on the strengths and weaknesses of their interview.
8. The Superintendent of Human Resources Services will inform the teacher candidates in writing of their permanent status and any necessary requirements from the Board.

## **B. SELECTION PROCEDURES FOR NEW HIRES TO THE OCCASIONAL ROSTER TEACHERS**

### **Selection of Candidates to be interviewed**

Individuals, applying for available teaching positions with the Niagara Catholic District School Board, unless exempted as per a Letter of Permission, are required to:

- Be a Catholic
- Be in 'Good Standing' with the Ontario College of Teachers (prior to being ~~hired~~ assigned to a position or Letters of Permission)
- Meet all requirements set out in Teacher Application Package (Apply to Education)
- Submit a pastoral reference
- Submit a faith reference portfolio
- Submit practice teaching reports and final evaluations and/or recent evaluations
- Submit references
- Meet all qualifications as required by regulations

- Submit related experience
- Submit undergraduate transcripts and/or graduate Faculty of Education transcripts

### **Interview Procedures for ~~Individual Placement on the Occasional Teacher Roster~~**

#### **~~Annual Board Interviews and Selection of Candidates~~**

- Human Resources Services will organize interviews for teacher candidates which will be conducted during specified dates as determined by the Superintendent of Human Resources Services.
- The interviews are to be conducted by a panel ~~consisting of a minimum two (2) Principals and/or Vice Principals, including at least one (1) Principal~~ as appointed by the Superintendent of Human Resources.
- All candidates for a given position will be asked identical questions.
- The panel will have the opportunity to ask probing questions if required.
- The Human Resources Services Department will screen and process the recommendations of the Interview Panel and validate whether the candidate has met all the requirements for a teaching position in the Niagara Catholic District School Board, including satisfactory references, Vulnerable Sector Checks, pastoral references, and other requirements as requested.
- Human Resources Services will notify successful individuals ~~for placement on the Occasional Teacher Roster.~~
- All candidates ~~applicants~~ being interviewed will be debriefed on the strengths and weaknesses of the interview by staff as appointed by Human Resources Services.

### **~~C. SELECTION PROCEDURES FOR THE OCCASIONAL LIST~~**

#### **~~Board Interviews and Selection of Candidates~~**

- ~~Human Resources Services will organize interviews for teacher candidates which will be conducted during two times during each school year.~~
- ~~The interviews are to be conducted by a panel consisting of a minimum three administrators as appointed by the Superintendent of Human Resources.~~
- ~~All candidates for a given position will be asked identical questions.~~
- ~~The panel will have the opportunity to ask probing questions if required.~~
- ~~Human Resources Services will screen and process the recommendations of the Interview Panel and validate whether the candidate has met all the requirements for an occasional teaching position in the Niagara Catholic District School Board.~~
- ~~Human Resources Services will notify successful individuals for placement on the Occasional Teacher List.~~
- ~~Upon request, all candidates being interviewed will be debriefed on the strengths and weaknesses of the interview.~~

### **~~D.C. SELECTION PROCEDURES FOR THE RETIREE EMERGENCY LIST~~**

- For the purposes of daily and or long-term occasional teaching positions, Human Resources Services will invite qualified teachers who have retired from the Board to be placed on the Emergency List.
- No person shall be assigned from the Retiree Emergency List unless and until the call out for occasional teachers ~~on the Occasional Teacher Roster~~ have been exhausted.



**E.D. SELECTION PROCEDURES FOR THE EMERGENCY LIST INSTRUCTORS IN ELEMENTARY CLASSROOMS**

- ~~• The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon to cover a classroom in the absence of a classroom teacher. An Emergency Instructor, as named by the Niagara Catholic District School Board, is a person who is not certified as a teacher, is 18 years of age or older, holder of an Ontario Secondary school diploma and who is appointed on a daily basis to a maximum of ten school days, to instruct in the case of an emergency.~~
- ~~• Emergency Instructors shall not be deployed unless and until the call out for occasional teachers on the Occasional Teacher Roster have been exhausted and all retirees from the Emergency List have been exhausted.~~
- ~~• It will be the Principal's to deploy Emergency Instructors if a classroom at the school is not filled with an Occasional Teacher as per the call out process.~~
- ~~• For specific details attached is the link for General Administrative Procedures;~~  
[Emergency Instructor General Administrative Procedures](#)
- For the purposes of daily and or long-term occasional teaching positions, Human Resources Services will invite qualified teachers who are Catholic and able to produce a pastoral letter of reference.
- No person shall be assigned from the Emergency List unless and until the call out for occasional teachers have been exhausted.

<b>Adopted Date:</b>	<b>June 12, 2012</b>
<b>Revision History:</b>	<b>June 19, 2018</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
EMERGENCY INSTRUCTORS POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Emergency Instructors Policy (NEW), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Date: April 23, 2019



Niagara Catholic District School Board  
**EMERGENCY INSTRUCTORS POLICY**  
STATEMENT OF POLICY

200 – Human Resources

Policy No.

Adopted Date:

Latest Reviewed/Revised Date:

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon to cover a classroom in the absence of a classroom teacher.

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

**References**

- [\*Education Statutes and Regulations of Ontario\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)



Niagara Catholic District School Board  
**EMERGENCY INSTRUCTORS POLICY**  
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No.

Adopted Date:

Latest Reviewed/Revised Date:

**DEFINITION**

An Emergency Instructor, as named by the Niagara Catholic District School Board, is a person who is not certified as a teacher, is 18 years of age or older, holder of an Ontario secondary school diploma and who is appointed, on a daily basis to a maximum of ten school days, to instruct in the case of an emergency.

Emergency Instructors shall not be deployed unless and until the call out for occasional teachers on the Occasional Teacher Roster have been exhausted and all retirees from the Emergency List have been exhausted. It will be the Principal’s discretion to deploy Emergency Instructors if a classroom at the school is not filled with an Occasional Teacher as per the call-out process

**APPLICATION PROCESS**

The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon, as a casual worker, to cover a classroom in the absence of the classroom teacher for a part or a full day. Careful consideration is given to the selection of people to fulfill these roles, and the Emergency Instructor is given training in school procedures and is subject to a Criminal Background Check/ Vulnerable Sector Screening before entering the classroom. If there are any questions regarding the emergency instructor, please contact the Principal of the school.

- a) The Principal is to create an unqualified instructor list at each elementary school.
- b) The Principal and/or Vice principal will interview prospective Emergency Instructors as selected by the Principal. The interview will include such issues as confidentiality, classroom procedures, and the safety and well-being of all students in the classroom. (Documentation package is attached)
- c) Prior to commencing employment, Emergency Instructors will be required to provide a Criminal Background Check/ Vulnerable Sector Screening, to the Human Resources Department

**SUPPORT PROCESS**

As Emergency Instructors have no formal training, expertise or certification as professional educators, it is imperative that arrangements be made, under the direction of the Principal or Vice-Principal to ensure that all Emergency Instructors maintain “proper order and discipline in the teacher’s classroom and while on duty in the school and on the school ground,” (Section 264 Education Act). In order to facilitate this, the

Principal or Vice-Principal is required to remain in contact with the Emergency Instructor on a frequent basis throughout the school day to ensure safety of all students.

## **PRIOR TO ENTERING THE CLASSROOM**

Emergency Instructors should be given information/training on the following prior to entering

a classroom for the first time:

a) the use of the telephone in the classroom, school and classroom rules and procedures including all safety plans (Fire Drill, Bomb Threat, Intruder Alert, Emergency Evacuation etc.). This information is to be provided to all individuals replacing the regular teacher.

b) schedules and procedures for lunch, recess and preparation / planning time as well as arrival, dismissal and transportation routines and times;

c) debriefing on the unique needs of certain students in the classroom, so they are prepared to handle any situation that may arise (e.g. high-risk students, medical needs, special education needs, emotional or physical needs and any issues of court orders - i.e. custody situations); and,

d) an introduction to at least one classroom teacher in close proximity to their designated classroom, in case of a delay in contacting a member of the administrative team.

At the conclusion of the interview or prior to the first working day, the Emergency Instructor will sign an acknowledgement form confirming that they are aware of school routines, emergency routines and the importance of confidentiality. Once signed, this Documentation and Acknowledgement Form should be sent along with the completed package to the attention of Brianna Spence, Human Resources.

## **DAILY PLANS / EMERGENCY PLANS**

Where possible, an Emergency Instructor should follow a teaching plan left by the classroom teacher. Where this is not possible, the Principal/Vice Principal should work with the Emergency Instructor to develop a classroom routine for the day. Activities which require the expertise of a qualified teacher, specific skills, safety knowledge, or specific knowledge of an activity should not be undertaken unless the Principal/Vice Principal is satisfied that the Emergency Instructor is able to perform the tasks involved.

## **COMMUNICATING WITH THE COMMUNITY**

i) Principals should ensure that the use of an Emergency Instructor is undertaken after all attempts to obtain a qualified teacher have failed.

ii) To ensure an open communication with parents/guardians, the following message shall be issued.

*The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon, as a casual worker, to cover a classroom in the absence of the classroom teacher for a part or a full day. Careful consideration is given to the selection*

*of people to fulfill these roles, and the Emergency Instructor is given training in school procedures and is subject to a Criminal Background Check/ Vulnerable Sector Screening before entering the classroom. If there are any questions, please contact the Principal of the school.*

<b>Adopted Date:</b>	<b>NEW</b>
<b>Revision History:</b>	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
SAFE SCHOOLS POLICY (302.6)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Safe Schools Policy (302.6), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: April 23, 2019



Niagara Catholic District School Board  
**SAFE AND ACCEPTING SCHOOLS POLICY**  
 STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board ~~is committed to fostering a caring, safe, inclusive and accepting learning and teaching environments~~ ~~will strive to maintain safe and secure learning environments~~ for all students, staff, ~~parents/guardians~~ and community members involved in Board and school programs, events and activities.

~~In compliance with current legislation and the Mission of the Board, the Niagara Catholic District School Board will establish policies and administrative guidelines linked to this Safe Schools Policy, which foster increased respect, responsibility and civility.~~

~~When~~ ~~If~~ the Niagara Catholic District School Board is entering into an agreement with another person, organization or entity, other than a board, with respecting to the use of a school property or buildings operated by the Board, the Board will require ~~it will require~~ that the person, organization or entity ~~to follow will uphold Board Policies, Administrative Procedures, Protocols and the~~ standards that are consistent with the provincial, Board, and local Codes of Conduct ~~in compliance with current legislation and the Mission of the Board~~

The Niagara Catholic District School Board has established Policies and Administrative Procedures linked to this Safe and Accepting Schools Policy, which foster increased respect, responsibility and civility in compliance with current legislation. The Board will provide professional development for staff to support prevention of inappropriate student behaviour and strategies for promoting positive school climate.

Therefore, ~~The~~ Niagara Catholic Safe and Accepting Schools Policy and Administrative Guidelines Procedures will:

- Create schools that are caring, safe, inclusive and accepting of all students, staff, parents/guardians; and members of the school community by implementing Board Policies and Administrative Procedures; ~~pupils;~~
- Provide ~~pupils~~ students with a caring, safe, inclusive and accepting learning and teaching environment;
- ~~Encourage~~ Promote a positive school climate in all schools and prevent inappropriate behaviour, including but not limited to, bullying, sexual assault, gender-based violence and incidents based on homophobia;
- Address, report, and respond to inappropriate ~~pupil~~ student behaviour in accordance with Board Policies and Administrative Procedures and promote early prevention, intervention and supports;
- Provide support to ~~pupils~~ students who are impacted by the inappropriate behaviour of other students ~~pupils;~~ and;
- Establish progressive disciplinary approaches that promote positive behaviour and use with measures that include appropriate consequences and supports for ~~pupils~~ students to address inappropriate behaviour;
- ~~Provide pupils with a safe learning environment.~~

The Director of Education will ensure the implementation of policies and administrative procedures linked to the Safe and Accepting Schools Policy.



**References**

- [Accepting Schools Act](#)
- [Accessibility for Ontarians with Disabilities Act 2005](#)
- [Caring and Safe Schools in Ontario](#)
- [Child & Family Services Review Board](#)
- [Child, Youth and Family Services Act 2017](#)
- [Education Act and Regulations](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Catholic School Graduation Expectations](#)
- [Ontario Human Rights Code](#)
- [Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education](#)
- [Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018](#)
- [Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018](#)
- [Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018](#)
- [Provincial Code of Conduct](#)
- [Regulation 472/07: Behaviour, Discipline and Safety of Pupils](#)
- [Smoke-Free Ontario Act 2017](#)

**Niagara Catholic District School Board Policies/Procedures and Documents**

- ~~[Niagara Catholic – Access to School Premises Policy \(302.6.3\)](#)~~
- [Accessibility Standards Policy \(800.8\)](#)
- ~~[Niagara Catholic –Bullying Prevention and Intervention Policy \(302.6.8\)](#)~~
- [Catholic School Councils Policy \(800.1\)](#)
- ~~[Niagara Catholic – Code of Conduct Policy \(302.6.2\)](#)~~
- [Complaint Resolution Policy \(800.3\)](#)
- ~~[Niagara Catholic –Criminal Background Check Policy \(302.6.7\)](#)~~
- ~~[Niagara Catholic –Dress Code – Secondary Uniform Policy \(302.6.6\)](#)~~
- ~~[Niagara Catholic – Elementary Standardized Dress Code Policy \(302.6.10\)](#)~~
- [Electronic Communications System Policy \(Students\) \(301.5\)](#)
- [Equity and Inclusive Education Policy \(100.10\)](#)
- [Niagara Catholic Parent Involvement Committee Policy \(800.7\)](#)
- [Ontario Student Record Policy \(301.7\)](#)
- ~~[Opening or Closing Exercises Policy \(302.6.1\)](#)~~
- ~~[Progressive Student Discipline Policy \(302.6.9\)](#)~~
- [Privacy Policy \(600.6\)](#)
- [Records and Information Management Policy \(600.2\)](#)
- [Safe Physical Intervention with Students Policy \(301.8\)](#)
- ~~[Niagara Catholic – Student Suspension Policy \(302.6.4\)](#)~~
- ~~[Niagara Catholic – Student Expulsion Policy \(302.6.5\)](#)~~
- [Student Transportation Policy \(500.2\)](#)
- ~~[Volunteers in Catholic Schools Policy \(800.9\)](#)~~
- [Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program](#)
- [Protocol between the Niagara Regional Police Service and the Niagara Catholic District School Board](#)
- [Protocol between Niagara Catholic District School Board and Family and Children’s Services Niagara](#)

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b> <b>February 1, 2008</b> <b>June 17, 2008</b> <b>February 26, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
STUDENT SUSPENSION – SAFE SCHOOLS POLICY (302.6.4)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Suspension – Safe Schools Policy (302.6.4), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: April 23, 2019



Niagara Catholic District School Board

**STUDENT SUSPENSION POLICY**

## STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.4

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 28, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board ~~shall endeavour to provide~~ **is committed to promoting and supporting appropriate student behaviour that contributes to a positive school climate, and sustaining a safe, inclusive, and accepting school climate of respect, dignity and trust, consistent with the Gospel Value in all schools learning and teaching environment for all students to reach their full academic, and spiritual potential and become living witnesses of Christ.**

**A positive school climate exists when all members of the school community feel safe, included, and accepted, by actively promoting responsibility, respect, civility, and academic excellence in all Niagara Catholic schools/sites. The Board shall endeavor to provide a safe, inclusive and accepting school climate of respect, dignity and trust, consistent with Gospel Values.**

The conduct of students as members of the **Catholic** school community is expected to be modelled upon **our Catholic faith, the traditions of Catholic education, and the Ontario Catholic School Graduate Expectations.** ~~fostering and promoting a positive learning environment for students and staff, so that all students can reach their full academic and spiritual potential.~~

The Niagara Catholic District School Board acknowledges that should a student act inappropriately or impedes the rights of others, the consequences may lead to suspension.

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

*References*

- [\*\*Accepting Schools Act\*\*](#)
- [\*\*Accessibility for Ontarians with Disabilities Act 2005\*\*](#)
- [\*\*Caring and Safe Schools in Ontario\*\*](#)
- [\*\*Child & Family Services Review Board\*\*](#)
- [\*\*Child, Youth and Family Services Act 2017\*\*](#)
- [\*\*Education Act and Regulations\*\*](#)
- [\*\*Municipal Freedom of Information and Protection of Privacy Act\*\*](#)
- [\*\*Ontario Catholic School Graduation Expectations\*\*](#)
- [\*\*Ontario Human Rights Code\*\*](#)
- [\*\*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education\*\*](#)
- [\*\*Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018\*\*](#)
- [\*\*Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018\*\*](#)
- [\*\*Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018\*\*](#)
- [\*\*Provincial Code of Conduct\*\*](#)
- [\*\*Regulation 472/07: Behaviour, Discipline and Safety of Pupils\*\*](#)
- [\*\*Smoke-Free Ontario Act 2017\*\*](#)

***Niagara Catholic District School Board Policies/Procedures/Documents***

- [\*\*\*Access to Board Premises Policy \(302.6.3\)\*\*\*](#)
- [\*\*\*Accessibility Standards Policy \(800.8\)\*\*\*](#)
- [\*\*\*Bullying Prevention and Intervention Policy \(302.6.8\)\*\*\*](#)
- [\*\*\*Catholic School Councils Policy \(800.1\)\*\*\*](#)
- [\*\*\*Code of Conduct Policy \(302.6.2\)\*\*\*](#)
- [\*\*\*Complaint Resolution Policy \(800.3\)\*\*\*](#)
- [\*\*\*Criminal Background Check Policy \(302.6.7\)\*\*\*](#)
- [\*\*\*Dress Code-Secondary Uniform Policy-Safe Schools \(302.6.6\)\*\*\*](#)
- [\*\*\*Electronic Communications System Policy \(Students\) \(301.5\)\*\*\*](#)
- [\*\*\*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)\*\*\*](#)
- [\*\*\*Equity and Inclusive Education Policy \(100.10\)\*\*\*](#)
- [\*\*\*Niagara Catholic Parent Involvement Committee Policy \(800.7\)\*\*\*](#)
- [\*\*\*Ontario Student Record Policy \(301.7\)\*\*\*](#)
- [\*\*\*Opening or Closing Exercises Policy \(302.6.1\)\*\*\*](#)
- [\*\*\*Progressive Student Discipline Policy \(302.6.9\)\*\*\*](#)
- [\*\*\*Privacy Policy \(600.6\)\*\*\*](#)
- [\*\*\*Records and Information Management Policy \(600.2\)\*\*\*](#)
- [\*\*\*Safe Arrival Policy \(302.6\)\*\*\*](#)
- [\*\*\*Safe Physical Intervention with Students Policy \(301.8\)\*\*\*](#)
- [\*\*\*Safe Schools Policy \(302.6\)\*\*\*](#)
- [\*\*\*Student Expulsion Policy \(302.6.5\)\*\*\*](#)
- [\*\*\*Student Suspension Policy \(302.6.4\)\*\*\*](#)
- [\*\*\*Student Transportation Policy \(500.2\)\*\*\*](#)
- [\*\*\*Volunteers in Catholic Schools Policy \(800.9\)\*\*\*](#)
- [\*\*\*Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program\*\*\*](#)
- [\*\*\*Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara\*\*\*](#)
- [\*\*\*Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board\*\*\*](#)



Niagara Catholic District School Board

**STUDENT SUSPENSION POLICY**

## ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.4

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 28, 2017

When inappropriate behaviour occurs a Principal/**Designate** ~~may~~ **shall** consider suspending a student for no less than one (1) school day and no longer than ~~twenty~~ (20) school days for an infraction that a student has committed on school property, at a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. If necessary, a Principal/**Designate** will contact the police consistent with the Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board. A **Principal student** may not be suspended **a student** more than once for the same **exact incident occurrence under section 306 of the Education Act.**

**ACTIVITIES LEADING TO POSSIBLE SUSPENSION**

A Principal/**Designate** shall consider whether to suspend a student if the Principal/**Designate** believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol, ~~or~~ illegal drugs, **or cannabis, unless the student is a medical cannabis user**
3. Being under the influence of alcohol, illegal drugs **or cannabis, unless the student is a medical cannabis user.**
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.
6. Bullying.
7. Medical Immunization.
8. Any other activity that, under a policy of the Board, is an activity for which a Principal/**Designate** may suspend a student to be contrary to the Board or school Code of Conduct:
  - Habitual neglect of duty,
  - Use of profane vulgar, or improper language,
  - Conduct injurious to the physical or mental well-being of any member of the school community.
  - Conduct injurious to the moral tone of the school,
  - Persistent opposition to authority,
  - **Smoking and/or Vaping, e-cigarettes, and any other tobacco product.**

**ACTIVITIES LEADING TO SUSPENSION**

A Principal/**Designate** shall suspend a student if the Principal/**Designate** believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.

3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or illegal drugs.
6. Committing robbery.
7. Giving alcohol, **illegal drugs or cannabis** to a minor.
8. Bullying, if,
  - i. the student has previously been suspended for engaging in bullying, and
  - ii. the students' continuing presence in the school creates an unacceptable risk to the safety of another person
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. Any other activity that, under a policy of the Board, is an activity for which a Principal/**Designate** must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

## **VIOLENT INCIDENT**

Where inappropriate student behaviour constitutes a violent incident, **the Principal/Designate must follow the direction in the Police/School Board Protocol between the Niagara Regional Police Service and the Niagara Catholic District School Board regarding notification of the police for a violent incident.**

~~Where inappropriate student behaviour constitutes a violent incident, a *Violent Incident Form* (Appendix A) must be completed by the Principal, filed and retained in the student's Ontario Student Record (OSR) and shall not be removed unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place. If the student transfers to another school, the information in the student's OSR relating to the serious violent incident that led to a suspension or expulsion, as well as a report to the police, will remain in the student's OSR unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place.~~

The term violent incident is defined as the occurrence of any one (1) of the following, or the occurrence of a combination of any of the following:

- possessing a weapon, including possessing a firearm
- using a weapon to cause or to threaten bodily harm to another person
- physical assault causing bodily harm requiring medical attention
- sexual assault
- robbery
- extortion
- hate and/or bias-motivated occurrences

## **MITIGATING AND OTHER FACTORS**

A Principal/**Designate** ~~will~~ **must** consider whether a student should be suspended, and the duration of the suspension taking into account any mitigating and other factors, and will make every effort to consult with the student's parent/guardian, student or adult student and any other person who can contribute relevant information to the investigation.

~~Mitigating and other factors to be considered by~~ **The Principal/Designate, in determining consequences shall consider the following mitigating factors** before deciding whether to impose a suspension are:

1. whether the student has the ability to control ~~his or her~~ **the** behaviour;

2. whether the student has the ability to understand the foreseeable consequences of ~~his or her~~ **the** behaviour; **and**
3. whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school;

**The Principal/Designate, in determining consequences shall also consider the following other factors:**

1. the student's academic, discipline and personal history;
2. whether a progressive discipline approach has been used with the student;
3. whether the activity for which the student might be suspended was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or gender identity, sexual orientation or harassment for any other reason;
4. how the suspension would affect the student's ongoing education;
5. the age of the student;
6. **where the** ~~In the case of a student for whom~~ **has** an Individual Education Plan (IEP) **or disability related needs** ~~has been developed:~~
  - i. whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
  - ii. whether appropriate individualized accommodation has been provided; and
  - iii. whether a suspension is likely to result in aggravating or worsening the student's behaviour or conduct; **and**
7. other matters as the Principal/**Designate** considers appropriate.

## **CONFIRMATION NOTICE OF SUSPENSION**

~~When a student has been suspended,~~ **A Principal/Designate who suspends a student shall will:**

- ~~1.~~ **a) Notify the student of the suspension.**
- ~~2.~~ **b) Inform the student's teacher(s) of the suspension.**
- ~~3.~~ **c) Make all reasonable efforts to inform the student's parent/guardian of the suspension within 24 hours of the suspension being imposed, unless,**
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.

~~When a student has been suspended,~~ **A Principal/Designate who suspends a student shall ensure that provide** written notice of the suspension **is given promptly to the following persons:**

1. The student;
2. The student's parent/guardian unless,
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
3. The Family of Schools' Superintendent, the student's teacher(s) and the Stay-in-School Coordinator.

The written notice of the suspension must include the following:

1. The reason for the suspension.
2. The duration of the suspension.
3. Procedure to return to school upon completion of the suspension.
4. Information about the Niagara Catholic Alternative Learning Fresh Start Program, an intervention and prevention program for Grades ~~6 7 to Grade~~ 12 students while serving a suspension for six ~~(6)~~ or more school days; ~~or limited expulsion.~~
5. Information about the investigation the Principal/**Designate** will conduct to determine whether to recommend expulsion.
6. Information about the right to appeal the suspension.
7. The name and contact information of the Family of Schools' Superintendent to whom the notice of appeal must be submitted.



## PRINCIPAL DETERMINATION OF NOTIFICATION

If a **The Principal/Designate** decides **shall** not to notify the parents/guardians of a student ~~involved in an incident~~, if, in the opinion of the Principal/Designate, doing so would put the student at risk of harm **from the parents/guardians of the student, such that notification is not in the best interests of the student**. The Principal/Designate will document the rationale for this decision, and **notify both the teacher who reported the incident and the appropriate** ~~share this decision with the Family of Schools' Superintendent. and if applicable, the teacher(s) of the student~~

## SCHOOL WORK

A student who is subject to a suspension of five ~~(5)~~ or fewer school days must be provided with school work to complete at home while serving the suspension. The school work must be available to the student's parent/guardian and student or adult student:

- the day the student is suspended, if the student is suspended for one ~~(1)~~ school day.
- the day the student is suspended or the following school day, if the student has been suspended for two ~~(2)~~ or more school days.

## NIAGARA CATHOLIC ALTERNATIVE LEARNING FRESH START PROGRAM

Where a Principal/Designate suspends a student for six ~~(6)~~ or more school days, the Principal/Designate will inform the student's parent/guardian and student or adult student about the Niagara Catholic Alternative Learning Fresh Start Program for suspended students. Students who have been suspended for six ~~(6)~~ or more school days are strongly encouraged to participate in the Niagara Catholic Alternative Learning Fresh Start Program.

Elementary and **secondary** Principals/Designate are to approve the submission of a Niagara Catholic Alternative Learning Fresh Start Student Action Plan for consideration of student enrolment at the Pope Francis Centre. Following an intake conference with the student's parent/guardian, and the student or adult student to review the expectations of the program, the Principal/Designate of the Pope Francis Centre will determine admittance into the program.

A student will be considered for acceptance into the Niagara Catholic Alternative Learning Fresh Start Program **at the Pope Francis Centre** if:

- the student is serving a suspension of six ~~(6)~~ or more school days as part of a progressive discipline process,
- ~~the student is serving a limited expulsion with approval of the Family of Schools' Superintendent of Education, or~~
- the student's actions warrant the program as approved by the Principal/Designate of the Pope Francis Centre, the Family of Schools' Superintendent of Education and the Superintendent of Program **and Innovation**.

This alternative program will strive to:

- address the academic, behavioural and community supports of the student;
- develop positive relationships among parents/guardians, the community and schools to support and sustain safe schools and learning;
- provide programs containing strategies for building positive attitudes, for developing positive behaviours, for providing continuous learning and for successful re-integration into the school setting; and
- reduce future suspensions and expulsions.

## **RE-ENTRY**

Following a suspension of six (~~6~~) or more school days, a re-entry meeting will be held with appropriate staff, the student's parent/guardian, and student or adult student to provide positive and constructive redirection for the student.

## **APPEAL OF SUSPENSION**

A person who is entitled to appeal a suspension must give written notice of ~~his or her~~ the intention to appeal to the Family of Schools' Superintendent of Education within ~~ten~~ (10) school days of the commencement of the suspension. A request for an appeal shall not stay the suspension.

The following persons may appeal, to the Board, a Principal's decision to suspend a student:

1. The student's parent/guardian, unless
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
2. The student, if
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.

## **REVIEW OF SUSPENSION**

Upon receipt of written notice of the intention to appeal the suspension, the Family of Schools' Superintendent will:

1. advise the school Principal of the appeal and set a meeting date to review the appeal;
2. advise the student's parent/guardian or adult student that a review of the suspension will take place and will discuss any matter respecting the incident and/or appeal of the suspension;
3. hear and determine the appeal within ~~fifteen~~ (15) school days of receiving notice of intention to appeal, unless the parties agree on a later deadline;
4. review the suspension (reason, duration, any mitigating or other factors);
5. consult with the Principal regarding modification or expunging the suspension;
6. request a meeting with the student's parent/guardian or adult student and the Principal to narrow the issues and try to effect a settlement;
7. provide written notice of the review decision to the student's parent/guardian or adult student as follows:
  - i. Confirm the suspension and the duration of the suspension.
  - ii. Confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly.
  - iii. Quash the suspension and order that the record of suspension be expunged, even if the suspension that is under appeal has already been served.
  - iv. The decision of the Board on an appeal under this section is final.

## **APPEAL TO THE DISCIPLINARY HEARING COMMITTEE OF THE BOARD**

Where the suspension is upheld on review by the Family of Schools' Superintendent and the student's parent/guardian or adult student chooses to continue with the appeal to the Disciplinary Hearing Committee, the Board shall hear and determine the appeal within ~~fifteen~~ (15) school days of receiving notice to appeal, unless the parties agree on a later deadline and shall not refuse to deal with the appeal on the ground that there is deficiency in the notice of appeal.

The Superintendent of Education: Resource to the Disciplinary Hearing Committee will:

Arrange a date for the appeal before the Disciplinary Hearing Committee.

1. Coordinate the preparation of a written report for the Disciplinary Hearing Committee containing:
  - i. a report of the incident and rationale for suspension prepared by the Principal;
  - ii. a copy of the original suspension letter;
  - iii. a copy of the letter requesting appeal of the suspension; and
  - iv. a copy of the correspondence with respect to the decision of the Family of Schools' Superintendent regarding the suspension review.
2. Inform the student's parent/guardian or adult student of the date, time and location of the hearing for the appeal of the suspension, provide a guide to the process for the appeal, and a copy of the documentation that will go to the Disciplinary Hearing Committee.
3. Ensure that the item is placed on the Disciplinary Hearing Committee's agenda.

The parties in an appeal to the Disciplinary Hearing Committee shall be:

1. The Principal who suspended the student;
2. The student's parent/guardian or adult student if they appealed the decision to suspend the student.
3. The person who appealed the decision to suspend the student if the decision was appealed by someone other than the student or ~~his or her~~ **their** parent/guardian and that person is allowed by Board Policy to appeal.
4. Such other persons as may be specified by Board policy.
5. A student who is not a party to the appeal has the right to be present at the hearing and to make a statement on ~~his or her~~ **their** own behalf.

## **SUSPENSION APPEAL BEFORE THE DISCIPLINARY HEARING COMMITTEE OF THE BOARD**

The Disciplinary Hearing Committee will conduct the suspension appeal in accordance with the [Suspension/Expulsion Hearing Rules](#), the *Education Act* and Board Policy:

1. One of the appointed Trustees will be elected Chair of the Disciplinary Hearing Committee.
2. The Director of Education or designate, will act as Secretary to the Disciplinary Hearing Committee to facilitate the Hearing
3. Legal counsel for the Board may be present at the appeal to act as an advisor on procedural matters.
4. The Disciplinary Hearing Committee may make such orders or give such directions at an appeal, as it considers necessary for the maintenance of order at the appeal. Should any person disobey or fail to comply with any such order and/or direction, a Trustee may call for the assistance of a police officer to enforce any such order or direction.
5. Where any party who has received proper notice of the location, date and time of the appeal fails to attend the appeal or comply with the necessary time lines, the appeal may proceed in the absence of the party and the party is not entitled to any further notice of the proceedings.
6. When making their determination the Disciplinary Hearing Committee shall consider:
  - i. the Principal's Report and submissions;
  - ii. the submissions and any other information provided by the Appellant; and
  - iii. the analysis and application of the mitigating and other factors, which may or may not be applicable in the circumstances.
7. The Disciplinary Hearing Committee will consider, based on the written and/or oral submissions of both parties, whether the decision to discipline and the discipline imposed was reasonable in the circumstances, and shall either:
  - i. Confirm the suspension and its duration; or
  - ii. Confirm the suspension but shorten its duration and amend the record, as necessary;
  - iii. Quash the suspension and order that the record be expunged; or
  - iv. Make such other appropriate order.
8. The decision shall be communicated to the appellant in writing.

9. The decision of the Disciplinary Hearing Committee is final.

## REVIEW OF THE SUSPENSION PROCESS

It is expected that the Family of Schools' Superintendent will review the suspension statistics of each school with the Principal on an annual basis.

### STUDENT MANAGEMENT SYSTEM (MAPLEWOOD)

The Principal/Designate shall document student discipline on the Board's Student Management System (Maplewood) under the student discipline tab with the following information:

1. Type of infraction
2. Check Violent Incident Box, if applicable
3. Student Incident Details
4. Consequences
5. Appeal/Outcome Information, if applicable

### ONTARIO STUDENT RECORD (OSR)

If the Principal/Designate has decided that action must be taken as a result of an incident, the Principal/Designate will file a copy of the Safe and Accepting Schools Incident Reporting Form-Part I, along with documentation (i.e., suspension/expulsion letter, police report) in the OSR of the student whose behaviour was inappropriate.

1. Where the Principal/Designate has taken action in the case of more than one student, a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form must be removed from the form before it is filed.
2. In the case of a student who has been harmed, no information about the incident must be placed in the OSR, unless that student's parents/guardians expressly request that it be placed in the OSR.
3. In situations where the student who has been harmed has also engaged in a serious student incident, information regarding the incident and the action taken will be placed in the student's OSR.
4. The form and documentation must be kept for a minimum of one year in the OSR.
5. In the case of a violent incident, the Principal/Designate must check the Violent Incident Box on the Safe and Accepting Schools Form-Part I and on the student's discipline tab in the Student Management System. The form, a copy of the Violent Incident Form printed from the Student Management System and any other documentation (suspension/expulsion letter, police report) must be filed and retained in the student's OSR for:
  - one year, if the student's suspension was quashed or withdrawn and the record of suspension expunged;
  - three years, if the student was suspended for the violent incident;
  - five years, if the student was expelled for the violent incident.
6. For non-violent incidents, if no further action is taken by the Principal/Designate, the Principal/Designate is not required to retain the report.

### MAINTENANCE OF THE ONTARIO STUDENT RECORD (OSR)

The contents of the OSR should be reviewed on a regular basis by the Principal/Designate for the removal of any material that is no longer required to be retained to ensure that they remain conducive to the improvement of the instruction of the student.

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b>
	<b>January 22, 2007</b>
	<b>February 1, 2008</b>
	<b>September 18, 2008</b>
	<b>June 17, 2008</b>
	<b>June 16, 2009</b>
	<b>May 26, 2015</b>
	<b>February 28, 2017</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
STUDENT EXPULSION – SAFE SCHOOLS POLICY (302.6.5)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Expulsion – Safe Schools Policy (302.6.5), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: April 23, 2019



Niagara Catholic District School Board

**STUDENT EXPULSION POLICY**

## STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.5

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 28, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board ~~is committed to promoting and supporting appropriate student behaviour that contributes to a positive~~ ~~shall~~ endeavour to provide a safe, inclusive and accepting school climate of respect, dignity and trust, consistent with Gospel Values in all schools. ~~and sustaining~~ a safe, inclusive, and accepting learning and teaching environment for all students to reach their full academic, and spiritual potential and become living witnesses of Christ.

A positive school climate exists when all members of the school community feel safe, included, and accepted, by actively promoting responsibility, respect, civility, and academic excellence in all Niagara Catholic schools/sites.

The conduct of students as members of the school community is expected to be modelled upon ~~our Catholic faith, the traditions of Catholic education, and the Ontario Catholic School Graduate Expectations.~~ ~~Christ,~~ fostering and promoting a positive school learning environment for students and staff, so that all students can reach their full academic and spiritual potential.

The Niagara Catholic District School Board acknowledges that should a student act inappropriately or impedes the rights of others, the consequences may lead to expulsion from a school or all schools of the Board.

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

**References**

- [\*Accepting Schools Act\*](#)
- [\*Accessibility for Ontarians with Disabilities Act 2005\*](#)
- [\*Caring and Safe Schools in Ontario\*](#)
- [\*Child & Family Services Review Board\*](#)
- [\*Child, Youth and Family Services Act 2017\*](#)
- [\*Education Act and Regulations\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Catholic School Graduation Expectations\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education\*](#)
- [\*Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018\*](#)
- [\*Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018\*](#)
- [\*Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018\*](#)
- [\*Provincial Code of Conduct\*](#)
- [\*Regulation 472/07: Behaviour, Discipline and Safety of Pupils\*](#)
- [\*Smoke-Free Ontario Act 2017\*](#)

***Niagara Catholic District School Board Policies/Procedures/Documents***

- [\*\*\*Access to Board Premises Policy \(302.6.3\)\*\*\*](#)
- [\*\*\*Accessibility Standards Policy \(800.8\)\*\*\*](#)
- [\*\*\*Bullying Prevention and Intervention Policy \(302.6.8\)\*\*\*](#)
- [\*\*\*Catholic School Councils Policy \(800.1\)\*\*\*](#)
- [\*\*\*Code of Conduct Policy \(302.6.2\)\*\*\*](#)
- [\*\*\*Complaint Resolution Policy \(800.3\)\*\*\*](#)
- [\*\*\*Criminal Background Check Policy \(302.6.7\)\*\*\*](#)
- [\*\*\*Dress Code-Secondary Uniform Policy-Safe Schools \(302.6.6\)\*\*\*](#)
- [\*\*\*Electronic Communications System Policy \(Students\) \(301.5\)\*\*\*](#)
- [\*\*\*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)\*\*\*](#)
- [\*\*\*Equity and Inclusive Education Policy \(100.10\)\*\*\*](#)
- [\*\*\*Niagara Catholic Parent Involvement Committee Policy \(800.7\)\*\*\*](#)
- [\*\*\*Ontario Student Record Policy \(301.7\)\*\*\*](#)
- [\*\*\*Opening or Closing Exercises Policy \(302.6.1\)\*\*\*](#)
- [\*\*\*Progressive Student Discipline Policy \(302.6.9\)\*\*\*](#)
- [\*\*\*Privacy Policy \(600.6\)\*\*\*](#)
- [\*\*\*Records and Information Management Policy \(600.2\)\*\*\*](#)
- [\*\*\*Safe Arrival Policy \(302.6\)\*\*\*](#)
- [\*\*\*Safe Physical Intervention with Students Policy \(301.8\)\*\*\*](#)
- [\*\*\*Safe Schools Policy \(302.6\)\*\*\*](#)
- [\*\*\*Student Expulsion Policy \(302.6.5\)\*\*\*](#)
- [\*\*\*Student Suspension Policy \(302.6.4\)\*\*\*](#)
- [\*\*\*Student Transportation Policy \(500.2\)\*\*\*](#)
- [\*\*\*Volunteers in Catholic Schools Policy \(800.9\)\*\*\*](#)
- [\*\*\*Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program\*\*\*](#)
- [\*\*\*Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara\*\*\*](#)
- [\*\*\*Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board\*\*\*](#)





## Niagara Catholic District School Board

**STUDENT EXPULSION POLICY**

## ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.5

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 28, 2017

When inappropriate behaviour occurs a Principal ~~may~~ **shall** consider recommending to the Board that a student be expelled from a school or all schools of the Board for an infraction committed on school property, at a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. If necessary, a Principal will contact the police consistent with the Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board.

The Board may expel a student who commits any of the following infractions while at school, at a school-related activity or event, and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or illegal drugs.
6. Committing robbery.
7. Giving alcohol, **illegal drugs or cannabis** to a minor.
8. Bullying, if,
  - i. the student has previously been suspended for engaging in bullying, and
  - ii. the students' continuing presence in the school creates an unacceptable risk to the safety of another person.
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

**VIOLENT INCIDENT**

Where inappropriate ~~student~~ behaviour constitutes a violent incident, **the Principal must follow the direction in the Police/School Board Protocol between the Niagara Regional Police Service and the Niagara Catholic District School Board regarding notification of the police for a violent incident.**

~~Where inappropriate student behaviour constitutes a violent incident, a *Violent Incident Form* (Appendix A) must be completed by the Principal, filed and retained in the student's Ontario Student Record (OSR) and shall not be removed unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place. If the student transfers to another school, the information in the student's OSR relating to the serious violent incident that led to a suspension or expulsion, as well as a report to the police, will remain in the student's OSR unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place.~~

The term violent incident is defined as the occurrence of any one (1) of the following, or the occurrence of a combination of any of the following:

- possessing a weapon, including possessing a firearm

- using a weapon to cause or to threaten bodily harm to another person
- physical assault causing bodily harm requiring medical attention
- sexual assault
- robbery
- extortion
- hate and/or bias-motivated occurrences

## MITIGATING AND OTHER FACTORS

A Principal will **must** consider whether a student should be expelled, taking into account any mitigating and other factors and will make every effort to consult with the student's parent/guardian, and student or adult student and any other person who can contribute relevant information to the investigation. Any police investigation will be conducted separately from the Principal's investigation according to the procedures in the Protocol between the Niagara Regional Police Service and the Niagara Catholic District School Board.

~~Mitigating and other factors to be considered by~~ The Principal, **in determining consequences shall consider the following mitigating factors** ~~before deciding whether to impose a expulsion are:~~

1. whether the student has the ability to control ~~his or her~~ **the** behaviour;
2. whether the student has the ability to understand the foreseeable consequences of ~~his or her~~ **the** behaviour; **and**
3. whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school;

**The Principal, in determining consequences shall also consider the following other factors:**

1. the student's academic, discipline and personal history;
2. whether a progressive discipline approach has been used with the student,
3. whether the activity for which the student might be suspended was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or gender identity, sexual orientation or harassment for any other reason;
4. how the expulsion would affect the student's ongoing education;
5. the age of the student;
6. **where the** ~~In the case of a student for whom~~ **has** an Individual Education Plan (IEP) **or disability related needs** ~~has been developed:~~
  - i. whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
  - ii. whether appropriate individualized accommodation has been provided; and
  - iii. whether a expulsion is likely to result in aggravating or worsening the student's behaviour or conduct, **and**
7. other matters as the Principal considers appropriate.

## SUSPENSION PENDING RECOMMENDATION FOR EXPULSION

The Principal will immediately suspend a student for ~~(20) twenty~~ school days ~~where he or she~~ **if the Principal** believes that the student has committed an infraction for which expulsion may be considered.

A Principal shall **promptly** conduct an investigation **following the suspension** to determine whether to recommend to the Board that the student be expelled. Pending an investigation to determine whether the student will be recommended to the Disciplinary Hearing Committee for expulsion, the Principal must assign the student to the Niagara Catholic Alternative Learning Fresh Start Program for suspended students.

**NIAGARA CATHOLIC ALTERNATIVE LEARNING FRESH START PROGRAM**

Where a Principal/**Designate** suspends a student for six (~~6~~) or more school days, the Principal/**Designate** will inform the student's parent/guardian and student or adult student about the Niagara Catholic Alternative Learning Fresh Start Program for suspended students. Students who have been suspended for six (~~6~~) or more school days are strongly encouraged to participate in the Niagara Catholic Alternative Learning Fresh Start Program.

Elementary and **secondary** Principals are to approve the submission of a Niagara Catholic Fresh Start Student Action Plan for consideration of student enrolment at the Pope Francis Centre. Following an intake conference with the student's parent/guardian, and the student or adult student to review the expectations of the program, the Principal/**Designate** of the Pope Francis Centre will determine admittance into the program.

A student will be considered for acceptance into the Niagara Catholic Alternative Learning Fresh Start Program **at the Pope Francis Centre** if:

- the student is serving a suspension of six (~~6~~) or more school days as part of a progressive discipline process, or
- the student is serving a limited expulsion with approval of the Family of Schools' Superintendent of Education, or
- the student's actions warrant the program as approved by the Principal/**Designate** of the Pope Francis Centre, the Family of Schools' Superintendent of Education and the Superintendent of Program **and Innovation**.

This alternative program will strive to:

- address the academic, behavioural and community supports of the student;
- develop positive relationships among parents, the community and schools to support and sustain safe schools and learning;
- provide programs containing strategies for building positive attitudes, for developing positive behaviours, for providing continuous learning and for successful re-integration into the school setting; and
- reduce future suspensions and expulsions

**EXPULSION NOT RECOMMENDED**

If, on concluding the investigation, the Principal in consultation with the Family of Schools' Superintendent decides not to recommend to the Board that the student be expelled; the Principal will provide written notice of the decision to every person to whom he or she was required to give notice of the suspension that contains the following:

1. A statement that the student will not be subject to an expulsion hearing for the activity that resulted in the suspension.
2. A statement indicating whether the Principal has confirmed the suspension and its duration, confirmed the suspension but reduced its duration or withdrawn the suspension.
3. Unless the suspension was withdrawn, information about the right to appeal the suspension including :
  - i. a copy of Board policy and procedures governing the appeal;
  - ii. a statement that a written notice of intention to appeal must be given within five (~~5~~) school days of the date on which he or she is considered to have received the notice of the decision not to recommend expulsion; and
  - iii. the name and contact information of the Family of Schools' Superintendent to whom notice of appeal must be given.

**EXPULSION RECOMMENDED TO THE BOARD**

If, on concluding the investigation a the Principal, in consultation with the Family of Schools' Superintendent, determines that a referral for expulsion is warranted, ~~decides to the recommendation to the Board that the student be expelled,~~ must be made to the Disciplinary Hearing Committee to be heard within twenty (20) school days from the date of the original suspension unless the parties to the expulsion hearing agree upon a later date.

the Principal will also prepare and provide a written report to the Disciplinary Hearing Committee with the following information:

1. Summary of the Principal's findings.
2. The Principal's recommendation as to whether the student should expelled from ~~his or her~~ the school only or from all schools of the Board.
3. The Principal's recommendation as to,
  - i. the type of school that might benefit the student, if the student is expelled from ~~his or her~~ the school only, or
  - ii. the type of program for expelled students that might benefit the student, if the student is expelled from all schools of the Board.

The Principal will ensure that written notice will accompany the report to every person who received the notice of the suspension the following information:

1. A statement that the student will be subject to an expulsion hearing for the activity that resulted in suspension.
- ~~2. A copy of the Board policies and procedures governing the expulsion hearing for the activity that resulted in the suspension.~~
3. A statement that the person has the right to respond, in writing, to the Principal's report.
4. A statement that the person has the right to appeal the Principal's decision for expulsion to the Board.
- ~~5. The date, time and location of the expulsion hearing.~~
6. Detailed information about the procedures and possible outcomes of the expulsion hearing, including but not limited to, information explaining that:
  - i. if the Board does not expel the student, it will, confirm the suspension, shorten its duration or withdraw it,
  - ii. the parties will have the right to make submissions during the expulsion hearing as to whether, if the student is not expelled, the suspension should be confirmed, reduced or withdrawn,
  - iii. any decision of the Board with respect to the suspension made at the expulsion hearing is final and not subject to appeal.
  - iv. if the Board expels the student from ~~his or her~~ the school only, the Board will assign the student to another school, or alternative program, and
  - v. if the Board expels the student from all schools of the Board, the Board will recommend the student to an alternative program for expelled students.
7. The name and contact information of the Superintendent of Education: Resource to the Discipline Hearing Committee to discuss any matter respecting the expulsion hearing.

**SUPERINTENDENT OF EDUCATION:  
RESOURCE TO THE DISCIPLINE HEARING COMMITTEE**

Superintendent of Education: Resource to the Discipline Hearing Committee will:

1. Arrange a meeting with the Family of Schools' Superintendent, the Principal, the student's parent/guardian, student or adult student. If a meeting is arranged, the Superintendent of Education: Resource to the Discipline Hearing Committee will review the Disciplinary Hearing Committee process for expulsion hearings, as well as respond to any questions or concerns the student's parent/guardian and student or adult student may have regarding the process or incident; and may assist to narrow the issues and identify agreed upon fact.

2. Prepare a package of documents for the Disciplinary Hearing Committee, which will include the following components:
  - i. a copy of the Principal's Report; and
  - ii. a copy of the original suspension letter and the notice of expulsion sent to student's parent/guardian, student or adult student.
3. Inform the student's parent/guardian, student or adult student of the date, time and location of the expulsion hearing, will provide a copy of the *Suspension/Expulsion Hearing Rules*, and a copy of the documentation to the Disciplinary Hearing Committee.
4. Ensure that the item is placed on the Disciplinary Hearing Committee agenda.

## **DISCIPLINARY HEARING COMMITTEE**

The Board authorizes the creation of a Disciplinary Hearing Committee of no fewer than three (3) Trustees to decide Principal recommendations for expulsion. For these purposes, the Disciplinary Hearing Committee will conduct the expulsion hearings in accordance with the Education Act and Board policy and procedures, and *Suspension/Expulsion Hearing Rules*.

If the Principal recommends to the Board that a student be expelled, the Board Disciplinary Hearing Committee shall hold a hearing. At the hearing the Committee shall:

1. consider the submissions of each party in whatever form the party chooses, whether orally, in writing or both;
2. solicit the views of all parties as to whether the student should be expelled from ~~his or her~~ the school only or from all schools in the Board; and
3. solicit the views of all parties as to whether the student is not expelled the Board should confirm the suspension originally imposed, confirm the suspension but reduce its duration or withdraw the suspension.

Parties before the Disciplinary Hearing Committee will be:

1. The Principal.
2. The student, if,
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
3. The student's parent/guardian, unless
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
4. Such other persons as may be specified by Board policy and procedures.
5. If a student is not a party, the student has the right to be present at the expulsion hearing and to make submissions. The Disciplinary Hearing Committee may grant a person with daily care authority to make submissions on behalf of the student.

## **DECISION OF THE DISCIPLINARY HEARING COMMITTEE**

Upon completion of the hearing, the Committee shall decide:

1. whether to expel the student; and
2. if the student is to be expelled, whether the student is expelled from ~~his or her~~ the school only or from all schools of the Board.

## **APPEAL OF BOARD DECISION TO EXPEL**

An appeal from an expulsion decision made by the Board shall be heard and determined by the Child and Family Services Review Board (CFSRB).

The expulsion of a student remains in effect pending the outcome of the appeal decision of the Family and Children Services Review Board committee.

The following persons may appeal, to the Child and Family Services Review Board, the Board's decision to expel a student, whether the student is expelled from ~~his or her~~ the school only or from all schools of the Board:

1. The student, if,
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
2. The student's parent/guardian, unless
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
3. Such other persons as may be specified by Board policy.

Appeals must be forwarded to the Family and Children's Services Board and copied to the Director of Education:

1. Within ~~thirty~~ (30) **calendar** days of the Board's decision to expel the student. This date should be referenced in the letter of appeal.
2. The ~~thirty~~ (30) **calendar** days may be extended if the Child and Family Services Review Board believes there are reasonable grounds.
3. The expulsion appeal hearing will be held no later than ~~thirty~~ (30) **calendar** days after receiving a request to appeal the Board's expulsion decision, unless either the parties or the school board requests a later date.

After hearing an appeal from a decision of the Board, the Child and Family Services Review Board may decide any of the following options:

1. Confirm the Board's expulsion decision.
2. Reject the expulsion decision and reinstate the student.
3. ~~Modify the type or duration of the~~ **change the** expulsion **decision from** ~~for~~ all schools in the Board to the student's school only.
4. **Order that the record of the expulsion be removed or changed**
5. ~~Impose, change or remove conditions that must be satisfied if the student is to return to school following an expulsion.~~

~~If the Child and Family Services Review Board overrules the decision of the Board and reinstates the student, it may order that any record of the expulsion of the student be expunged.~~

The Child and Family Services Review Board will issue a decision ~~within no later than ten~~ (10) **calendar** days ~~after the~~ of the completion of the expulsion hearing **has been completed** and will issue written reasons for the decision within ~~thirty~~ (30) **calendar** days.

## **RE-ENTRY FOLLOWING AN EXPULSION**

1. A student who is subject to a Board expulsion is entitled to apply in writing for re-admission to a school of the Board once the student has successfully completed a program for expelled students and has satisfied the objectives required for completion of the program, as determined by the person who provides the program. The Board shall re-admit the student and inform the student in writing of the re-admission.
2. A student who is subject to a school expulsion may apply in writing to the Board to be re-assigned to the school from which the student was expelled.
  - i. The Board will consider whether re-attendance will have a negative impact on the school climate, including on any victims, where applicable;
  - ii. The student will be required to demonstrate that they have learned from the incident and have sought counseling, where appropriate;

- iii. The student will be required to sign a Declaration of Performance form provided by the Board; and
- iv. The Board, in its sole discretion, may determine that a different school than the one from which the student was expelled is a more appropriate placement for the student.

## **STUDENT MANAGEMENT SYSTEM (MAPLEWOOD)**

The Principal/Designate shall document student discipline on the Board's Student Management System (Maplewood) under the student discipline tab with the following information:

- Type of infraction
- Check Violent Incident Box, if applicable
- Student Incident Details
- Consequences
- Appeal/Outcome Information, if applicable

## **ONTARIO STUDENT RECORD (OSR)**

If the Principal/Designate has decided that action must be taken as a result of an incident, the Principal/Designate will file a copy of the Safe and Accepting Schools Incident Reporting Form-Part I, along with the following documentation (i.e., suspension/expulsion letter, police report) in the OSR of the student whose behaviour was inappropriate.

1. Where the Principal/Designate has taken action in the case of more than one student, a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form must be removed from the form before it is filed.
2. In the case of a student who has been harmed, no information about the incident must be placed in the OSR, unless that student's parents/guardians expressly request that it be placed in the OSR.
3. In situations where the student who has been harmed has also engaged in a serious student incident, information regarding the incident and the action taken will be placed in the student's OSR.
4. The form and documentation must be kept for a minimum of one year in the OSR.
5. In the case of a violent incident, the Principal/Designate must check the Violent Incident Box on the Safe and Accepting Schools Form-Part I and on the student's discipline tab in the Student Management System. The form, a copy of the Violent Incident Form printed from the Student Management System and any other documentation (suspension/expulsion letter, police report) must be filed and retained in the student's OSR for
  - one year, if the student's suspension was quashed or withdrawn and the record of suspension expunged;
  - three years, if the student was suspended for the violent incident;
  - five years, if the student was expelled for the violent incident.
6. For non-violent incidents, if no further action is taken by the Principal/Designate, the Principal/Designate is not required to retain the report.

## **MAINTENANCE OF THE ONTARIO STUDENT RECORD (OSR)**

The contents of the OSR should be reviewed on a regular basis by the Principal/Designate for the removal of any material that is no longer required to be retained to ensure that they remain conducive to the improvement of the instruction of the student.

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b>
	<b>February 1, 2008</b>
	<b>June 17, 2008</b>
	<b>September 18, 2008</b>
	<b>June 16, 2009</b>
	<b>December 17, 2013</b>
	<b>May 26, 2015</b>
	<b>February 28, 2017</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
FINANCIAL INVESTMENT POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Financial Investment Policy (NEW), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Date: April 23, 2019



Niagara Catholic District School Board  
**FINANCIAL INVESTMENT POLICY**  
STATEMENT OF POLICY

600 – Business Services

Policy No: New

Adopted Date:

Latest Reviewed/Revised Date:

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board when investing public funds, is responsible for ensuring financial stewardship and integrity through an effectual investment strategy.

In accordance with legislation, the Board may invest its surplus funds in securities prescribed under the *Education Act*, O. Reg. 41/10 – Part IV Eligible Investments. The Board will endeavour to achieve a positive rate of return to minimize the risk associated with investments by ensuring that the Board is compliant with the *Education Act*, while maintaining sufficient liquidity.

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

***References***

- [\*Education Act, Ontario Regulation 41/10\*](#)



Niagara Catholic District School Board  
**FINANCIAL INVESTMENT POLICY**  
ADMINISTRATIVE PROCEDURES

600 – Business Services

Policy No: New

Adopted Date:

Latest Reviewed/Revised Date:

**DEFINITIONS**

Surplus Cash Balances – the amount of funds held within centrally managed accounts. This does not apply to fund balances held by schools.

**Eligible Investments**

Section 241 of the Education Act states that:

1. The Board does not have the power to invest in a security other than a security prescribed under O. Reg. 41/10, s. 8.
2. The Board shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 41/10, s. 11 (1).

All investment activity requires the written approval by the Director of Education and Superintendent of Business and Financial Services with an annual written report to the Board.

**Management Methodology**

The investment objectives of the Board shall, in order of priority, be as follows:

1. Adherence to statutory requirements by the *Education Act*
2. Preservation of capital
3. Maintenance of liquidity
4. Competitive rate of return on investments commensurate with constraints in (1).

The Superintendent of Business and Financial Services will provide an annual information report to the Board on the status of any financial investments.

<b>Adopted Date:</b>	<b>NEW</b>
<b>Revision History:</b>	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH  
POLICY (600.4)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: April 23, 2019



Niagara Catholic District School Board

**CORPORATE CARDS, PURCHASING CARDS  
AND PETTY CASH POLICY**

STATEMENT OF POLICY

600 – Business Services

Policy No 600.4

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Purchasing of Goods and Services Policy (600.1) and the related Administrative Procedures recognize that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.

The Niagara Catholic District School Board authorizes the Director of Education to provide Corporate Cards, Purchasing Cards and Petty Cash to appropriate employees in order to fulfill their duties.

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

**References**

- **[Broader Public Sector Accountability Act \(BPSAA\), 2010](#)**
- ***Niagara Catholic District School Board Policies/Procedures***
  - **[Employee Code of Conduct and Ethics Policy \(201.17\)](#)**
  - **[Purchasing/Supply Chain Management Policy \(600.1\)](#)**



Niagara Catholic District School Board

## **CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY**

ADMINISTRATIVE PROCEDURES

600 – Business Services

Policy No 600.4

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

### **DEFINITIONS**

#### ***Corporate Card***

A Niagara Catholic credit card that is issued to corporate executives, **such as Members of Senior Administrative Council**, who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as, using purchase requisitions or purchase orders. The purchases **Purchases** made by an executive using the corporate card are generally larger and higher in value not subject to a single purchase limit and must adhere to the **Purchasing/Supply Chain Management Policy (600.1)**.

#### ***Purchasing Card***

Procurement card, or P-card, is a form of company credit card that is issued to **non-corporate** employees, who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases **Purchases** made by an employee using a procurement cards are generally small and low value **subject to a single purchase limit and must adhere to the Purchasing/Supply Chain Management Policy (600.1)**.

All cards are issued to employees **who are issued credit cards** who are expected to follow Niagara Catholic's policies and procedures related to credit card use, including reviewing and approving transactions **according to a set schedule within given deadlines**.

1. Corporate Cards will be issued to Members of Senior Administrative Council.
2. Purchasing Cards will be provided to all Principals and Vice-Principals.
3. Corporate Cards and/or Purchasing Cards may be provided with the approval of the **Director of Education Superintendent of Business and Financial Services** to other board employees, if it is deemed necessary for them to carry out their responsibilities.
4. Through the Superintendent of Business & Financial Services, the appropriate Family of Schools Superintendent of Education may provide adequate Petty Cash Funds for **the schools and departments** under their supervision, in order to facilitate the purchase and payments of low value goods and services, **in accordance with the Purchasing/Supply Chain Management Policy (600.1)**.

5. Approved Corporate Cards and Purchasing Cards will be issued by the bank responsible for the Board's Banking Services and they shall be issued in the name of the Board and the Employee. Approved Petty Cash Funds will be issued by the Accounting Department.
6. Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used solely for expenses related to Board Business.
7. Cash Advances from Corporate Cards, Purchasing Cards and Petty Cash are not permitted.
8. Personal expenses shall not be charged to Corporate Cards, Purchasing Cards and Petty Cash. Any personal expenses charged in error shall be recovered from the respective employee.
- ~~9. Purchases and payments paid by Corporate Card shall be processed using the **Request for Payment of Corporate Card Form** and in accordance with the related instructions.~~
9. Expenses paid with Corporate or Purchasing Cards shall be processed using the Expenses and Claims module in Microsoft NAV Employee Centre. All receipts and invoices for these purchases shall be scanned into the Claim and submitted for approval within given deadlines. Failure to adhere to given deadlines may result in the revocation of credit card privileges.
- ~~10. Purchases and payments paid by Purchasing Card shall be processed using the **Request for Payment of Purchasing Card Form** and in accordance with the related instructions.~~
- ~~11. Purchases and payments paid by Petty Cash shall be processed using the **Request for Reimbursement of Petty Cash Form** and the related instructions.~~
10. Expenses paid with Petty Cash funds shall be processed using the Payment Requests module in Microsoft NAV Employee Centre. All receipts and invoices for these purchases shall be scanned into the Request and submitted for approval.
- ~~12.~~
- ~~13.~~11. All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
  - The expenses of the Director of Education shall be approved by the Chair of the Board.
  - The expenses of the Chair of the Board shall be approved by the Superintendent of Business and Financial Services and the Director of Education.
- ~~14.~~12. Failure to abide by this policy and the related administrative procedures may lead to the cancellation of the Corporate Cards, Purchasing Cards and Petty Cash and may lead to appropriate disciplinary action at the discretion of the Director of Education.

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>December 17, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
CATHOLIC LEADERSHIP: PRINCIPAL & VICE-PRINCIPAL  
SELECTION POLICY (202.2)**

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Date: April 23, 2019





Niagara Catholic District School Board  
**CATHOLIC LEADERSHIP: PRINCIPAL AND  
VICE-PRINCIPAL SELECTION POLICY**  
STATEMENT OF POLICY

200 – Human Resources

Policy No 202.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 28, 2017

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of Principal and Vice-Principal with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision.

Individuals aspiring to Catholic leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals appointed to positions of responsibility as Principals and Vice-Principals possess all of the qualifications, experience and necessary skills to perform this role.

Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will ~~consult~~ ~~review~~ and seek input from the Board of Trustees on the skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.

The Director of Education will issue Administrative Procedures in support of this policy.

### **References**

- [\*Bill 177, Student Achievement and School Board Governance Act, 2009\*](#)
- [\*Education Act and Regulations\*](#)
- [\*Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment\*](#)
- [\*Ontario Leadership Strategy\*](#)
- [\*Policy/Program Memorandum \(PPM\) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010\*](#)
- [\*Reach Every Student: Energizing Ontario Education, 2008\*](#)



Niagara Catholic District School Board  
**CATHOLIC LEADERSHIP: PRINCIPAL AND  
VICE-PRINCIPAL SELECTION POLICY**  
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 202.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 28, 2017

**PREAMBLE**

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the position of Catholic Leadership ~~i.e. of a~~ Principal and Vice-Principal, while providing a clear set of procedures to be followed from application to appointment.

**ROLE OF THE PRINCIPAL/VICE-PRINCIPAL**

Catholic Principals and Vice-Principals are the central figures within the leadership of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

The Principal is key to a quality Catholic school. The quality of a Principal's leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. The principal's leadership is a blend of educational skill, management skill and relationship-building, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and dedication to the mission and vision of Catholic education, and a willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community.

Personal faith commitment is a fundamental criterion for leadership in Catholic education. This commitment will be evident in the candidate's involvement within their community and/or parish.

The Principal and Vice-Principal in the Catholic system demands a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the selection process, evidence of strength in the following areas will be sought.

The Vice-Principal supports the Principal in the leadership of the school community.

**LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS**

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

Qualifications required prior to assuming the position:

## **SELECTION QUALIFICATIONS OF PRINCIPALS**

Qualifications required prior to assuming the position:

1. Religious Education Qualifications  
Part III Specialist of the OECTA/OCSTA Religion course or equivalent course  
*or*  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
*or*  
Part II of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience preferably in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's Principal ~~and an appropriate Superintendent of Education.~~ **on the Application for Administrative Position form.**
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful completion in the Board's Leadership Program or an equivalent leadership program.

## **SELECTION QUALIFICATIONS OF VICE-PRINCIPALS**

Qualifications required prior to assuming the position:

1. Part II of the OECTA/OCSTA Religion course or equivalent course  
*or*  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
*or*  
Part I of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Course will be required prior to assuming the position.
4. Vice-Principal candidates are required to have a minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)

5. A positive recommendation from candidate's ~~Principal and an appropriate Superintendent of Education.~~ **on the Application for Administrative Position form.**
6. A participating member of a Catholic community as attested by a parish priest.
7. Successful completion of the Leadership Identification Program or an equivalent leadership program.
8. The Administrative pools will run from the time of entry to the end of the school year in which it expires.

## **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS**

1. A completed application form.
2. A written pastoral reference (within the current school year).
3. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
4. The names addresses and telephone numbers of five references from the applicant's current or previous work environment.
5. A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
6. Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
7. A current copy of the candidate's Ontario Certificate of Qualification (O.C.T.).
8. A copy of the applicant's most recent Performance Appraisal.
9. A copy of the applicant's Annual Growth Plan.

## **ADVERTISING AND APPLICATIONS**

1. Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

## **SELECTION PROCESS**

The following process will establish a pool of potential Principals and Vice-Principals for each of the Elementary and Secondary School Panels:

1. Applications will be invited from qualified candidates for the positions of Principal and Vice-Principal as required.
2. The Superintendent of Human Resources, in consultation with Senior Administrative Council, shall review all applications to determine which applicants shall be invited to proceed in the selection process.

3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. The Niagara Catholic Leadership Identification Process (L.I.P.) will be used in the selection of potential school leaders and in the creation of a "pool" from which appointments shall be made.
5. Vice-Principal applicants invited to proceed in the selection process will participate in a Skills Assessment Program prior to the interview.
6. Applicants who have not previously participated in a Skills Assessment Program may be required to do so prior to the interview.
7. The Interview Committee(s) shall consist of the following:
  - i. A maximum of two Superintendents of Education
  - ii. Chair of the Committee: Superintendent of Human Resources
  - iii. Two Principals
  - iv. One Vice-Principal
  - v. **One Trustee appointed by the Board)**

Members of the Interview Committee ~~shall~~ **will** be present for all interviews.

Members of the Interview Committee will be provided with copies of the applicants' resumes and applications.

**Members of the Interview Committee will make recommendation(s) to Senior Administrative Council for Principal or Vice-Principal appointment in the respective pool.**

8. The scoring system for the selection process will be as follows:
  - i. Principal:
    - 70% Track record
    - 30 % Interview
  - ii. Vice-Principal:
    - 70% Track Record and Skills Assessment
    - 30 % Interview

Track Record will is defined as qualifications, experience, professional growth and the supervisor's recommendations based on site visit(s).

9. Senior Administrative Council will review the results of the Interview Process, Skills Assessment and Track Record information in the formulation of a recommendation to be submitted to the Director of Education **for consideration.**
10. After consideration, the Director of Education will determine the final report and **following consultation with the Board of Trustees (In-Camera) (approval of the Board)** will determine **(confirm)** ~~inform the Board of~~ placement in the Principal and/or Vice-Principal Pool.
11. The Superintendent of Human Resources **Services** who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

## **CONFLICT OF INTEREST**

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to either the Superintendent of Education/Human Resources **Services** or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

**FORMATION OF POTENTIAL PRINCIPAL AND VICE-PRINCIPAL POOLS**

Assignments to the Principal or Vice-Principal Pool will be for up to two years renewable for a second two year term at the recommendation of the Director of Education who will inform the Board.

**APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS**

1. Appointments and assignments as Principal or Vice-Principal will be made by the Director of Education:
  - i. **in consultation with Senior Administrative Council,**
  - ii. ~~with~~ **in** consideration of the Principal Profile as submitted by the Catholic School Council, and
  - iii. ~~will in consultation with~~ **inform** ~~the Chair of the Board, Vice-Chair of the Board and the local~~ **Trustee(s).**

Appointments and assignments will be reported to the Board. **(for approval.)**

2. Initial appointments to the position of Principal and Vice-Principal shall be for up to a one (1) year probationary term. Subsequent to a successful Performance Appraisal at the conclusion of this term, they may be confirmed in that role.

<b>Adopted Date:</b>	<b>April 28, 1998</b>
<b>Revision History:</b>	<b>January 8, 2002 October 23, 2002 January 25, 2011 February 28, 2012 February 28, 2017</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
CATHOLIC LEADERSHIP: SUPERVISORY OFFICER &  
CONTROLLER OF FACILITIES SERVICES SELECTION  
POLICY (NEW)**

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: April 23, 2019



Niagara Catholic District School Board

**CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF FACILITIES SERVICES SELECTION POLICY**

## STATEMENT OF POLICY

200 – Human Resources

Policy No NEW

Adopted Date: NEW

Latest Reviewed/Revised Date:

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires system leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of system leadership with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision and values.

Individuals aspiring to Catholic system leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals appointed to positions of responsibility as a Supervisory Officer or Controller of Facilities Services will possess all of the qualifications, experience and necessary skills to perform this role.

Niagara Catholic Supervisory Officers and Controller of Facilities Services staff are dedicated system leaders who demonstrate a strong commitment to the vocation of Catholic education through engagement, support and positive-servant leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for vocational servant leadership in Niagara Catholic as a Supervisory Officer and Controller of Facilities Services and will be evident through visible involvement within the community and parish.

As an active member of Senior Administrative Council, Supervisory Officers and the Controller of Facilities Services will provide engaged Catholic faith-filled leadership from Early Years through to graduation within a system and/or a Family of Schools portfolio. Within the collective leadership team of Niagara Catholic, Supervisory Officers and the Controller of Facilities Services will assist the Director of Education in implementing the Board's multi-year Strategic Plan, annual system priorities, annual budgets and operational directions for the Board, including, but not limited to, programs, supports and services, system supervision and direction to staff at the system or school level.

Prior to the commencement of the Supervisory Officer or Controller of Facilities Services selection process, the Director of Education will consult and seek input from the Board of Trustees on the skill set and profile within the Niagara Catholic District School Board.

The Director of Education will issue Administrative Procedures in support of this policy.

**References**

- [\*Student Achievement and School Board Governance Act, 2009\*](#)
- [\*Education Act and Regulations\*](#)
- [\*Ontario Leadership Strategy\*](#)





Niagara Catholic District School Board

## **CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF FACILITIES SERVICES SELECTION POLICY**

### **ADMINISTRATIVE PROCEDURES**

200 – Human Resources

Policy No 202.3

Adopted Date: NEW

Latest Reviewed/Revised Date:

### **PREAMBLE**

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the system Catholic leadership position of a Supervisory Officer and Controller of Facilities Services, while providing a clear set of procedures to be followed from application to appointment.

### **LEADERSHIP FRAMEWORK FOR CATHOLIC SUPERVISORY OFFICERS AND CONTROLLER OF FACILITIES SERVICES**

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

### **QUALIFICATIONS FOR SUPERVISORY OFFICERS**

The following qualifications are required at the time of application:

- Completion of the Ontario Supervisory Officer's Qualifications or currently enrolled in the Catholic Supervisory Officer Qualification Program for Academic Candidates (Regulation 176/10) or Business Candidates (Regulation 309, as amended by O.Reg. 182/97)
- Ontario College of Teachers Certification of Registration and Certificate of Qualifications (Superintendent of Education position)
- Minimum five (5) years leadership experience as a Catholic elementary or secondary Principal; Supervisory Officer or comparable position for a Superintendent of Business and Financial Services
- Specialist in Religious Education and Special Education or currently enrolled (Superintendent of Education)
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference (Superintendent of Education)
- Demonstrated experience as an authentic, open, transparent and accountable leader
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values
- Demonstrated ability to work effectively within a collaborative leadership team
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members
- Demonstrated exceptional interpersonal and communication skills
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Supervisory Officer

## **QUALIFICATIONS FOR CONTROLLER OF FACILITIES SERVICES**

The following qualifications are required at the time of application:

- Bachelor's or Master's degree in Architecture and/or Engineering, with a minimum of five years related experience. A Professional Designation is considered an advantage
- Program and project management experience related to the delivery of educational/institutional facility projects is an advantage
- Comprehensive understanding of the design, tendering and construction processes
- Proven experience with research, report writing, analysis, supervision of staff and the use of collaborative leadership models
- Superior communication and team building skills that include presentation, negotiation skills and the use of a variety of software applications
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Supervisory Officer

## **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS**

Interested applicants will be required to provide at the time of application:

- A complete Curriculum Vitae providing evidence of the qualifications required
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism
- A current written professional reference from the applicant's immediate supervisor
- A current written Pastoral Letter of Reference\* (Superintendent of Education)
- A current written professional reference from an applicant's colleague\*
- The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment\*
- A current copy of the candidate's Ontario Certificate of Qualification (OCT) for a Superintendent of Education position
- A copy of the most recent Performance Appraisal in one's current position
- A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
- A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Superintendent of Education or Controller of Facilities Services.

\*Include written permission to contact references

## **ADVERTISING AND APPLICATIONS**

1. Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

## **SELECTION PROCESS**

1. Applications will be invited from qualified candidates for the position(s) of a Supervisory Officer and a Controller of Facilities Services as required.

2. The Director of Education, in consultation with Senior Administrative Council, shall review all applications to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. Interview Committee Members and Responsibility
  - a. The Interview Committee shall consist of the following:
    - i. Members of Senior Administrative Council
    - ii. One Trustee appointed by the Board
    - iii. Chair of the Committee: Director of Education
  - b. All members of the Interview Committee will be present for all interviews.
  - c. All members of the Interview Committee will be provided with copies of the applicants' resumes and applications.
  - d. Members of the Interview Committee will make recommendation(s) for successful candidates to the Director of Education.
5. After consideration of the Interview Committee recommendations, the Director of Education will determine the successful candidate(s) and following consultation (approval of the Board) at an In-Camera Meeting with the Board of Trustees will confirm the new Supervisory Officer(s) and/or Controller of Facilities Services.
6. The Director of Education who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

**CONFLICT OF INTEREST**

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

<b>Adopted Date:</b>	<b>NEW</b>
<b>Revision History:</b>	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
OPENING OR CLOSING EXERCISES POLICY (302.6.1)**

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: April 23, 2019



Niagara Catholic District School Board  
**OPENING OR CLOSING EXERCISES POLICY**  
*(Safe Schools Policy)*

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.1

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, **opening or closing exercises reflect the distinctiveness of Catholic education, Catholic beliefs and traditions, and the Ontario Catholic School Graduate Expectations in all Niagara Catholic schools.**

Daily opening **and/or closing** exercises ~~at all schools within~~ the Niagara Catholic District School Board will include a prayer that reflects ~~the~~ Gospel values and ~~our~~ the Catholic faith. A specific **scriptural** reading or reflection may also be included ~~as part of the prayer or in addition to the prayer~~ to enhance the message for the day.

To instill pride and respect for self and country, all schools in the Niagara Catholic District School Board must include the singing/**playing** of “O Canada” as part of daily opening exercises. ~~In accordance with the two official languages of Canada,~~ Principals will ensure that the **singing/playing** of the national anthem will include ~~both English and French lyrics~~ **the two official languages of Canada.**

~~Principals may include the recitation of Pledge of Canadian citizenship as part of any opening or closing ceremony.~~

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

**References**

- [\*\*\*Education Statutes and Regulations of Ontario Act s.304\*\*\*](#)
- [\*\*\*O. Regulation 435/00, s.1\*\*\*](#)

**Niagara Catholic District School Board Policies/Procedures**

- [\*\*\*Safe and Accepting Schools Policy \(302.6\)\*\*\*](#)
- [\*\*\*Equity and Inclusive Education \(100.10\)\*\*\*](#)
- [\*\*\*Religious Accommodation \(100.10.1\)\*\*\*](#)



Niagara Catholic District School Board  
**OPENING OR CLOSING EXERCISES POLICY**  
*(Safe Schools Policy)*

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.1

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 26, 2013

**OPENING OR CLOSING EXERCISES**

In accordance with the *Education Act*, all pupils are required to participate in the opening or closing exercises unless:

- In the case of a pupil who is less than 18 years old, if the parent or guardian applies to the Principal of the school for an exemption for the exercises.
- In the case of a pupil who is at least 18 years old, if the pupil applies to the principal for an exemption from the exercises.

Daily opening or closing exercises **must** include:

1. the singing of “*O Canada*” in accordance with the two official languages of Canada. Principals will ensure that the singing/playing of the national anthem, **O Canada** will include with the two official languages of Canada both English and French lyrics; and
2. a prayer, with a specific **scriptural** reading or reflection.

**PLEDGE OF CITIZENSHIP**

The Principal, after consultation with staff and the Catholic School Council for advice, may decide to include the reciting of the pledge of Canadian citizenship in opening or closing exercises or at a specifically designated time of the year. This practice shall be reviewed on an annually basis at the beginning of each school year.

Pledge of Citizenship:

- I affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, and to her heirs and successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian citizen.

**EXEMPTIONS**

A student is not required to sing O Canada or recite the pledge of citizenship in the following circumstances:

- In the case of a pupil who is less than 18 years old, if the pupil’s parent/guardian applies in writing to the Principal of the school for an exemption from the exercises.
- In the case of a pupil who is at least 18 years old, if the pupil applies in writing to the Principal for an exemption from the exercises.

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b> <b>November 26, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
EMPLOYEE MEALS & HOSPITALITY POLICY (201.14)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Date: April 23, 2019





Niagara Catholic District School Board

**~~EMPLOYEE MEALS AND~~ HOSPITALITY POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that the employees may incur expenses related to their work for the Board. It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.

Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds, **for the benefit, reception and entertainment of guests/visitors, school community members, and business partners.**

The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.

The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money ~~while treating all employees fairly and equitably.~~ These expenditures shall be reasonable, transparent, appropriate and as approved.

All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests.

Expenditures shall be reimbursed in accordance with administrative procedures established by the Director of Education.

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

**References**

- ***Niagara Catholic District School Board Policies/Procedures***
  - [\*Code of Conduct Policy \( 302.6.2\)\*](#)



~~EMPLOYEE MEALS AND~~ HOSPITALITY POLICY

ADMINISTRATIVE PROCEDURES

APPROVAL PROCEDURE

1. All employees shall be reimbursed for approved expenses, which are incurred in fostering good relationships and networking.
2. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.

REIMBURSEMENT PROCEDURE

1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
2. ~~All requests for payment of expenses related to hospitality~~ All claims for reimbursement of expenses shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the ~~travel and hospitality, indicating~~ **including** location, dates and individuals in attendance.
3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and ~~shall be claimed during the appropriate corresponding budget year.~~ **using the prescribed expense forms.**
4. ~~Appropriate procedures for reimbursement of hospitality expenses would be submitting either a payment request or an expense claim, as appropriate, in Microsoft Dynamics NAV.~~
3. ~~All expenses shall be claimed during the appropriate corresponding budget year.~~
4. ~~All claims for hospitality shall be submitted for reimbursement and/or for payment using the appropriate forms and related procedures, including:~~
  - ~~*Niagara Catholic Cheque Requisition Form*~~
  - ~~*Niagara Catholic Request for Payment of Corporate Card Form*~~
  - ~~*Niagara Catholic Request for Payment of Purchasing Card Form*~~
  - ~~*Niagara Catholic Request for Reimbursement of Petty Cash Form*~~

~~All requests for payment of expenses related to hospitality shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.~~

5. The following expenses and charges will not be eligible for reimbursement and/or payment: gift cards, movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges, and lavish gifts. ~~for staff and other individuals.~~

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>December 17, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
EMPLOYEE CONFERENCES, WORKSHOPS & MEETINGS  
POLICY (201.15)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: April 23, 2019



Niagara Catholic District School Board  
**EMPLOYEE CONFERENCES, WORKSHOPS  
AND MEETINGS POLICY**  
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.15

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board recognizes and supports where appropriate the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective.

All employees are encouraged to attend business related and Board approved conferences, workshops and meetings in their capacity as Niagara Catholic District School Board employees.

Authorized employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

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

***References***

- ***Niagara Catholic District School Board Policies/Procedures***
  - [\*Code of Conduct Policy \( 302.6.2\)\*](#)



Niagara Catholic District School Board  
**EMPLOYEE CONFERENCES, WORKSHOPS  
AND MEETINGS POLICY**  
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.15

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

### APPROVAL PROCEDURE

1. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.
2. All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the appropriate managing Senior Administrative Council member.
3. All eligible employees shall be reimbursed for approved expenses, which are incurred while attending conferences, workshops and meetings.
4. Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.

### REIMBURSEMENT PROCEDURE

1. All claims for reimbursement of expenses require the authorization of the immediate supervisor. Expense claims by the Director of Education are to be approved by the Chairperson of the Board.
2. All expense claims shall be supported by original receipts, as well as the credit card slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All expense claims **and requests for reimbursement of the Employees should** ~~shall~~ be submitted ~~on a monthly basis~~ **within a month of the date of the Conference, Workshop or Meeting**, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.
- ~~5. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be submitted for reimbursement and/or for payment, using the appropriate Employee Conferences, Workshops and Meetings Form and the related instructions, designated form.~~
- ~~6.~~**5.** All requests for payment of expenses related to Conferences, Workshops and Meetings shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities – **subject to per meal limits**), telephone calls, taxi costs, parking fees, etc.
- ~~7.~~**6.** The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges. **This list is not meant to be all**

inclusive. Eligibility for reimbursement will be at the discretion of the Superintendent of Business and Financial Services.

<b>Adopted Date:</b>	<b>March 27, 20017</b>
<b>Revision History:</b>	<b>December 17, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 23, 2019**

**TITLE: POLICY AND PROCEDURE REVIEW 2018-2019 SCHEDULE**

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The Policy and Procedure Review 2018-2019  
Schedule is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: April 23, 2019





# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2018 - JUNE 2019

Updated: April 23, 2019

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2006	2012	201.12	Electronic Communications Systems (Employees)	September 2018
2001	2012	302.5	Student Parenting	September 2018
1998	2012	702.1	Playground Equipment	September 2018
1998	2013	400.1	Continuing Education	September 2018
1998	2013	500.1	Transportation & School Operations for Inclement Weather	October 2018
2002	2018	201.9	Employee Attendance During Inclement Weather & Workplace Closure	October 2018
2013	2013	100.6.2	Student Senate - Elementary	October 2018
2000	2013	100.6.1	Student Senate - Secondary	October 2018
2012	2012	302.8	Diabetes Management	October 2018
2002	2016	201.7	Employee Workplace Harassment *	October 2018
2002	2016	201.11	Employee Workplace Violence *	October 2018
2002	2016	201.6	Occupational Health & Safety *	October 2018
2007	2014	500.2	Student Transportation	November 2018
2002	2012	301.4	Fundraising	November 2018
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	November 2018
2008	2016	302.6.9	Progressive Student Discipline - Safe Schools	November 2018
2002	2013	201.5	Death Benefit	November 2018
2002	2013	201.10	Deferred Salary Plan (X/Y)	November 2018
1998	2013	201.1	Employee Leaves of Absence	November 2018
1998	2017	800.1	Catholic School Councils	November 2018
2012	2018	203.1	Employee Hiring and Selection (Teachers)	January 2019
2016	2016	400.7	French Immersion	January 2019
1998	2013	500.1	Transportation & School Operations for Inclement Weather	January 2019
2002	2018	201.9	Employee Attendance During Inclement Weather & Workplace Closure	January 2019
2013	2013	100.6.2	Student Senate - Elementary	January 2019
2000	2013	100.6.1	Student Senate - Secondary	January 2019
NEW	NEW	NEW	Supporting Children and Students with Prevalent Medical Conditions	January 2019
2007	2014	500.2	Student Transportation	January 2019
2002	2012	301.4	Fundraising	January 2019
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	January 2019
2001	2017	302.6.4	Student Suspension - Safe Schools	February 2019
2001	2017	302.6.5	Student Expulsion - Safe Schools	February 2019
2001	2013	302.6	Safe Schools	February 2019
NEW	NEW	NEW	Financial Investment	February 2019
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	February 2019
2008	2016	302.6.9	Progressive Student Discipline - Safe Schools	February 2019
2002	2013	201.5	Death Benefit	February 2019
2002	2013	201.10	Deferred Salary Plan (X/Y)	February 2019
1998	2013	201.1	Employee Leaves of Absence	February 2019
1998	2013	800.2	Community Use of Facilities	March 2019
NEW	NEW	NEW	Sun Safe	March 2019
2003	2014	302.6.8	Bullying Prevention & Intervention - Safe Schools	March 2019
2012	2018	203.1	Employee Hiring and Selection (Teachers)	March 2019
2016	2016	400.7	French Immersion	March 2019
1998	2014	201.3	Religious Education Courses for Staff	April 2019
1998	2017	202.2	Catholic Leadership: Principal & Vice-Principal Selection	April 2019
NEW	NEW	NEW	Catholic Leadership: Supervisory Officer & Controller of Facilities Selection	April 2019
2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	April 2019
2007	2013	201.14	Employee Meals & Hospitality	April 2019
2007	2013	201.15	Employee Conferences, Workshops & Meetings	April 2019
2012	2018	203.1	Employee Hiring and Selection (Teachers)	April 2019
2001	2017	302.6.4	Student Suspension - Safe Schools	April 2019
2001	2017	302.6.5	Student Expulsion - Safe Schools	April 2019
2001	2013	302.6	Safe Schools	April 2019
NEW	NEW	NEW	Financial Investment	April 2019
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	April 2019
2006	2014	201.13	Sexual Misconduct	May 2019
2014	NIL	100.14	Use of Corporate Logo	May 2019
2001	2013	302.6.2	Code of Conduct - Safe Schools	May 2019
2003	2013	400.5	Acceleration/Retention (Elementary)	May 2019
2013	2013	203.4	Leadership Pathways	May 2019

2013	2013	800.9	Volunteering in Catholic Schools	May 2019
1998	2013	800.2	Community Use of Facilities	May 2019
2003	2014	302.6.8	Bullying Prevention & Intervention - Safe Schools	May 2019

\* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2006	2012	201.12	Electronic Communications Systems (Employees)	October 2018
2001	2012	302.5	Student Parenting	October 2018
1998	2012	702.1	Playground Equipment	October 2018
1998	2013	400.1	Continuing Education	October 2018
2002	2016	201.7	Employee Workplace Harassment *	November 2018
2002	2016	201.11	Employee Workplace Violence *	November 2018
2002	2016	201.6	Occupational Health & Safety *	November 2018
1998	2017	800.1	Catholic School Councils	December 2018
1998	2013	500.1	Transportation & School Operations for Inclement Weather	February 2019
2002	2018	201.9	Employee Attendance During Inclement Weather & Workplace Closure	February 2019
2000	2013	100.6.1	Student Senate - Secondary	February 2019
2013	2013	100.6.2	Student Senate - Elementary	February 2019
NEW	NEW	NEW	Supporting Children and Students with Prevalent Medical Conditions	February 2019
2007	2014	500.2	Student Transportation	February 2019
2002	2012	301.4	Fundraising	February 2019
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	February 2019
2008	2016	302.6.9	Progressive Student Discipline - Safe Schools	March 2019
2002	2013	201.5	Death Benefit	March 2019
2002	2013	201.10	Deferred Salary Plan (X/Y)	March 2019
1998	2013	201.1	Employee Leaves of Absence	March 2019
2016	2016	400.7	French Immersion	April 2019
2012	2018	203.1	Employee Hiring and Selection (Teachers)	May 2019
2001	2017	302.6.4	Student Suspension - Safe Schools	May 2019
2001	2017	302.6.5	Student Expulsion - Safe Schools	May 2019
2001	2013	302.6	Safe Schools	May 2019
NEW	NEW	NEW	Financial Investment	May 2019
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	May 2019
1998	2013	800.2	Community Use of Facilities	June 2019
2003	2014	302.6.8	Bullying Prevention & Intervention - Safe Schools	June 2019