



*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, OCTOBER 22, 2013
4:30 P.M.**

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



- | | |
|--|------|
| 1. Opening Prayer – Trustee Burtnik | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of September 24, 2013 | 5 |
| 6. Policies | |
| <i>Action Required</i> | |
| POLICIES – FOR RECOMMENDATION TO NOVEMBER 12, 2013 COMMITTEE OF THE WHOLE | |
| 6.1 Acceleration Retention Policy (400.5) | 6.1 |
| 6.2 Employee Leaves of Absence Policy (201.1) | 6.2 |
| 6.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1) | 6.3 |
| POLICIES – PRIOR TO VETTING | |
| 6.4 Employee Workplace Harassment Policy (201.7) * | 6.4 |
| 6.5 Employee Workplace Violence Policy (201.11) * | 6.5 |
| 6.6 Occupational Health & Safety Policy (201.6) * | 6.6 |
| 6.7 Ontario Student Record (OSR) Policy (301.7) | 6.7 |
| 6.8 Religious Education Courses for Staff Policy (201.3) | 6.8 |
| 6.9 School Generated Funds Policy (301.6) | 6.9 |
| <i>Information</i> | |
| 6.10 Policies Currently Being Vetted | - |
| <i>Due date – November 11, 2013</i> | |
| • Employee Meals & Hospitality Policy (201.14) | |
| • Employee Conferences, Workshops & Meetings Policy (201.15) | |
| • Adult and Continuing Education Policy (400.1) | |
| • Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4) | |
| • Access to School Premises Policy - Safe Schools (302.6.3) | |
| 6.11 Policy and Guideline Review 2013-2014 Schedule | 6.11 |
| 7. Date of Next Meeting | |
| • November 26, 2013 – 4:30 | |
| 8. Adjournment | - |

* Ministry of Labour Compliance Annual Review

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: MINUTES OF THE POLICY COMMITTEE MEETING
SEPTEMBER 24, 2013**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 24, 2013, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, SEPTEMBER 24, 2013

Minutes of the Policy Committee Meeting held on Tuesday, September 24, 2013 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:37 p.m. by Policy Committee Chairperson Burkholder.

1. **Opening Prayer**

Policy Committee Chairperson Burkholder led the meeting with a prayer.

2. **Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli			✓

Trustees:

Nil

Student Trustees:

Vincent Atallah, Trustee

Dallas McMahon, Trustee

Staff:

John Crocco, Director of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Frank Iannantuono, Superintendent of Education

Giancarlo Vetrone, Superintendent of Business & Financial Services

Jennifer Brailey, Manager of Corporate Services & Communications Department

Sherry Morena, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the September 24, 2013, Policy Committee Agenda be approved, as presented.

APPROVED

4. Disclosure of Interest

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

5. Minutes of the Policy Committee Meeting of May 28, 2013

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 28, 2013, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 Adult and Continuing Education Policy (400.1)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Adult and Continuing Education Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Amend paragraph 3 to read:
Staff will continue to actively pursue “*local, national and international*” continuing education initiatives, in collaboration with “*its*” ~~government agencies and community~~ partners to provide quality Catholic Continuing education courses and programs for all students “*and staff*”.
- Insert as paragraphs 4 & 5:
 - *The Niagara Catholic Continuing Education Department is mandated to be self-funded and self-sustaining and will endeavor to provide a wide variety of Catholic Continuing Education courses and programs subject to funding and viability.*
 - *In order for the Niagara Catholic District School Board to be recognized as an international destination for students and staff, Catholic educational experiences and educational partnerships will continue to be developed through International Education partnership agreements which in turn will facilitate international experiences and opportunities for students and staff.*

ADMINISTRATIVE GUIDELINES

- Delete the following Administrative Guidelines.

The Policy Committee requested that the Adult and Continuing Education Policy (400.1) be vetted from October 4, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.2 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Corporate Cards, Purchasing Cards & Petty Cash Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add Reference: Broader Public Sector Accountability Act (BPSAA), 2010

ADMINISTRATIVE GUIDELINES

- **Corporate Card**
 - replace the word “Company” with “Niagara Catholic”
“Niagara Catholic” ~~Company~~ credit card that is issued Amendments ...
- **Purchase Card**
 - paragraph 2 – replace “their organization’s” with “Niagara Catholic’s”
All cards are issued to employees who are expected to follow ~~their organization’s~~ Niagara Catholic’s policies ...
 - paragraph 3 - delete
~~The liability for abuse of both Corporate/Purchasing cards rests with the company and not with the employee.~~
- 3. Insert the word “*deemed*”
Corporate Cards and/or Purchasing Cards may be provided with the approval of the Director of Education to other board employees, if it is “*deemed*” necessary for them to carry out their responsibilities.
- 5. Insert the word “*in*”
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.
- 6. Insert the word “*solely*”
Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used “*solely*” for expenses related to Board Business.
- 8. Delete the words “as soon as possible” at the end of the sentence.
- 12. Delete the last sentence
~~The expenses of the Trustees shall be approved by the Chair of the Board and Director of Education.~~

The Policy Committee requested that the Corporate Cards, Purchasing Cards & Petty Cash Policy be vetted from October 4, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.3 Access to School Premises Policy - Safe Schools (302.6.3)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Access to School Premises Policy - Safe Schools.

The Policy Committee suggested the following amendments:

POLICY NAME

- Access to “School” ~~Board~~ Premises Policy

POLICY STATEMENT

- Replace all instances of “school premises” with “Board premises”
- Paragraph 2 – insert the word “authorized” and replace “school” with “Board”
The Niagara Catholic District School Board authorizes its staff to utilize the provision of the regulation and the Criminal Code in efforts to ensure the safety of all “authorized” persons on ~~school~~ “Board” premises...

ADMINISTRATIVE GUIDELINES

- Replace all instances of “school premises” with “Board premises”
- Delete references to appendix A and appendix B along with appendices

1. Delete the word “individual”

4. Insert the word “or”
A Principal “or” Vice-Principal...

Replace the word “yourself” with “themselves”
If possible, confront the “trespasser” and identify ~~yourself~~ “themselves”.

5. Insert the word “or”
A Principal “or” Vice-Principal...

The Policy Committee requested that the Access to School Premises Policy - Safe Schools (302.6.3) be vetted from October 4, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

6.4 School Generated Funds Policy (301.6)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the School Generated Funds Policy.

Following a lengthy discussion, the Policy Committee agreed that due to the complexities of the School Generated Funds Policy would be reviewed and presented at the October Policy Committee Meeting for further discussion.

INFORMATION

6.5 Policies Being Vetted

Due date – October 11, 2013

- Acceleration/Retention Policy (400.5)
- Opening or Closing Exercises Policy - Safe Schools (302.6.1)
- Employee Leaves of Absence Policy (201.1)

Due date – November 11, 2013

- Employee Meals & Hospitality Policy (201.14)
- Employee Conferences, Workshops & Meetings Policy (201.15)

6.6 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

7. Date of Next Meeting

Tuesday, October 22, 2013– 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ACCELERATION RETENTION POLICY (400.5)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Acceleration Retention Policy (400.5), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Date: October 22, 2013

	ACCELERATION/RETENTION POLICY (ELEMENTARY) POLICY	Section:	400 – Educational Programs
	STATEMENT OF POLICY	No:	400.5
		Adopted:	April 22, 2003
		Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, it is the policy of the Niagara Catholic District School Board to allow students at the elementary level to progress from grade to grade in accordance with their **individual** performance. Students will generally be placed in classes with their age appropriate peers. **The placement of students must be based on all the factors influencing the student's progress including academic, social, emotional and physical growth considerations.**

When a request is made to accelerate or retain a student, Likewise, from time to time a recommendation may be made to have a student accelerate one year ahead of age appropriate peers. The decision to accelerate such a student, while ultimately the is the responsibility of the school Principal, is to be considered in consultation with the parent(s), guardian, advocate, classroom teacher, and appropriate Student Support Services Special Education Department personnel and Family of Schools Superintendent. Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year and prior to February 1st for the following term.


It is generally understood that from time to time it may be necessary to retain an individual student for a second year or part of a year in a particular grade level. The decision to retain such a student, which is the responsibility of the school Principal, is to be considered in consultation with the parent(s), guardian, Family of Schools Superintendent, classroom teacher, and appropriate Student Support Services Special Education Department personnel.

Likewise, from time to time a recommendation may be made to have a student accelerate one year ahead of age appropriate peers. The decision to accelerate such a student, while ultimately the responsibility of the school Principal, is to be considered in consultation with the parent(s), guardian, Family of Schools Superintendent, classroom teacher and appropriate Student Support Services Special Education Department personnel.

The Director of Education will establish Administrative Guidelines and procedures for the implementation of this Policy.

References:

- ~~Learning for All: a Guide to Assessment and Instruction for all Students, Kindergarten to Grade 12, 2012~~
- *Ministry of Education: Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2011-Draft Version*
- *Growing Success: Assessment Evaluation and Reporting in Ontario Schools, 2010*
- *Education Act, R.S.O. 1990, c. E.2*

	ACCELERATION/RETENTION POLICY (ELEMENTARY) POLICY ADMINISTRATIVE GUIDELINES	Section:	400 – Educational Programs
		No:	400.5
		Adopted:	April 22, 2003
		Revised:	NIL

The ~~Niagara Catholic District School~~ Board believes that the placement of students must be based on all the factors influencing the student's progress such as academic, social, emotional and physical growth.

ACCELERATION

The advancement of a child to one grade level beyond that which is normally associated with his/her current grade/age placement.

- * ~~Movement to full day attendance prior to age six, as per Ministry of Education Regulations is not an option due to funding regulations.~~
 - It is the general practice of this Board to place students in the grade appropriate to age.
 - ~~Since lateral enrichment activities should be~~ **are available to students who require them regardless of grade acceleration**, students should not be grade accelerated more than once during the elementary school years.
 - ~~Students should not be grade accelerated more than once during the elementary school years.~~
 - ~~Lateral enrichment activities should be~~ **are** available to students who require them regardless of grade acceleration.
 - Grade acceleration is only one of many options to be considered when determining effective enrichment programming for students.

RETENTION

~~Generally, the~~ **The** withholding of promotion to or the placement of a student in a grade level other than an age appropriate setting.

- * ~~Consideration for retention may~~ **should** occur within the primary or early junior years to offer the greatest potential for success.
 - It is the general practice of this Board to place students in the grade appropriate to age.
 - Retention is only to be considered an option if the student will benefit from an additional year at the grade level. Consideration may be given to the following: maturation level, ability, social/emotional factors, standardized assessments.
 - Retention should not be utilized as a consequence for negative behaviour or truancy.
 - Grade retention is not deemed to be a viable option for students who have been identified as Exceptional through the IPRC process.
 - Alternative interventions: Resource assistance and support, modifications and accommodations to program (IEP) and assessment results should be in place for each student.
 - During the completion of Term 1 or Term 2 Report Cards, prior to selecting 'Promotion at Risk', it is understood that the principal and teacher have discussed this option in light of the guidelines for Retention.

PROCESS

For the purposes of both Acceleration and Retention, the following process is to be followed:

1. Identification of Students

Students may be recommended for either acceleration or retention from a number of services: classroom teacher, parents / guardian, principal, other related individuals who impact upon the child's academic / social life.

2. Timeline

Consideration for either acceleration or retention should be initiated early within the current school year (**September or October**). Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year **and prior to February 1st for the following term.**

3. Confirmation

Once a student has been identified as a potential candidate for either acceleration or retention, and with support of the principal and parents, the appropriate ~~Student Support Services~~ **Special Education Department** Co-ordinator is to be contacted for consultation.

4. Assessment

A student brought forward through Steps 1, 2 and 3 is to be assessed by the appropriate tests / personnel as determined by the Principal and ~~Student Support Services~~ **Special Education Department** Co-ordinator. The results are to be shared with the classroom teacher, the parent / guardian, principal and student (where appropriate).

5. Decision

A recommendation by the principal to accelerate or retain a student is to be made in consultation with the parents / guardian, classroom teacher and appropriate ~~Student Support Services~~ **Special Education Department** personnel. The parents of the student will be provided with recommendations in writing. A copy of the decision will be placed in the student's OSR.

6. Approval

In cases where the parents are in agreement, the principal will contact the appropriate ~~academic~~ **Family of Schools** Superintendent of Education. Final approval for the acceleration or retention of a student will be made with the support of the ~~academic~~ **Family of Schools** Superintendent of Education.

~~In cases where the parents are not in agreement with the decision, the principal shall contact the appropriate academic **Family of Schools** Superintendent of Education. A copy of the decision shall be placed in the student's OSR.~~

7. Appeal

~~In cases where the parent(s) are not in agreement with the decision, the Principal shall contact the appropriate ~~academic~~ **Family of Schools** Superintendent of Education and inform the parent(s) of the Board's **Complaint Resolution Policy**. A copy of the decision shall be placed in the student's OSR.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE LEAVES OF ABSENCE POLICY (201.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Leaves of Absence Policy (201.1), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: October 22, 2013

	<p style="text-align: center;">EMPLOYEE LEAVES OF ABSENCE POLICY</p> <p style="text-align: center;">STATEMENT OF POLICY</p>	Section:	200 – Human Resources
		No:	201.1
		Adopted:	January 27, 1998
		Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes that an employee may require a leave of absence to participate or attend to personal and/or educational obligations. Notwithstanding any provisions of any Collective Agreement or Terms and conditions, the Director of Education ~~and/or designate~~ may ~~grant~~ approve Leaves of Absence to an employee ~~a member of staff~~, for the following purposes:


1. ~~To take further educational studies on a full time basis for a maximum period of one year, renewable at the discretion of the Director of Education.~~
2. ~~For illness not covered by a collective agreement.~~
3. ~~To hold public office as a Member of Parliament, Member of the Provincial Parliament, Member of Municipal Government or Mayor.~~
4. ~~To take on duties requested by Employee Unions, Teacher Federations or Professional Organizations which officially represent employees of this Board.~~
5. ~~To participate in an exchange program with the Ontario Ministry of Education or Department of National Defence.~~
6. ~~To serve in an administrative position to which a member of a religious community is appointed by the order.~~
7. ~~For personal or professional reasons which are deemed to be compelling and which are not of a re-occurring nature.~~

An information report on granted Leaves shall be submitted to the Board on a regular basis.

The Director of Education ~~shall develop~~ will issue Administrative Guidelines ~~to ensure~~ for the implementation of this Policy.

References:

- *Employment Standards Act*

	EMPLOYEE LEAVES OF ABSENCE POLICY ADMINISTRATIVE GUIDELINES	Section:	200 – Human Resources
		No:	201.1
		Adopted:	January 27, 1998
		Revised:	Nil

Applications for Leaves of Absences shall ~~first go~~ **be submitted** to the immediate Supervisor for a recommendation and then to the appropriate Administrator ~~in the Human Resources department who shall;~~

Leaves of Absence may be granted and approved for the following purposes;

- To take further educational studies on a full-time basis for a maximum period of one year, renewable at the discretion of the Director of Education.
- To hold public office as a Member of Parliament, Member of the Provincial Parliament, Member of Municipal Government or Mayor.
- To participate in an exchange program with the Ontario Ministry of Education or Department of National Defence.
- To serve in an administrative position to which a member of a religious community is appointed by the order.
- For personal or professional reasons which are deemed to be compelling and which are not of a re-occurring nature.
- For ~~illness~~ absences not covered by a collective agreement.
- To take on duties requested by Employee Unions, Teacher Federations or Professional Organizations which officially represent employees of this Board.

1. **Leaves of Absence with Pay**

- Approved Leaves

Applications for Leaves of Absence of any duration with pay shall only be granted if they are covered contractually or through Board Policies. The ~~Senior Administrator~~ **Superintendent** of Human Resources **and/or designate** shall may grant such leaves after consultation with the Director and/or other ~~Supervisory Officers~~ **Superintendent of Education** members of **Senior Administrative Council**.

2. **Leaves of Absence Without Pay**

Applications for Leaves of Absences shall without pay ~~first go~~ **shall be submitted** to the immediate Supervisor for a recommendation and then to the appropriate Administrator ~~in the Human Resources department who shall;~~ **with the following considerations;**

- a. If the Leave is for a period of two weeks or less, approve, modify or deny such Leaves, according to the circumstances and after consultation with the appropriate Superintendent.
- b. if the Leave is for a period of more than two weeks, present recommendations, after consultation with the appropriate Superintendent, to the Director of Education **and/or designate**, who shall make the final decisions.
- ~~c. If the Leave of Absence is for a period of more than 4 months~~ **1 year**, the employee may be assigned, upon return from the Leave, to a comparable position consistent with the employee's collective agreement provisions.
- d. Upon return from the leave of absence, an Employee will be assigned a position with the Board according to the terms and conditions of employment, prevailing contracts, Board Policies and Administrative Regulations. Subject to the surplus and redundancy provisions, if any, of the

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prevailing collective agreements, terms and conditions and other legally binding terms of employment, Employees will be assigned to a comparable assignment, not necessarily the same location.

- e. Sick leave credits will not accumulate during the period of leave.
 - f. The period of leave will count for seniority experience but not for salary increment as per their respective Collective Agreements or Terms and Conditions.
 - g. ~~The employee may not be guaranteed the **their** former position or job location or municipality unless **if**:~~
 - ~~the Leave is for a period of 4 months **1 school year or more less.**~~
 - ~~specifically approved by the Director of Education or designate at the time the Leave is granted.~~
 - h. An application for a Leave of Absence for illness shall include a report (including recommendations) from a medical doctor. Where a Leave of Absence is approved for reasons of health, a medical certificate of good health including a statement that the employee is able to resume his/her duties and responsibilities shall be submitted at the time required for notifying the Director of Education or designate of intention to return to work.
 - i. An employee requesting a Leave of Absence for illness may be required by the Director of Education or designate to have a medical examination by a Board-appointed physician prior to the approval of the Leave of Absence and prior to the return to work.
 - j. The maximum period of a Leave of Absence granted to an employee to serve as a Member of Municipal Government or Mayor shall be for two full terms of office.
 - k. An employee holding municipal office may be granted permission to be absent from duties for a temporary period of time to attend to elected office duties for emergency reasons on the recommendation of the appropriate ~~Supervisory Officer~~ Superintendent and approved by the Director of Education **or designate** on the condition that there be no remuneration for the period of absence. The minimum reduction in pay shall be one-half day for any portion of the day that the employee is absent.
 - l. An employee who is granted a Leave of Absence without pay according to this Policy shall, when the Leave exceeds one month, be responsible for the payment of one hundred percent (100%) of ~~all fringe benefits~~ **the premiums for the employee benefits that they wish to maintain during the leave of absence.**
3. An information report on approved Employee Leaves of Absence shall be submitted to an In Camera Meeting of the Board on a regular basis.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
OPENING OR CLOSING EXERCISES POLICY - SAFE SCHOOLS
(302.6.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Opening or Closing Exercises Policy - Safe Schools (302.6.1), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: October 22, 2013

	<p>OPENING OR CLOSING EXERCISES POLICY</p> <p>STATEMENT OF POLICY</p>	<p>Section: 300 – Schools/Students</p> <p>No: 302.6.1</p> <p>Adopted: June 26, 2001 Revised: May 28, 2002</p>
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In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~traditions of the Niagara Catholic District School Board, the~~ daily opening exercises at all schools ~~within the Niagara Catholic District School Board~~ will include a prayer ~~or reading~~ that reflects the Gospel values and our Catholic faith. A specific 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 ~~shall~~ must include the singing of “O Canada” as part of daily ~~in opening or closing~~ exercises. In accordance with the two official languages of Canada, Principals ~~are to play~~ will ensure that the playing of the national anthem will include both English and French lyrics.

Principals, ~~in co-operation with Catholic School Councils,~~ may include the recitation of a ~~the~~ Pledge of Canadian citizenship as part of ~~the any~~ opening or closing ceremony.

The Director of Education will ~~issue~~ ~~establish~~ Administrative Guidelines ~~and~~ ~~procedures~~ for the implementation of this Policy.

References

- *Education Statutes and Regulations of Ontario*
- *Regulation 435/00, s.1*
- *Safe Schools Policy (302.6)*

	<p>OPENING OR CLOSING EXERCISES POLICY</p> <p>ADMINISTRATIVE GUIDELINES</p>	<p>Section: 300 – Schools/Students</p> <p>No: 302.6.1</p> <p>Adopted: June 26, 2001 Revised: May 28, 2002</p>
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Opening 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.

Pledge of Citizenship

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7) ***

* Ministry of Labour Compliance Annual Review

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: October 22, 2013



EMPLOYEE WORKPLACE HARASSMENT

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.7
Adopted:	March 26, 2002
Revised:	February 28, 2012

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board will endeavour to provide a work environment that promotes the treatment of every employee with dignity, respect and equity.

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

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

The Director of Education will issue administrative guidelines in support of this policy.

References:

- *Municipal Freedom of Information and Protection of Privacy Act*
- *Occupational Health & Safety Act (December 2009)*
- *Ontario Human Rights Code 1990*
- *Teaching Profession Act*
- *Niagara Catholic - Workplace Violence Policy (201.11)*



EMPLOYEE WORKPLACE HARASSMENT

ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.7
Adopted:	March 26, 2002
Revised:	February 28, 2012

DEFINITIONS

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

Workplace Harassment

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

Ethnocultural Harassment

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

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

Sexual Harassment is

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

Sexual Harassment may include

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

Sexual Harassment is not

- ◆ Conduct which both parties find acceptable such as an occasional compliment,
- ◆ An occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.
- ◆ Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

GENERAL

The normal and proper exercise of supervisory responsibilities including, but not limited to training, evaluating, counselling and disciplining when warranted, does not in itself constitute harassment.

COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

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

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

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

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- ◆ Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- ◆ The Supervisor shall arrange a meeting within ten (10) working days, under ordinary circumstances, of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- ◆ During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.

◆ **No Merit**

A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting (refer to 4 b). A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.

◆ **With Merit**

An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:

- If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
 - The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
 - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- ◆ If either party is not accepting of the findings the matter may be referred to the Director. The Director may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director.
- ◆ Should the Director choose to investigate the matter through his / her office the Director may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor? This request must be made within fourteen (14) fifteen (15) working days of the decision by the Supervisor. The Director will hold a meeting with both parties.
- ◆ After a meeting with the Director a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- ◆ The final decision of the Director may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- ◆ If the complaint is against the Director of Education the Chairperson of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- ◆ If the complaint is against a Trustee, the Director will refer the issue to Chair of the Board after conducting an informal investigation in order to assess merit.

RECORDS

- ◆ All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- ◆ At the written request of the accused, the Director and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- ◆ The Director may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- ◆ All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- ◆ Any breach of confidentiality by those parties involved may result in disciplinary action.
- ◆ The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.

- ◆ If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- ◆ If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6).
- ◆ All principals/supervisors shall make all employees aware of this policy.
- ◆ Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- ◆ This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- ◆ Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- ◆ Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11) ***

* Ministry of Labour Compliance Annual Review

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: October 22, 2013



EMPLOYEE WORKPLACE VIOLENCE POLICY

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.11
Adopted:	April 23, 2002
Revised:	December 20, 2011

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

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

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

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

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

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

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

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

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

References:

- [*Ontario Human Rights Code 1990*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009*](#)
- [*Niagara Catholic - Employee Workplace Harassment Policy \(201.7\)*](#)
- [*Niagara Catholic - Workplace Violence Management Program*](#)



EMPLOYEE WORKPLACE VIOLENCE POLICY

ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.11
Adopted:	April 23, 2002
Revised:	December 20, 2011

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

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

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

The Employee Workplace Violence Policy and Administrative Guidelines shall be posted in a conspicuous place in every workplace throughout the Niagara Catholic District School Board.

Provision of Information

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

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

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

Domestic Violence

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

Complaint Procedure

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

1. The alleged assailant will be removed from the presence of the Employee immediately, if the Immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The Employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the Immediate Supervisor.
4. At the earliest opportunity, the assaulted Employee(s) shall inform the Immediate Supervisor. The Immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.

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

Joint Occupational Health and Safety Committee Representatives

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

The Employee Workplace Violence Survey will be conducted on an annual basis in order to monitor employee input on risk assessments, and the provision of necessary information to employees.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report with 48 hours. Absent a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
OCCUPATIONAL HEALTH & SAFETY POLICY (201.6) ***

* Ministry of Labour Compliance Annual Review

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: October 22, 2013



OCCUPATIONAL HEALTH & SAFETY POLICY

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.6
Adopted:	January 29, 2002
Revised:	December 20, 2011

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

The Director of Education shall issue Administrative Guidelines in conjunction with this policy and reflective of applicable legislation.

Reference

- [*Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*](#)

	<p>OCCUPATIONAL HEALTH & SAFETY POLICY</p> <p>ADMINISTRATIVE GUIDELINES</p>	<table><tr><td>Section:</td><td>200 – Human Resources</td></tr><tr><td>No:</td><td>201.6</td></tr><tr><td>Adopted:</td><td>January 29, 2002</td></tr><tr><td>Revised:</td><td>December 20, 2011</td></tr></table>	Section:	200 – Human Resources	No:	201.6	Adopted:	January 29, 2002	Revised:	December 20, 2011
Section:	200 – Human Resources									
No:	201.6									
Adopted:	January 29, 2002									
Revised:	December 20, 2011									

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

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

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
ONTARIO STUDENT RECORD (OSR) POLICY (301.7)**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Date: October 22, 2013



ONTARIO STUDENT RECORD POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	301.7
Adopted:	June 26, 2006
Revised:	NIL

The Niagara Catholic District School Board and its staff are responsible under the [Ontario Education Act and Regulations](#) and the [Ministry of Education Ontario Student Record \(OSR\) Guideline, 2000](#) to maintain and establish an Ontario Student Record (OSR) for all students enrolled in the Board's schools.

This policy *allows staff* to determine the type of information, its relevance and its uses, in addition to those specified in the Ministry of Education OSR Guidelines that could be conducive to the improvement of the instruction of the student.

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

References:

- [Ministry of Education Ontario Student Record \(OSR\) Guideline, 2000](#)
- [Ontario Education Act and Regulations](#)



ONTARIO STUDENT RECORD POLICY

ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	301.7
Adopted:	June 26, 2006
Revised:	NIL

1. The following statement regarding the purpose of the OSR will be clearly printed on both Elementary and Secondary School pupil registration forms: Section 265 (d) of the Education Act requires a principal of a school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer, and dispose of the record.”
2. Reference to OSR records will also be included in the following forms and documents:
 - Elementary and Secondary Registration Form
 - Consent Forms
 - Secondary School Course Calendars
 - Report Cards
 - Student Handbooks
3. Where appropriate, the following electronically generated components in whole or in part, will be deemed acceptable as a segment of the OSR.
 - Elementary and Secondary Registration Form
 - Maplewood Index Card
 - Ontario Student Transcript (OST)
 - Provincial and Board Report Cards
 - Individual Education Plan
 - Electronically converted document
4. The following school staff is responsible for performing clerical functions with respect to the establishment and maintenance of the OSR:
 - Secretaries designated by the principal and/or Senior Staff
 - Teachers of the school where the student receives an education
 - Principal of the school
5. Assessment reports viz., Developmental Reading Assessment (DRA), PM Benchmarks and Education Quality and Accountability Office reports (EQAQO) will be stored in the OSR. The Student Information Sheet that follows Grade 8 students to Grade 9 will also be stored in the OSR. All of these documents will be stored in the documentation file within the OSR.
6. The principal or designate will ensure that the OSR in either hard copy or electronic format is stored in a secure location that provides confidentiality, security, and authorized accessibility to the record. An OSR record will not be left unattended and if removed from the storage area overnight will be kept secure. It will never be taken out of the school building unless requested by other legislation.
7. All materials purged from the OSR must be destroyed so that no identifiable information can be discerned. The principal will ensure that designated staff destroys the contents of the OSR by shredding hard copies, and/or deleting appropriate electronic files.
8. Special Health Information that has been disclosed to the principal and deemed by him/her to be conducive to the improvement of the instruction of the student will be stored in the OSR.
9. Current photographs (digital or printed) must be kept on file in the main office and on the OSR index card. It is not necessary for them to be placed on the OSR folder.

10. Prior Learning Assessment and Recognition (PLAR) information will be stored in the OSR, according to the Ministry of Education Policy/Program Memorandum #129 and the Niagara Catholic District School Board Policy # 400.4.
11. Parents or adult students, who require access to their child's or their own OSR, must submit a request in writing to the Principal at least one week prior to accessing the OSR. The principal or a designate must be present while the contents of the OSR are being examined.
12. Continuing Education – An Office Index Card containing the information required in Section 4 of the Ministry of Education Ontario Student Record (OSR) Guideline 2000, will be created for all students enrolled in Continuing Education.
13. Upon school closures, the OSR will be forwarded to the schools to which the students have been relocated. Retired OSR's will be sent to the Catholic Education Centre.
14. These guidelines will be supported by a manual containing procedures for Principals and Vice-Principals to follow in implementing the Ministry of Education Ontario Student Record (OSR) Guideline 2000.
15. Where permitted through Ministry Regulations all or parts of the OSR may be converted to an electronic format. Further guidelines to govern the creation of Electronic versions of the OSR, will be developed.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
RELIGIOUS EDUCATION COURSES FOR STAFF POLICY
(201.3)**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Date: October 22, 2013



RELIGIOUS EDUCATION FOR TEACHING STAFF POLICY

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.3
Adopted:	April 28, 1998
Revised:	October 22, 2013

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

The Board will subsidize staff successfully completing the ~~OECTA/OCSTA~~ Board-approved Religion Courses as outlined in the Administrative Guidelines, such as the ones offered by St. Michael's College.

~~Annually, The Director will place an amount in~~ The Board will annually approve funds will in the Annual Board Budget funds to ~~the Staff Development budget~~ to support this policy.

The Director of Education will issue Administrative Guidelines ~~in conjunction with~~ in support of this policy and reflective of applicable legislation.

References:

- *OECTA Collective Agreements*



**RELIGIOUS EDUCATION FOR
TEACHING STAFF POLICY**

ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.3
Adopted:	April 28, 1998
Revised:	October 22, 2013

A subsidy of \$100.00 per course will be paid to staff upon successful completion of a Board-approved ~~OECTA/OCSTA~~ 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.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
SCHOOL GENERATED FUNDS POLICY (301.6)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Date: October 22, 2013

	SCHOOL GENERATED FUNDS POLICY STATEMENT OF POLICY	Section:	300 – Schools/Students
		No:	301.6
		Adopted:	April 25, 2006
		Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~the~~ Niagara Catholic District School Board recognizes that funds may be generated at the school level from a number of different ~~and varied~~ sources. School Generated Funds apply to all funds that are received, raised, or collected in the name of the school or school activity. ~~School Generated Funds are to be used for the enhancement of educational programs and to support approved school-based initiatives.~~

The Policy on School Generated Funds operate in conjunction with ~~will be consistent with~~ existing Provincial Legislation, ~~from the Province of Ontario, (i.e., MOE Regulation 612 as it pertains to School Councils), other pertinent Board Policies, (i.e., Fundraising Policy) and publicly accepted accounting principles. as described in the Public Sector Accounting Board (PSAB) standards.~~

~~The Board, through its administration will provide appropriate guidance, authority and protection to school staff and fundraising volunteers by providing guidelines and procedures for the administration and reporting of School Generated Funds.~~

~~The provisions of this policy are expected to meet the public's rightful and reasonable expectations regarding the consistent and transparent stewardship of School Generated Funds.~~

The Board has a mandate and fiduciary responsibility to ensure proper management of the funds to protect public interest and trust.

The accounting and control of the proceeds of School Generated Funds must be conducted in accordance with the Administrative Guidelines outlined in this policy.

The Director of Education will issue ~~A~~ administrative ~~G~~ guidelines for the implementation ~~in support~~ of this policy.

References:

- *Alcohol and Gaming Commission of Ontario (AGCO)*
- *OASBO School Generated Funds Guidelines (2009)*
- *Ontario Regulation 612/00 – School Councils and Parent Involvement Committees*
- *Public Sector Accounting Board (PSAB)*
- *Niagara Catholic - Fundraising Policy (301.4)*
- *Niagara Catholic - Student Fees Policy (301.11)*

	SCHOOL GENERATED FUNDS POLICY ADMINISTRATIVE GUIDELINES	Section:	300 – Schools/Students
		No:	301.6
		Adopted:	April 25, 2006
		Revised:	Nil

(An detailed Administrative Manual is provided to all Niagara Catholic Schools.)

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Section 1

INTRODUCTION

The Administrative Guidelines ~~se procedures~~ are based on the January 2009 publication, “School Generated funds Guidelines” from the Ontario Association of School Business Officials (OASBO) and ~~review of the Ontario Association of School Business Officials August 2005 document~~ and revised to meet the Niagara Catholic District School Board’s requirements.

Section 2

SOURCES AND USES OF SCHOOL GENERATED FUNDS

School Generated Funds shall have a defined purpose and must be used for its defined purpose. Funds must be categorized for each specific event or activity and accounted for separately. Residual amounts for a specific event/activity at the end of the school year shall roll forward to the next year, and where possible used against the same or similar event/activity.

Categories of school generated funds:

1. Local School Initiatives
2. Board approved initiatives
3. Fundraising
4. Donations
5. Fee for service

School generated fees for services, athletics, etc.

- ~~1. School generated fund raising for charities and/or specific events/initiatives~~
- ~~2. Catholic School Council/Student Council/School generated fund raising for charities and/or specific events/ initiatives/activities~~
- ~~3. Funds raised through a Board wide initiative.~~
- ~~4. Funds raised through local school initiatives~~
- ~~5. Funds donated to schools~~

~~Acceptable and unacceptable uses of school generated funds:~~

~~Discretionary Funds raised for a general purpose with no specific intent must be used for school related activities, at the discretion of the school Principal, and/or require Catholic School Council/Student Council input. Funds received from such areas as i.e. cafeteria commissions, photo rebates and GST refunds could be allocated for discretionary purposes (Principal's Project). Expenditures made using these funds must at all times be made with the overall purpose of benefiting the school environment and community. It is an expectation that approved staff development activities and the funding of such activities will be supported through board generated funds as opposed to school generated funds. Notwithstanding, all pertinent and necessary expenditures (i.e., refreshments) for the facilitation of meetings can be supported through school generated funds.~~

~~A list of unacceptable uses of school generated funds would include;~~

~~Items that are to be purchased from the Board's budget (i.e. textbooks, classroom supplies):~~

- ~~• Goods or services from employees, where such purchase would contravene **Section 217 of the Education Act.**~~
- ~~• Mileage reimbursements to employees.~~
- ~~• Monetary payments to employees for services and/or social events~~
- ~~• Investments other than those permitted by the Board and **Regulation 471/97 of the Education Act (ELIGIBLE INVESTMENTS).**~~

Caution: Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.

~~Section 3—Accountability~~

~~ROLES AND RESPONSIBILITIES~~

~~Objectives:~~

~~To clarify the roles and responsibilities of individuals involved in school generated funds.~~

~~Specifies:~~

~~*Roles & Responsibilities of the*~~

~~*Director of Education:*~~

- ~~• Establish administrative guidelines for school generated funds.~~
- ~~• Receive any financial review as determined by the appropriate Superintendent or designate~~

~~*Roles & Responsibilities of the*~~

~~*Superintendent of Business & Financial Services or designate:*~~

- ~~• Provide training to staff on the appropriate application of the administrative guidelines.~~
- ~~• Complete and/or follow-up on financial review reports.~~
- ~~• Receive and maintain a central file of annual financial reports from each Family of Schools Superintendent.~~
- ~~• The Manager of Student Information and Administrative Services will also receive and maintain a central file of annual financial reports.~~
- ~~• Report to the Family of Schools Superintendent **when SGF are:**~~
 - ~~○ **if funds are lost or stolen** Lost or stolen.~~
 - ~~○ **any Misused of funds**~~
 - ~~○ **F**ailure to follow any policy or administrative guidelines~~

~~*Roles & Responsibilities of the*~~

~~*Family of Schools Superintendent:*~~

- ~~• Review with Principals current Board policy and Administrative guidelines.~~
- ~~• Verify that schools are complying with the reporting requirements of the Administrative Guidelines for School Generated Funds **(particularly Section 4 and 5).**~~
- ~~• Family of Schools Superintendent's may request financial records at their discretion.~~
- ~~• Report to the Senior Business Official or designate **when SGF are:**~~
 - ~~○ **if funds are lost or stolen** Lost or stolen~~
 - ~~○ **any m**Misuse of funds~~
 - ~~○ **F**ailure to follow any policy or administrative guidelines~~

Roles & Responsibilities of the Principal:

- Ensure that the Administrative Guidelines for School Generated funds are implemented in compliance with Board Policy and or Administrative Memorandum
- Act as one of the approved signing officers on the school bank account.
- Appoint the Designated Secretary responsible for receipts, disbursements, banking and record keeping and communicate those responsibilities.
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
- Ensure that no staff members or members of the community are collecting and managing funds in their own bank account.
- Communicate responsibilities to staff members.
- Ensure that there is a primary contact for each club or class involved with financial transactions.
- Review, initial and date the monthly bank reconciliation.
- Review records periodically.
- Review, sign and date the annual Financial Reports.
- Distribute and/or make available the annual financial reports as outlined in the section on Financial Reporting.
- Notify the Family of Schools Superintendent and the Senior Business Official immediately if funds are lost or stolen.
- Ensure that the school or any individual associated with the school does not enter into contracts in the name of the school or the Board.
- Ensure that the Catholic School Council chair is aware and understands their roles and responsibilities.
- Provide financial reports for the Catholic School Council to review as they pertain to Catholic School Activities on a quarterly basis as a minimum.

Roles & Responsibilities of the Designated Secretary in the school:

- Implement the administrative guidelines for school generated funds as directed by the Principal.
- Act as one of the approved signing officers on the school bank account.
- Count and verify funds received for deposit.
- Prepare bank deposits and deposit funds at the bank on a regular basis.
- Issue cheques ensuring that all requests for payments are properly supported and approved by the Principal.
- Record transactions on a regular basis.
- Complete the monthly bank reconciliation.
- Prepare transaction reports as required.
- Advise the Principal of deviations from the administrative guidelines outlined in this manual.
- Prepare annual financial report and submit to Principal.
- Assist during financial review.
- Participate in board sponsored training relating to school generated funds.
- With approval of the principal, delegate some of these duties to another staff position directly involved with school generated funds.

Roles & Responsibilities of Staff Members:

- Collect money from students or other sources as applicable.
- Count money collected and record amount and intended use on the Deposit Voucher Funds Received Form as indicated in the section on Banking, Receipts and Disbursements.
- Ensure funds collected are delivered to the Designated Secretary on a daily basis.
- Ensure that invoices have the appropriate approval and are delivered to the Designated Secretary for payment.
- Ensure details of financial activity related to their class or club are recorded correctly.
- Ensure that funds received are disbursed as per the intent of the funds raised or collected.
- Request and review transaction reports on a regular basis and advise the Designated Secretary of any discrepancy.

Roles & Responsibilities of Catholic School Council Chair:

- Work with the Principal to ensure that the sources and uses of school generated funds comply with Board policy and the established administrative guidelines.
- Ensure fundraising activities involving the students and/or the school are in compliance with Board policies and no direct or indirect benefit is derived by a member of the Catholic School Council.
- Ensure that Catholic School Council members are aware that where conflicts of interest exist, they are disclosed.
- Review, sign and date the annual Catholic School Council financial reports.
- Attend board sponsored training relating to school generated funds.
- Ensure that all records and financial reports are available for review at the school as indicated in the section on Catholic School Councils.

Section 4 BANKING/RECEIPTS/DISBURSEMENTS

Objective:

~~To simplify banking practices while ensuring security of funds~~

- ~~• protecting those responsible for handling the money~~
- ~~• maintaining adequate records~~
- ~~• The following practices represent the minimum procedures recognizing the balance between limited staffing and the need to meet basic security and reporting requirements.~~

Establishing a Bank Account

- The school must have only one “school generated funds” bank account.
- Where schools participate in Lotteries and Games of Chance; a second separate bank account must be maintained.
- The bank account ~~shall~~**must** be in the name of the school.
- Cheques for the school bank account ~~should~~ **must** be pre-numbered.
- The account must require two signatures on all cheques.
- It is acceptable to have up to four signing officers. The Principal must be one of the four.
- Bank account established ~~should~~ **must** be such that statements are issued on a monthly basis along with returned cheques.
- The bank statement ~~should~~ **must be** cut-off on the last day on the month.

Receipts

- All money received at the school ~~is to~~ **must be** stored on site in a designated locked and safe location, which has limited access.
- All money collected ~~is to~~ **must** be deposited intact to the bank account promptly. This means that expenditures are not paid from the cash collected. The total funds are deposited to the bank and a cheque written to pay for expenditure.
- All staff collecting money must complete the attached “Deposit Voucher” and forward to the Designated Secretary in the school office.
- Once the Designated Secretary receives the money, he / she will sign for receipt of funds on the “Deposit Log”. Designated Secretary will note a reference number on the Deposit Log and Deposit Voucher. The individual making the deposit to the office should sign the log indicating the deposit of funds to the office and should be done in the presence of the Designated Secretary.
- The Deposit Voucher must be fully completed accompanied by a class list or other supporting documents and must be ~~totalled~~**totalled** and signed to ensure that the deposit is accurate and deposited to the correct category/subcategory.
- ~~Where possible, M~~money ~~should~~**must** be counted in the presence of two individuals.
- When the funds have been counted by the Designated Secretary, he / she will sign the Deposit Voucher indicating that the actual money originally submitted were correctly accounted for and verified.
- You may use the same procedure for receipting funds received directly from individuals or groups not employed by the Board.
- The Deposit Voucher must be used to process all deposits to the school bank account.

Disbursements

- All disbursements ~~should~~**must** be recorded promptly.
- All payments ~~should~~ **must** be made by cheque or through Board approved petty cash.
- Pre-signing of cheques is not acceptable. Signature stamps are not acceptable.
- Payments ~~should~~**must** only be made upon the presentation of original invoices, receipts or other appropriate supporting documentation approved by the Principal.
- When a cheque is issued the invoice must be marked paid and the cheque number and date recorded on the original documentation. Payments should not be made from company statements.
- Cheques made payable to cash or payments in advance to employees are not acceptable.
- Reimbursements to Principals above a set dollar amount (determined by board) must be approved by their Superintendent.
- Using the number control feature, all cheques should be accounted for. Voided cheques should be retained.
- Unused cheques ~~should~~**must** be stored in a designated, secure location in order to prevent loss or theft.

Investments

Where a school has excess funds, they may be invested in the name of the school as permitted by Reg. 471/97 of the Education Act (Eligible Investments) and Board Policy and practices (e.g. term deposits, GIC's, etc.). These funds should be invested on a short-term basis.

Bank Reconciliation

- Monthly bank reconciliations must be completed.
- Cheques not cashed within six months are stale-dated and ~~should~~**shall** be reversed in your records.
- The Principal shall review the monthly bank reconciliation, sign it and retain on file.

~~**Caution:** Deviation from the above administrative guidelines will leave the school vulnerable to potential problems. The need to have administrative guidelines in place is often not recognized until something goes wrong. The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement. It is important that school administrators support and follow the established practices.~~

~~Section 5~~

FINANCIAL REPORTING

The Principal is accountable for the money to both the school community and the Board. Financial statements demonstrate accountability and, at the same time, provide information for decision-making needed by the school community and the Board.

~~Objective:~~

~~To provide a format for financial reporting including:~~

~~Who will be responsible for preparing the reports~~

- ~~• What will be included in the reports~~
- ~~• The fiscal period that will be covered~~
- ~~• The reports that are required~~
- ~~• When they will be distributed~~
- ~~To whom they will be distributed.~~

~~Specifies:~~

- The financial reports shall be prepared under the direction of the Principal.
- The reports shall encompass all money generated in the name of or under the auspices of the school regardless of its source or use.

- The fiscal year for the reports shall be September 1 to August 31.
- The Principal shall review, sign and date all reports.
- The reports shall be made available at the school to the members of the school community upon request.
- The reports shall be kept with the records for the school generated funds for seven years.

Minimum Required Reports to Include;

- Plan for School Generated Funds – Yearly
- Banking Summary Report – Monthly
- Itemized Category Listing Report – Monthly
- Summary Template (Template) - Annual
- Bank Reconciliation Report - Monthly

Section 6 – Accounting Systems

~~The current accounting software package in place used to track school generated funds is “Schoolbanking.net”.~~

~~Section 7 –~~

FINANCIAL REVIEW

The board’s appointed ~~financial reviewer~~ **Auditors** will conduct audits of school generated funds. ~~Usually~~ **This will** occur on a cyclical basis, so that each school is audited periodically. Through a financial reviewer, regular financial reviews of school generated funds will be undertaken. The financial review function reports to the Director of Education.

Section 8 – Goods and Services

HARMONIZED SALES TAX

All items purchased through the school generated funds bank account, if one exists, are eligible for HG.S.T. rebate as follows:

- A rebate of 93% of Provincial Sales Tax
- A rebate of 68% of Federal Sales Tax
- 100% of the HST paid on all purchases of text books and other published materials
- ~~• A rebate of 100% of the GST paid on all purchases of printed books, audio recordings of printed books and printed versions of religious scriptures.~~
- ~~• A rebate of 68% of the GST paid on all other purchases~~

To obtain a rebate of the **HGST** paid on items purchased through school generated funds, or the Catholic School Council funds ~~a HST rebate report must be prepared by the school.~~

- ~~• A GST Rebate report must be prepared by the school~~
- ~~• The GST Rebate report must be reviewed and signed by the Principal~~

Original invoices that support the amounts shown on the **HGST** Rebate Claim must be kept on file at the school for audit purposes for a period of 7 years.

Section 9 – Provincial Sales Tax

~~When buying an item under the general exemptions, notify the vendor that the purchase is exempt from PST. In this case, the vendor may request a Purchase Exemption Certificate. If so, complete the PEC and forward to the vendor, keeping a copy for the schools records.~~

Section 10

CHARITABLE DONATIONS

The Canadian tax system encourages taxpayers to support the activities of registered charities by allowing a tax credit to be claimed by a donor.

Section 11 **LOTTERIES AND GAMES OF CHANCE**

A license from the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) is required for all lotteries and games of chance.

All licenses require that a separate trust bank account be used for revenue and expenses.

A condition of all licenses is that you report on the financial activity of the project.

Section 12 **ENTERING INTO CONTRACTS**

Board Administration, in consultation with schools, will determine the extent to which schools can enter into individual school contracts. ~~In many cases,~~ Board policy, procedures, and administrative guidelines will establish the parameters regarding the dollar amount and the duration of contracts into which schools can enter ~~into a contract agreement.~~

Section 13 **CATHOLIC SCHOOL COUNCIL**

Background:

Under the Education Act Regulation 612, school boards in Ontario are required to establish a Catholic School Council for each school within the board. These Councils are advisory bodies that may make recommendations to the school Principal or the board on any matter. Many Catholic School Councils perform fundraising activities in the name of the school and as such are required to conform ~~with~~to the appropriate sections of Regulation 612 that deal with fundraising issues. The Principal is ultimately responsible for activities related to the school and therefore is also responsible for Catholic School Council activities.

Catholic School Councils are not to be incorporated. Any funds and assets generated through fundraising activities in accordance with Board policies and guidelines assisted by the Catholic School Council are the property of the Board.

Objective:

~~To clarify:~~

~~Ownership of Catholic School Council funds~~

- ~~• Bank Procedures~~
- ~~• Financial reporting requirements~~
- ~~• Record Retention~~
- ~~• Ownership of Catholic School Council Funds~~

~~The Ministry of Education's document, Catholic School Councils A Guide for Members (2002), states "Catholic School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the Catholic School Council (and any assets purchased with those funds) belong, legally, to the board." Fundraising for schools by Catholic School Councils is a partnership between the school, the board and the fundraising group. The full document can be viewed at the Ontario Ministry of Education site.~~

~~All fundraising activities and expenditures must be conducted in accordance with Board policies. Particular attention needs to be paid to policies on purchasing, conflicts of interest and other similar policies. This is clearly stated in Regulation 612, section 22.~~

Banking Procedures

~~Catholic School Councils are not to have a separate bank account. All deposits and disbursements should flow through the school bank account.~~

~~To facilitate the issuing of cheques for ongoing activities such as the payment for pizza on pizza days, the council may wish to authorize activities for which funds can be disbursed and reported at the next Council~~

~~meeting. Other disbursements would require principal/council approval prior to the initiation of the purchase.~~

~~For the security of the funds and to protect anyone handling money raised through Catholic School Council activities, all money needs to be counted and kept in the school for prompt deposit to the school bank account.~~

- All funds generated through the Catholic School Council are the responsibility of the Principal of the school shall be deposited and disbursed through the school bank account.
- All monies generated will be counted by two (2) members of the Catholic School Council or with the assistance of a staff member and the total amount shall be recorded and initialed on the prescribed Deposit Voucher Form (**Appendix A**)
- All monies accompanied by the Deposit Voucher form will be submitted to the school Principal or Principal's designate.
- The Principal or Principal's designate will then count the receipts and initial the Deposit Voucher Form indicating agreement with the amount to be deposited into the school bank account.
- The deposit will be kept secure in the school office and will be promptly deposited.
- Monthly bank reconciliations will be completed and retained in the school office.

Disbursements

- Request for payment will be issued upon the completion of the Cheque Request Form (**Appendix B**) supported by an original invoice(s) and/or receipt (s) and approval from the Principal and/or Principal's designed.

Financial Report

Aligning with the fiscal year of the Board, Catholic School Councils annual financial report shall reflect the activities undertaken from September 1 to August 31 of the following year.

Catholic School Councils shall:

- record in each Catholic School Council meeting minutes that a financial report was presented and approved by the Catholic School Council members in attendance;
- keep records of all financial transactions and make available at the school for examination without charge by any person for up to four (4) years; and
- Annually submit a written report on all fundraisers and activities to the Principal of the school and to the Board (**Appendix C**).

The Principal shall, on behalf of the Catholic School Council, provide the annual report to parents by posting the report in the school in a location that is accessible to parents.

Financial Reporting Requirements

~~To enable the Catholic School Council to manage and monitor Catholic School Council funds and fundraising activities, current financial information is required. To achieve this goal, quarterly reports outlining the sources and uses of the funds and the current financial position of the Catholic School Council are required as a minimum. The school is responsible for ensuring that this information is shared with the Catholic School Council on a regular basis.~~

~~Regulation 612, section 24, Catholic School Councils states "every Catholic School Council shall annually submit a written report on its activities to the Principal of the school and to the board". It further states, "If the Catholic School Council engages in fundraising activities, the annual report shall include a report on those activities." The Catholic School Council may wish to use the Catholic School Council Summary report noted above to meet the reporting requirement.~~

~~It should be noted in the Catholic School Council meeting minutes that this report has been received and approved.~~

~~The fiscal year for Catholic School Councils is September 1 to August 31 of the following year. This is the same as the boards' fiscal year prescribed by the Province of Ontario. Annual financial reports shall reflect the activities undertaken during this timeframe. These reports will allow the Council to confirm that disbursements made coincide with previously approved disbursements.~~

Record Retention

~~Regulation 612, section 16, states that “(1) A Catholic School Council shall keep minutes of its meetings and records of all of its financial transactions.” It goes on to state “(2) The minutes and records shall be available at the school for examination without charge by any person.” “(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.” As a matter of consistency with other financial record retention requirements, all records are to be maintained on board premises for a period of seven years.~~

Caution: ~~Catholic School Councils are reminded that Regulation 612 of the Education Act governs their activities, responsibilities and reporting requirements. It is the Principal’s responsibility to advise Councils when their activities fail to meet the requirements outlined in the regulation and Board policies and procedures.~~

Section 14 STUDENT COUNCILS

~~Keeping track of the money raised and spent is considered an educational experience for the students involved. Student Councils are responsible for keeping financial records in consultation with the Principal for all funds raised in the school. require financial reports that show the results of their efforts.~~

Section 15 CHANGES IN PRINCIPALS

~~To ensure that when the Principal changes, basic Ffinancial information ismust be transferred to the new Principal and that a financial review ismust be completed.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

TOPIC: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

The Policy and Guideline Review 2013-2014
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: October 22, 2013

POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

AS AT OCTOBER 22, 2013 (Sorted by PC DATE)

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Sept. 2013		Dec. 2013
1998		400.1	Adult and Continuing Education	FI	Sept. 2013		Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Sept. 2013		Dec. 2013
2006		301.6	School Generated Funds	GV	Oct. 2013		Feb. 2014
2006		301.7	Ontario Student Record (OSR)	ML	Oct. 2013		Feb. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI	Oct. 2013		Apr. 2014
2002	2012	201.7	Employee Workplace Harassment *	FI	Oct. 2013		Nov. 2013
2002	2011	201.11	Employee Workplace Violence *	FI	Oct. 2013		Nov. 2013
2002	2011	201.6	Occupational Health & Safety *	FI	Oct. 2013		Nov. 2013
2003		400.5	Acceleration/Retention (Elementary)	ML	Oct. 2013		Nov. 2013
1998	2001	201.1	Employee Leaves of Absence	FI	Oct. 2013		Nov. 2013
2001	2002	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	FI	Oct. 2013		Nov. 2013
2007		600.5	Advertising Expenditures	GV	Nov. 2013		Feb. 2014
1998		701.1	Architect Selection	SW	Nov. 2013		Feb. 2014
1998		400.1	Adult and Continuing Education	FI	Nov. 2013		Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Nov. 2013		Dec. 2013
2007		201.15	Employee Conferences, Workshops & Meetings	GV	Nov. 2013		Dec. 2013
2007		201.14	Employee Meals & Hospitality	GV	Nov. 2013		Dec. 2013
2007		100.9	Advocacy Expenditures	GV	Jan. 2014		Apr. 2014
2006		201.13	Sexual Misconduct	FI	Jan. 2014		Apr. 2014
2007	2010	500.2	Student Transportation	GV	Jan. 2014		Apr. 2014
1998		701.1	Architect Selection	SW	Jan. 2014		Feb. 2014
2006		301.7	Ontario Student Record (OSR)	ML	Jan. 2014		Feb. 2014
2006		301.6	School Generated Funds	GV	Jan. 2014		Feb. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC	Feb. 2014		May 2014
NEW		NEW	Enrolment Register Policy	GV	Feb. 2014		May 2014
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Feb. 2014		Mar. 2014
2007		600.5	Advertising Expenditures	GV	Feb. 2014		Mar. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	Mar. 2014		Jun. 2014
2007		100.9	Advocacy Expenditures	GV	Mar. 2014		Apr. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI	Mar. 2014		Apr. 2014
2006		201.13	Sexual Misconduct	FI	Mar. 2014		Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC	Apr. 2014		May 2014
NEW		NEW	Enrolment Register Policy	GV	Apr. 2014		May 2014
2007	2010	500.2	Student Transportation	GV	Apr. 2014		May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	May 2014		Jun. 2014

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		

2009		701.4	Accessibility Customer Service	LAFS			
2012	2013	800.8	Accessibility Standards	YB			
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS			
1998	2010	302.1	Anaphylaxis	YB			
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI			
1998	2012	301.3	Attendance Areas	SW			
2012		201.16	Attendance Support Program	FI			
1997	2010	100.1	Board By-Laws	JC			
2012		701.5	Bottled Water	LAFS			
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI			
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI			
1998	2013	800.1	Catholic School Councils	LAFS			
2001	2012	400.3	Christian Community Service	ML			
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI			
1998	2011	800.3	Complaint Resolution	JC			
1998	2013	800.2	Community Use of Facilities	SW			
2002	2013	201.5	Death Benefit	FI			
2002	2013	201.10	Deferred Salary Plan (X/Y)	FI			
2012		302.8	Diabetes Management	YB			
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	FI			
1998	2012	301.2	Education-Based Research	LAFS			
1998	2013	400.2	Educational Field Trips	ML			
2006	2012	201.12	Electronic Communications Systems (Employees)	MC			
2006	2012	301.5	Electronic Communications Systems (Students)	MC			
2012		302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	FI			
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI			
2012		201.17	Employee Code of Conduct & Ethics	FI			
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI			
2011		400.6	Environmental Stewardship	SW			
2010	2010	100.1	Equity and Inclusive Education	YB			
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC			
2010		800.6	Facility Partnerships	SW			
2002	2012	301.4	Fundraising	GV			
2013		203.4	Leadership Pathways	FI			
1998	2010	600.3	Monthly Financial Reports	GV			
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI			
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS			
2005	2011	302.7	Nutrition	YB			
1998	2012	702.1	Playground Equipment	SW			
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML			
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	FI			
1998	2010	701.2	Pupil Accommodation Review	SW			
1998	2011	600.1	Purchasing/Supply Chain Management	GV			
1998	2011	600.2	Records and Information Management	JC			
1998	2008	201.4	Reimbursement of Travel Expenses	GV			
2010	2010	100.10.1	Religious Accommodation	YB			

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		

1998	2010	201.2	Retirement & Service Recognition Celebration	FI		
1999	2010	302.3	Safe Arrival	FI		
2009		302.8	Safe Physical Intervention with Students	LAFS		
2001	2013	302.6	Safe Schools	FI		
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	FI		
2011	2011	301.11	Student Fees	YB		
2001	2012	302.5	Student Parenting	ML		
2013		100.6.12	Student Senate - Elementary	JC		
2000	2013	100.6	Student Senate - Secondary	JC		
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	FI		
1998	2012	100.4	Student Trustees	JC		
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC		
2010		100.12	Trustee Code of Conduct	JC		
2011		100.13	Trustee Expenses & Reimbursement (<i>Interim</i>)	JC		
2010		100.11	Trustee Honorarium	JC		
2002	2013	701.3	Video Security Surveillance	SW		
2011		301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB		
2001	2009	302.4	Volunteer Driver	YB		
2007	2008	800.4	Volunteer Recognition	JC		
2013		800.9	Volunteering in Catholic Schools	FI		

* **MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS