



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

COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 5, 2012

7:00 P.M.

**FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO**

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of May 8, 2012 A5

B. PRESENTATIONS

1. Catholic Education Week - Secondary School Student Artwork Display B1

C. COMMITTEE AND STAFF REPORTS

1. Niagara Regional Science and Engineering Fair 2012 C1
2. Policy Committee
 - 2.1 Unapproved Minutes of the Policy Committee Meeting of May 22, 2012 C2.1
 - 2.2 Approval of Policies
 - 2.2.1 Bottled Water Policy (New) C2.2.1
 - 2.2.2 Christian Community Service Policy (400.3) C2.2.2
 - 2.2.3 Diabetes Management Policy (New) C2.2.3
 - 2.2.4 Dress Code - Secondary Uniform Policy – Safe Schools (302.6.6.2) C2.2.4
 - 2.2.5 Education-Based Research Policy (301.2) C2.2.5
 - 2.2.6 Educational Field Trips Policy (400.2) C2.2.6
 - 2.2.7 Electronic Communications Systems Policy (Employees) (201.12) C2.2.7
 - 2.2.8 Electronic Communications Systems Policy (Students) (301.5) C2.2.8
 - 2.2.9 Employee Hiring and Selection Policy (Teachers) (New) C2.2.9
 - 2.2.10 Fundraising Policy (301.4) C2.2.10
 - 2.3 Policy Schedule C2.3
 - 2.4 Policy Update C2.4
3. Annual Niagara Catholic Graduation Celebration 2012 C3
4. Provision of Special Education Programs and Services – Special Education Plan C4
5. Research Projects in the Niagara Catholic District School Board – 2011-2012 School Year C5

6.	Technology Blueprint Implementation Update	C6
7.	Staff Development Department Professional Development Opportunities	C7
8.	Report on the 2012-2013 Annual Budget	C8
9.	Monthly Updates	
9.1	Capital Projects Update	C9.1
9.2	Student Senate Update	-
9.3	Senior Staff Good News Update	-

D. INFORMATION

1.	Trustee Information	
1.1	Spotlight on Niagara Catholic – May 22, 2012	D1.1
1.2	Calendar of Events – June 2012	D1.2
1.3	Graduations – Elementary and Secondary 2012	-
1.4	Niagara Catholic Retirement Celebration and Recognition Night – June 23, 2012	-

E. OTHER BUSINESS

1.	General Discussion to Plan for Future Action	-
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F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF MAY 8, 2012**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 8, 2012, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MAY 8, 2012

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 8, 2012, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

Vice-Chairperson Charbonneau noted that all Trustees were in attendance.

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		
Student Trustees			
Ryan Creelman	✓		
Patrick Morris	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **Khayyam Syne**, Administrator of Staff Development; Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 8, 2012, as presented.

CARRIED

4. **Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burkholder with Item C9.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. **Minutes of the Committee of the Whole Meeting of April 10, 2012**

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 10, 2012, as presented.

CARRIED

B. PRESENTATIONS

1.1 **VEX Robotics Competition 2012 - Holy Cross Catholic Secondary School**

Mario Ciccarelli, Family of Schools Superintendent of Education, welcomed Holy Cross Catholic Secondary School staff Principal Joe Zaroda, Vice-Principals Frances Brockenshire and Jay Lennox, along with teacher Jeff Maxwell, who presented the report on VEX Robotics Competition 2012 - Holy Cross Catholic Secondary School.

The Holy Cross Catholic Secondary School VEX Robotic Team competed at the World 2012 Competition in Anaheim, California, and presented a visual report on their participation in the World Competition.

Vice-Chairperson Charbonneau congratulated the students on their accomplishments and along with Chairperson Burtnik and Director Crocco presented them with Niagara Catholic "Excellence in Academics" Pins.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes

Policy Committee Meeting – April 24, 2012

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of April 24, 2012, as presented.

CARRIED

1.2 Approval of Policies

1.2.1 Playground Equipment Policy (702.1)

Moved by Trustee Burkholder

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Playground Equipment Policy (702.1), as presented.

CARRIED

1.3 Policy Schedule

Director Crocco presented the Policy Schedule.

1.4 Policy Update

Director Crocco presented the Policy Update.

2. Festival of Faith 2012

Deborah McCaffery, Board Chaplaincy Leader, presented information on the First Annual Faith Festival for all Grade 7 students in Niagara Catholic held on May 1st and 2nd, 2012. She noted that the event which was emceed by Student Trustees Ryan Creelman and Patrick Morris, and featured facilitator Fr. Tony Ricard from New Orleans, was enthusiastically received by all 1,700 Grade 7 students in Niagara Catholic.

3. Capital Priorities Submission

Larry Reich, Superintendent of Business and Financial Services, presented information and a recommendation for the consideration of the Committee of the Whole on the Capital Priorities Submission. If approved by Committee of the Whole and at the May 22, 2012 Board Meeting, the report and business cases will be submitted to the Ministry of Education by May 31, 2012, for Capital Priority funding of the Board's most urgent needs by 2015-2016.

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities Submission to the Ministry of Education as presented in the report.

CARRIED

4. Larkin Estate Admission Awards 2012-2013

Mark Lefebvre, Superintendent of Education, and Larry Reich, Superintendent of Business and Financial Services, presented the report and recommendation on the Larkin Estate Admission Awards 2012-2013.

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2012-2013, as noted in the report.

CARRIED

5. Niagara Catholic Strategic Directions System Priorities 2012-2013

Director Crocco presented the report and recommendation on the Niagara Catholic Strategic Directions System Priorities 2012-2013, which are based on the expectations and outcomes of the Vision 2020 Strategic Plan, and builds on the 2011-2012 Niagara Catholic System Priorities.

Director Crocco informed Trustees that a Mid-Year Progress Review Report of the 2012-2013 System Priorities will be presented at the January 2013 Board Meeting with a Niagara Catholic System Priorities 2012-2013 Achievement Report presented at the September 2013 Board Meeting.

Director Crocco, Trustees and members of Senior Staff discussed various aspects of the proposed priorities in detail. Following discussion with Trustees, recommended amendments to the Strategic Directions System Priorities 2012-2013 will be made and presented to the May Board Meeting.

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic Strategic Directions System Priorities 2012-2013, as amended.

CARRIED

6. Full Day Kindergarten Extended Day Programs - Update

Superintendent Lefebvre presented the Full Day Kindergarten Extended Day Programs Update. He explained how it relates to the Ministry of Education Regulatory Amendments Respecting Full-Day Junior Kindergarten and Kindergarten and Extended Day and Third Party Programs, which included new information and regulatory requirements to comply with Ontario Regulation 221/11 – (Extended Day and Third Party Programs).

7. Speech and Language Services Demonstration Site Pilot Project - Year 2 Extension

Yolanda Baldasaro, Superintendent of Education, presented the report on the Speech and Language Demonstration Site Pilot – Year 2 Extension, which currently includes St. Anthony, St. Denis, St. Thomas More and Father Hennepin Catholic Elementary Schools.

8. Staff Development Department Professional Development Opportunities

Khayyam Syne, Administrator of Staff Development, presented the report on the Staff Development Department Professional Development Opportunities for information.

9. Monthly Updates

9.1 Capital Projects Progress Report

Superintendent Reich presented the Capital Projects Progress Report.

9.2 Student Trustees' Update

Ryan Creelman and Patrick Morris, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

9.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Ciccarelli

- Grade 8 student Chelsea DerNederlanden, 2012 Catch the Spirit Award Recipient from St. Anthony Catholic Elementary School, and motivational speaker promoting self-esteem among young girls and women, has accepted a professional modeling contract with one of the leading modeling agencies in the world, Ford Model Agency.

Superintendent Lefebvre

- Two students from Blessed Trinity Catholic Secondary School received Gold Medals in the 2012 Skills Ontario Technology Competition in Waterloo will advance to the Canadian Nationals being held May 13–16, 2012 in Edmonton, Alberta.
- Two students from Niagara Catholic, Alicia Pinelli from Lakeshore Catholic and Thomas Mingle from St. Michael Catholic High Schools, have been selected to sit on the Minister of Education's Student Advisory Council.

Superintendent Forsyth-Sells

- At the recent "Great Kids 2012" celebration hosted by the Welland Tribune, Niagara Catholic was well-represented with eleven (11) students recognized for their accomplishments at school and in their communities.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – April 24, 2012

Director Crocco presented the Spotlight on Niagara Catholic – April 24, 2012 issue for Trustees' information.

1.2 Calendar of Events – May 2012

Director Crocco presented information on the Calendar of Events – May 2012.

1.3 Catholic Education Week 2012 Letter to Students and Families

Director Crocco presented the Catholic Education Week 2012 Letter which was copied and sent to all students and families in Niagara Catholic. The letter was signed by Bishop Bergie, Chair Burtnik and the Director.

1.4 Annual Trustee and Senior Staff Retreat

Director Crocco indicated that in consultation with the Bishop, Chair and Vice-Chair of the Board, the Annual Trustee and Senior Staff Retreat has been rescheduled for September 20, 2012 at 4:00 p.m. at Mount Carmel Spiritual Centre.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistance, Corporate Services & Communications.

1.5 May Policy Committee Meeting – May 22, 2012 – 2:00 p.m.

Director Crocco noted that the May 22nd Policy Committee Meeting will commence at 2:00 p.m. in order to have sufficient time to review the larger than normal quantity of policies being discussed at the May Policy Committee Meeting.

1.6 Graduation Dates

Director Crocco informed Trustees that the Class of 2012 Graduation Celebration is being held at the Scotiabank Convention Centre on Thursday, May 17, 2012 at 10:00 a.m., with Bishop Bergie leading the prayer service.

Trustees were presented with copies of Elementary and Secondary Graduation dates, and asked to confirm their attendance in order to have Trustee representation at the graduation celebrations.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistance, Corporate Services & Communications.

1.7 Partners in Catholic Education

Trustees were invited to attend Partners in Catholic Education being held on Thursday, May 17, 2012 at 7.00 p.m. at Saint Michael Catholic High School, featuring keynote speaker Brett Ullman, Director of Worlds Apart.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistance, Corporate Services & Communications.

1.8 2nd Annual Niagara Catholic Family Picnic

Trustees were invited to attend the 2nd Annual Niagara Catholic Family Picnic on June 3, 2012 at Queenston Heights. Bishop Bergie will celebrate Mass.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistance, Corporate Services & Communications.

1.9 2012-2013 School Year Calendar

Superintendent Iannantuono informed Trustees that the Ministry of Education has approved the Niagara Catholic 2012-2013 School Year Calendar. School communities and staff will be informed of the approval and the confirmed calendars will be placed on the Board website.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- Director Crocco informed Trustees that the posting for Controller of Facilities Services will be posted in local newspapers on May 9 and 11, 2012 sent to OCSTA and OCSOA to publish and sent to the Professional Engineer and Architect Associations for them to post with their members. With a closing date of May 25, Senior Administrative Council plans to have the new Controller named by the June Board Meeting and in place by mid June.
- Director Crocco reminded Trustees of the Administrative Procedure for School Name Selection and that part of those procedures are specific to naming areas of a particular school. Director Crocco informed Trustees of the request from some parents of the Catholic School Council at St. Kevin Catholic Elementary School to re-name the gym. Following discussion with Trustees, and considering that the gym is currently named the Bishop Webster Hall after Fr. Webster the request will be denied as facilities are named in perpetuity. Director Crocco will contact the school Principal and the Chair of the St. Kevin Catholic School Council of this decision.

F. BUSINESS IN CAMERA

Moved by Trustee

THAT the Committee of the Whole move into the In Camera Session.

CARRIED

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:55 p.m. and reconvened at 10:20 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 8, 2012.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on April 10, 2012, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on April 10, 2012, as presented.

CARRIED (Item F3)

Moved by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4 of the In Camera Agenda.

CARRIED (Item F4 (a))

Moved by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4 of the In Camera Agenda.

CARRIED (Item F4 (b))

H. ADJOURNMENT

Moved by Trustee Nieuwesteeg

THAT the May 8, 2012 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:20 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 8th 2012.**

Approved on the **5th** day of June **2012.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: CATHOLIC EDUCATION WEEK - SECONDARY SCHOOL
STUDENT ARTWORK DISPLAY**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: June 5, 2012



PRESENTATION BACKGROUND

Committee of the Whole Meeting
June 5, 2012

CATHOLIC EDUCATION WEEK SECONDARY SCHOOL STUDENT ARTWORK DISPLAY

Catholic Education Week was held from Sunday, May 6th to Friday, May 11th, 2012. This year's theme was *Walking in the Light of Christ*. To celebrate and promote the great accomplishments and programs within Niagara Catholic, Families of Schools from across the system joined together to promote displays throughout different regional locations.

Prominently featured in each display was a set of student created artwork which reflected this year's sub-themes. The artwork was inspired by the works of Alex Janvier, renowned First Nations contemporary artist. The assigned sub-theme for each secondary school is listed below.

SCHOOL	THEME
Notre Dame College	Listening in the Light of Christ
Holy Cross Catholic	Leading in the Light of Christ
Saint Paul Catholic	I am the Light of the World
Denis Morris Catholic	Loving in the Light of Christ
St. Francis Catholic	Living in the Light of Christ
Blessed Trinity Catholic	Learning in the Light of Christ
Saint Michael Catholic	A light which overcomes the darkness with its radiance
Lakeshore Catholic	Walking in the Light of Christ

Elementary schools also contributed thematic artwork to compliment the pieces produced by their secondary Family of School counterparts.

Development of the artwork was coordinated through a series of meetings with Jayne Evans, Arts/FSL/ESL Consultant and an arts teacher representative from each secondary school. Once the artwork was assembled, members of the Niagara Catholic Print Shop, under the leadership of Jennifer Brailey, Manager, Corporate Services and Communication, produced and showcased the artwork on lightweight cloth. The wooden bases and frames used to display the artwork were produced by the Notre Dame College Specialist High Skills Major construction class under the leadership of Joe Sciarra.

A list of the student artists that created the pieces of art are listed below. As a sign of our sincere appreciation for their creative work, each student will receive a replica of the artwork they submitted on behalf of their school community.

Blessed Trinity Catholic Secondary School
Sub-Theme: Learning in the Light of Christ
Artist: Andrea Perez Fernandez, Grade 11

Denis Morris Catholic High School
Sub-Theme: Loving in the Light of Christ
Artist: Jamie-Lee Gillis, Grade 9

Holy Cross Catholic Secondary School
Sub-Theme: Leading in the Light of Christ
Artist: Louell Palparan, Grade 10

Lakeshore Catholic High School
Sub-Theme: Walking in the Light of Christ
Artist: Casandra Merson, Grade 12

Notre Dame College School
Sub-Theme: Listening in the Light of Christ
Artist: Caitlyn Lees, Grade 11

St. Francis Catholic Secondary School
Sub-Theme: Living in the Light of Christ
Artists: Siobhan Deary, Grade 11; Kelly Lim, Grade 11

Saint Michael Catholic High School
Sub-Theme: A light which overcomes the darkness with its radiance
Artist: Katherine Girodat, Grade 11

Saint Paul Catholic High School
Virtue: Love
Artist: Molly Hockton, Grade 12

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: June 5, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: NIAGARA REGIONAL SCIENCE AND ENGINEERING FAIR
2012**

The report on the
Niagara Regional Science and Engineering Fair 2012
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

NIAGARA REGIONAL SCIENCE AND ENGINEERING FAIR 2012

BACKGROUND INFORMATION

The Niagara Regional Science and Engineering Fair (NRSEF) is a non-profit, charitable organization dedicated to the encouragement of science in students within the Niagara Region. The fair is a prestigious annual science event within the region sponsored by local businesses, and held at Brock University and Niagara College.

Over 200 young Canadian scientists participate at this event. Their accomplishments are reviewed by approximately 100 judges and delegations of local scientists, engineers and businessmen.

Niagara Regional Science and Engineering Fair Committee Members from the Niagara Catholic District School Board

Dino Petruzzi, Chair (Teacher, Denis Morris Catholic High School)
Nancy Krakar, Secretary and Registration (Supply Teacher, Niagara Catholic)
Kathryn Traynor, Awards (Teacher, Michael J. Brennan Catholic Elementary School)
Heidi Poltl (Teacher, Mother Theresa Catholic Elementary School)
Adriana Weber, Treasurer (Supply Teacher, Niagara Catholic)

Niagara Catholic District School Board Divisional and Special Award Winners

Each year, 40% of the projects are submitted by Niagara Catholic schools and students. A list of divisional and special award winners is attached to this report as Appendix A.

Canada Wide Science Fair

The following student and her project represented Team Niagara at the Canada-Wide Science Fair held in Prince Edward Island May 14-19, 2012.

Jennifer Csele: Grade 10 – Notre Dame College School
“A Novel Cold Cathode Source for Determining Lead Concentration”

- Canadian Federation of University Women Award
- Hatch Award
- Consulting Engineers of Ontario Award
- Brock University Physics Award
- Silver Medal Intermediate Division

Jennifer Csele won a gold medal at the Canada Wide Science Fair. She was offered a \$ 4,000.00 entrance scholarship to the University of Western Ontario as well as two substantial cash prizes for her outstanding efforts.

This report on the Niagara Regional Science and Engineering Fair 2012
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Dino Petruzzi, Program Chair of Student Services, Denis Morris High School

Presented by: Mark Lefebvre, Superintendent of Education
Dino Petruzzi, Program Chair of Student Services, Denis Morris High School

Recommended by: John Crocco, Director of Education

Date: June 5, 2012



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AT THE NIAGARA REGIONAL SCIENCE
AND ENGINEERING FAIR 2012**

Top Niagara Catholic Winner (and members of Team Niagara and Team Ontario participating at the Canada Wide Science Fair May 14 – 19, 2012 in PEI)

Jennifer Csele: Grade 10 – Notre Dame College School
“A Novel Cold Cathode Source for Determining Lead Concentration”

- Canadian Federation of University Women Award
- Hatch Award
- Consulting Engineers of Ontario Award
- Brock University Physics Award
- Silver Medal Intermediate Division

OTHER WINNERS BY DIVISION

SENIOR DIVISION

Dylan Booth: Grade 12 – Saint Michael Catholic Secondary School
“Assessment of Penicillium expansum isolates for susceptibility to fungicides”

- Niagara Peninsula Fruit and Vegetable Growers Association Award
- Brock University – Entrance Scholarship
- Silver Medal Senior Division

Kaitlyn Dempsey: Grade 12 – Denis Morris Catholic Secondary School
“Exploring Electronic / Magnetic Properties of Grid Complexes Containing Ditopic Imidazole Bridging Ligands”

- Brock University Chemistry Award
- Honourable Mention Senior Division

Mah-E-leqa Jadgal: Grade 11 – Holy Cross Catholic Secondary School
“Heat Shock Proteins”

- Lincoln / Welland Regiment Award
- Bronze Medal Senior Division

Michelle Liu: Grade 12 – Holy Cross Catholic Secondary School
“Strength of Interactions between Variable Region of Antibodies and Antigen of Pathogens”

- Vineland Research and Innovation Centre Award
- Honourable Mention Senior Division

Colin Maslink: Grade 12 – Denis Morris Catholic Secondary School

“Crayfish hindgut: A model system for examining central and peripheral control mechanisms of rhythmic movements”

- A.E. Howey Jeweller Biology Trophy
- Brock University – Entrance Scholarship
- Honourable Mention Senior Division

Jennifer McPherson: Grade 12 – Holy Cross Catholic Secondary School

“The Influence of Stress in Adolescence on Brain Regions Related to Sexual Behaviour”

- Brock University Psychology Award
- Bronze Medal Senior Division

Andrew Valente: Grade 12 – Denis Morris Catholic Secondary School

“Chloroplast Imaging Protocols for Laser Scanning Confocal Microscopy”

- University of Guelph Plant Science Award

Cameron Williams: Grade 12 – Saint Michael Catholic Secondary School

“Synthesis of New Metallopolymer Materials featuring both Magnetic and Electrically Conducting Properties”

- Honourable Mention Senior Division

INTERMEDIATE DIVISION

Mahenoor Jadgal: Grade 9 – Holy Cross Catholic Secondary School

“Does the amount of light affect the frequency of a sound?”

- Intermediate Division – Honourable Mention

JUNIOR DIVISION

Breanna Addabbo & Lyka Yatco: Grade 7 – St. Peter Catholic Elementary School

“Which Contain the Most Bacteria in our School?”

- LifeLabs Award

Samir Alazzam: Grade 7 – Mother Teresa Catholic Elementary School

“A Mother Teresa Energy Audit”

- Honourable Mention Junior Division

Juan Bernal & Franz Muller: Grade 7 – Assumption Catholic Elementary School

“Water Bio Filter”

- Lincoln / Welland Regiment Award
- Ontario Horticulture Society Award

Matthew Bignucolo: Grade 7 – St. Vincent de Paul Catholic Elementary School

“Can the Colour of your House Save you Money?”

- Waldie Fast Memorial Award
- Honourable Mention Junior Division

Julia Cerminara: Grade 7 – St. Vincent de Paul Catholic Elementary School

“Surface Tension”

- United States Army – Certificate

Stephen Cho: Grade 7 – St. Alexander Catholic Elementary School
“Understanding the Greenhouse Effect”

- Niagara Peninsula Conservation Authority Award

Selena Cimino & Emma Mete: Grade 7 – Alexander Kuska Catholic Elementary School
“Cold? What are you Wearing?”

- Honourable Mention Junior Division

Julia Drossmann: Grade 8 – Our Lady of Fatima Catholic Elementary School, Grimsby
“How Does Temperature Affect Glowsticks?”

- Brock University Chemistry Award
- Honourable Mention Junior Division

Alexandra Girard: Grade 7 – Mother Teresa Catholic Elementary School
“Tsunami Barriers”

- United States Army – Certificate and Backpack

Samantha Goulbourne & Karling Luciani: Grade 7 – Alexander Kuska Catholic Elementary School
“Bernoulli’s Principle”

- Ontario English Catholic Teacher’s Association Award

Anastasia Groch & Caila Coyne: Grade 7 – St. Alexander Catholic Elementary School
“Temperature Check”

- Dr. Doyle Award

Jenny Jaskula: Grade 7 – Our Lady of Fatima Catholic Elementary School, Grimsby
“Ask a Cricket, What’s the Temperature?”

- American Meteorological Society Certificate

Rory Jurmain & Aaron Dobbin: Grade 7 – St. Peter Catholic Elementary School
“The Science of Taste”

- University of Guelph Plant Science Award

Luca Lavoie: Grade 7 – St. Michael Catholic Elementary School
“Man, that Noise is Getting to my Head”

- Ontario English Catholic Teacher’s Association Award

Katherine Li & Shaun Donnelly: Grade 7 – St. Michael Catholic Elementary School
“Does your birth month matter?”

- Honourable Mention Junior Division

Cara Lozano: Grade 8 – Our Lady of Fatima Catholic Elementary School, Grimsby
“Producing Electricity”

- Niagara Electrical Association – Robert Burk Memorial Award
- Honourable Mention Junior Division

Carly Lundale & Julia Gualtieri: Grade 8 – Cardinal Newman Catholic Elementary School
“Hydroelectricity vs Wind Power”

- Hydro One Networks Inc. Award

Abbi Macoretta: Grade 7 – St. George Catholic Elementary School
“When British People Sing, Why do Their Accents ‘Disappear’?”

- United States Army – Certificate

Christina Merola: Grade 7 – Our Lady of Fatima Catholic Elementary School, Grimsby
“Rates of Crystal Growth”

- United States Army – Certificate

Zhanybek Orozaliev: Grade 8 – St. Alfred Catholic Elementary School
“Excess Heat Utilization System”

- Honourable Mention Junior Division

Dylan Perera: Grade 8 – St. Vincent de Paul Catholic Elementary School
“Vertical Agriculture: Food Production of the Future?”

- Vineland Research and Innovation Centre Award

Ryan Zuba & Thomas Crosbie: Grade 7 – Cardinal Newman Catholic Elementary School
“Magnetic Linear Accelerator”

- Ontario Power Generation Award

JUVENILE DIVISION

Antonio (Tony) DiDomenico: Grade 6 – Notre Dame Catholic Elementary School
“The Cardiovascular System – What Affects the Blood Flow Rate”

- Honourable Mention Juvenile Division

Julian Ellis Geronimo: Grade 6 – Michael J. Brennan Catholic Elementary School
“Which Paper Towel is the Strongest?”

- Niagara Peninsula Conservation Authority Award

Juliana Gualtieri: Grade 5 – St. Vincent de Paul Catholic Elementary School
“Wind Power / Energy”

- Niagara Electrical Association – Robert Burk Memorial Award

Connor Hendriks: Grade 5 – St. Michael Catholic Elementary School
“Solid, Liquid, and Gas”

- Ontario English Catholic Teacher’s Association Award

Jonathan Krekorian: Grade 5 – Assumption Catholic Elementary School
“Children’s multivitamins Chewable vs Gummy”

- Honourable Mention Juvenile Division

Chloe Ocampo: Grade 5 – St. Vincent de Paul Catholic Elementary School
“Why the Planets Orbit the Sun”

- Ontario English Catholic Teacher’s Association Award

Colby Ostromecki: Grade 5 – St. Michael Catholic Elementary School
“How Car Exhaust Fumes Effect Plant Growth”

- Gallea Environmental Award

Nick Wilson: Grade 5 – St. Ann Catholic Elementary School, Pelham
“K-9 Genetics”

- Honourable Mention Juvenile Division

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE - UNAPPROVED MINUTES
MEETING OF MAY 22, 2012**

RECOMMENDATION

2.1 THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of May 22, 2012, as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of May 22, 2012:

2.2.1 Bottled Water Policy (New)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Bottled Water Policy (New), as presented.

2.2.2 Christian Community Service Policy (400.3)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Christian Community Service Policy (400.3), as presented.

2.2.3 Diabetes Management Policy (New)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Diabetes Management Policy (New), as presented.

2.2.4 Secondary Uniform Policy – Safe Schools (302.6.6.2)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Secondary Uniform Policy – Safe Schools (302.6.6.2), as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE POLICY COMMITTEE MEETING TUESDAY, MAY 22, 2012

Minutes of the Policy Committee Meeting held on Tuesday, May 22, 2012 at 2:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 2:00 p.m. by Policy Committee Chairperson Nieuwesteeg.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

Committee Members	Present	Absent	Excused
Ed Nieuwesteeg (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli	✓		

Trustees:

- Rhianon Burkholder*, Trustee
- * *Maurice Charbonneau*, Trustee
- * *Ted O'Leary*, Trustee
- * *Father Paul MacNeil*, Trustee
- Ryan Creelman*, Student Trustee
- * *Patrick Morris*, Student Trustee

Staff:

- John Crocco*, Director of Education
- Yolanda Baldasaro*, Superintendent of Education
- Mario Ciccarelli*, Superintendent of Education
- Lee Ann Forsyth-Sells*, Superintendent of Education
- Frank Iannantuono*, Superintendent of Education
- Mark Lefebvre*, Superintendent of Education
- Larry Reich*, Superintendent of Business and 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 Sicoli

THAT the May 22, 2012 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 April 24, 2012**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 24, 2012, as presented.

APPROVED

6. **Policies**

POLICIES - FOR RECOMMENDATION TO JUNE 5, 2012 COMMITTEE OF THE WHOLE MEETING

6.1 **Christian Community Service Policy (400.3)**

Mark Lefebvre, Superintendent of Education, presented the amendments to the Christian Community Service Policy.

Trustees asked questions of Superintendent Lefebvre and discussed the Policy and Administrative Guidelines.

The following amendments were recommended:

ADMINISTRATIVE GUIDELINES

• **B. Niagara Catholic District School Board Ineligible Activities**

- 1st point - reworded to coincide with the wording from the Ministry of Education guidelines regarding community service.
- 9th point – reworded to read: “*Scorekeeping/managing school teams during the ~~regular~~ school instructional day*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Christian Community Service Policy (400.3), as amended.

APPROVED

6.2 **Diabetes Management Policy (New)**

Yolanda Baldasaro, Superintendent of Education, presented the Diabetes Management Policy.

Trustees asked questions of Superintendent Baldasaro and discussed the Policy and Administrative Guidelines.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Diabetes Management Policy, as presented.

APPROVED

6.3 Educational Field Trips Policy (400.2)

Superintendent Lefebvre presented the amendments to the Educational Field Trips Policy.

Trustees asked questions of Superintendent Lefebvre and discussed the Policy and Administrative Guidelines.

The following amendment was recommended:

ADMINISTRATIVE GUIDELINES

- Replace the word “*child*” with “*student*” throughout the document

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Educational Field Trips Policy (400.2), as amended.

APPROVED

6.4 Education-Based Research Policy (301.2)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Education-Based Research Policy.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Education-Based Research Policy (301.2), as presented.

APPROVED

6.5 Electronic Communications Systems Policy (Employees) (201.12)

Mario Ciccarelli, Superintendent of Education, presented the amendments to the Electronic Communications Systems Policy (Employees).

Trustees asked questions of Superintendent Ciccarelli and discussed the Policy and Administrative Guidelines.

The following amendments were recommended:

STATEMENT OF POLICY:

- Add the following statement “*Employees are accountable for the appropriate use of the Board’s communications system in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedom; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant, policies of the Niagara Catholic District School Board.*”

ADMINISTRATIVE GUIDELINES

- **PERMITTED USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS**
 - 2nd paragraph to read: *“Use of the Board's electronic communications systems and computer network systems is a privilege, which can be removed at any time by the Board.”*
- **MESSAGE MANAGEMENT**
 - Last sentence to read: *“In accordance with the Board's Records and Information Management Policy (600.2), email messages older than two years are stored on the email server and will be deleted in the month of August each year.”*

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Electronic Communications Systems Policy (Employees) (201.12), as amended.

APPROVED

6.6 Electronic Communications Systems Policy (Students) (301.5)

Superintendent Ciccarelli presented the amendments to the Electronic Communications Systems Policy (Students).

Trustees asked questions of Superintendent Ciccarelli and discussed the Policy and Administrative Guidelines.

The following amendment was recommended:

ADMINISTRATIVE GUIDELINES

- **Personal Electronic Devices**
 - 2. delete the first word “*Personal*” to read:
“~~Personal~~ Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by staff for instructional or co-instructional purposes.”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Electronic Communications Systems Policy (Students) (301.5), as amended.

APPROVED

6.7 Employee Hiring and Selection Policy (New)

Frank Iannantuono, Superintendent of Education, presented the Employee Hiring and Selection Policy.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The following amendments were suggested:

- Rename the Policy and Administrative Guidelines to “EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)”
- **ADMINISTRATIVE GUIDELINES**
 - **B: Interview Procedures for Individual Placement on the Occasional Teacher List**
Annual Board Interviews and Selection of Candidates
“~~The same interview panel will ask~~ All candidates for a given position will be asked the same questions. for a given position.”

Moved by Trustee Burtnik

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

APPROVED

6.8 Fundraising Policy (301.4)

* Trustees Burkholder and O’Leary joined the Policy Committee Meeting at 4:00 p.m.

Larry Reich, Superintendent of Business and Financial Services, presented the amendments to the Fundraising Policy.

Trustees asked questions of Superintendent Reich and discussed the Policy and Administrative Guidelines. The following amendments were recommended:

ADMINISTRATIVE GUIDELINES

- **Criteria to be considered in Fundraising Activities**
“When school communities consider asking for support, the individual activity should be ~~reviewed to ensure consistency~~ consistent with the guiding principles outlined above and Niagara Catholic policies.”
- **Accountability and Financial Reporting**
Add the following sentence: *“Any change in the purpose of funds raised will require the approval of the Family of Schools Superintendent and the notification of the school community.”*

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Fundraising Policy (301.4), as amended.

APPROVED

6.9 Bottled Water Policy (New)

* Trustee McNeil and Student Trustee Morris joined the Policy Committee Meeting at 4:30 p.m.

Superintendent Forsyth-Sells presented the amendments to the Bottle Water Policy.

Trustees asked questions of Superintendent Forsyth-Sells and discussed the Policy and Administrative Guidelines.

The following amendment was recommended:

POLICY STATEMENT

- Reword the 3rd paragraph to read: *“The Board recognizes that water is a basic human right and that universal access to potable water models environmental stewardship for all students and their families. ~~and aligns with the social teachings of the Roman Catholic Church.~~”*

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Bottle Water Policy, as amended.

APPROVED

6.10 Dress Code Policy – Safe Schools (302.6.6.2)

* Trustee Charbonneau joined the Policy Committee Meeting at 4:45 p.m.

Frank Iannantuono, Superintendent of Education, presented the Dress Code Policy – Safe Schools along with the feedback received through the vetting process.

Trustees asked questions of Superintendent Iannantuono and Director Crocco, and discussed the Policy and Administrative Guidelines.

Following discussion between the Policy Committee, Trustees in attendance, Director Crocco and Superintendent Iannantuono, the Policy Committee referred the Dress Code Policy back to Senior Staff in order to separate the Policy into two separate policies for Elementary Standardized Dress Code Policy and Dress Code - Secondary Uniform Policy.

The Policy Committee directed that the Dress Code - Secondary Uniform Policy, with amendments, will be brought directly to the June Committee of the Whole Meeting for consideration for implementation in September 2012.

With significant changes to the draft Dress Code Policy regarding an elementary standardized dress code , it was recommended by Director Crocco that the Elementary Standardized Dress Code Policy will be amended as approved by the Policy Committee, sent out for re-vetting and placed on the October 2012 Policy Committee Agenda.

Moved by Trustee Burtnik

THAT the Policy Committee approve that Senior Staff amend the Dress Code Policy into a Dress Code - Secondary Uniform Policy, and that the Policy be brought directly to the June Committee of the Whole for consideration for implementation in September 2012.

THAT the Policy Committee approve that Senior Staff amend the Dress Code Policy into a Elementary Standardized Dress Code Policy, as approved by the Policy Committee, and that the Policy be re-vetted, and submitted for review at the October 2012 Policy Committee Meeting.

APPROVED

6.11 Employee Code of Conduct & Ethics Policy (New)

Superintendent Iannantuono presented the draft Employee Code of Conduct & Ethics Policy.

Trustees asked questions of Superintendent Iannantuono and Director Crocco, and discussed the Policy and Administrative Guidelines. With significant changes to the draft Policy, along with the amendments from the Policy Committee, Director Crocco recommended that the Policy be re-vetted and submitted for review at the October 2012 Policy Committee Meeting.

The Policy Committee approved the recommendation with amendments to the draft Policy and to have it re-vetted and returned the October Policy Committee Meeting.

POLICIES - PRIOR TO VETTING

6.12 Attendance Support Program Policy (New)

Superintendent Iannantuono presented the draft Attendance Support Program Policy.

Trustees discussed the Policy and Administrative Guidelines.

Policy Committee approved the draft Attendance Support Program Policy be vetted until November 9, 2012 and submitted for consideration at the November Policy Committee Meeting.

7. Information

7.1 Policies Being Vetted (May 3 to June 20, 2012)

7.1.1 Assignment of Principals and Vice-Principals Policy (202.1)

7.1.2 Attendance Areas Policy (301.3)

7.2 Policy Schedule

Director Crocco presented the Policy Schedule.

7.3 Policy Update

Director Crocco presented the Policy Update.

Director Crocco presented updated information on the Community Use of Facilities Policy as it relates to the Fee Schedule. He then presented a plan of action which included a recommended addition to the Administrative Guidelines at the September Policy Committee Meeting. Policy Committee supported the recommendation.

8. Date of Next Meeting

September 25, 2012 – 4:30 p.m.

9. Adjournment

The meeting adjourned at 6:30 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: BOTTLED WATER POLICY (NEW)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Bottled Water Policy, as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

BOTTLED WATER POLICY

Adopted: February 2012

Policy No.

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board acknowledges that universal access to potable water is essential to a clean, safe and ecologically friendly environment at all sites within the Board.

The Board has a mandate to embrace environmental issues as supported by the Board's Eco Schools initiatives in all elementary and secondary schools and at all Board sites.

The Board recognizes that **water is a basic human right and that** universal access to potable water models environmental stewardship for all students and their families. ~~and aligns with the social teachings of the Roman Catholic Church.~~

Effective September 1, 2013, the sale or distribution of single use bottled water, and or **commercially bottled** single use plastic water containers shall be eliminated at all Board sites, Catholic Education Centre, elementary and secondary schools, Adult and Continuing Education sites and other work sites in the Board.

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

References:

- *Niagara Catholic District School Board Nutrition Policy No. 302.7*
- *Niagara Catholic District School Board Environmental Stewardship Policy No. 400.6*
- *Canadian Catholic Organization for Development and Peace: www.devp.org*

DRAFT



Niagara Catholic District School Board

BOTTLED WATER POLICY

Adopted: February 2012

Policy No.

Revised:

ADMINISTRATIVE GUIDELINES

ELIMINATION OF SINGLE USE BOTTLED WATER

1. The Board will promote that at all meetings, workshops/training sessions/professional development activities, and special events that the consumption of water will be from **municipal water** ~~local~~ sources.
2. The Board will eliminate the provisions of water from commercially bottled, single-use plastic containers insofar as ~~local~~ **municipal** sources are available.
3. The Board will promote refillable containers for students and staff at all Board sites and **through school generated funds** the installation of hydration water stations throughout the Board.
4. Fundraising activities in school communities will follow these guidelines.
5. All beverages provided in elementary and secondary schools will comply with the Board's Nutrition Policy No. 302.7.
6. If access to safe, potable water is not available due to a water advisory, or emergency, any Board site may use water from commercial sources until such time that potable water has been restored, subject to the approval by the Medical Officer of Health and government regulations.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: CHRISTIAN COMMUNITY SERVICE POLICY (400.3)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Christian Community Service Policy (400.3), as presented

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Policy Committee

Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

CHRISTIAN COMMUNITY SERVICE

Adopted: June 26, 2001
Revised:

Policy No. 400.3

STATEMENT OF POLICY

In keeping with the mission, vision and values of the Niagara Catholic District School Board Christian Community Service ~~in the Niagara Catholic District School Board~~ enables students to ~~show~~ witness solidarity with people who are in need and who require assistance. It provides students with an opportunity to ~~follow-model~~ the teaching of Jesus Christ and puts into practice the social teaching of the Church. ~~Students learn first hand the lessons of the Parable of the Good Samaritan and the corporal works of mercy.~~ ~~It~~ Christian Community Service fosters an understanding of civic responsibility and participation, helps ~~young people~~ students develop and share their skills with others in the wider community and develops strong ties between students and their community which will foster valuable and long-term relationships. ~~Involvement in Christian Community Service reflects the Ontario Catholic School Graduate Expectations and is an essential component of the Religious Education program for students in Grades 9 to 12 in the Niagara Catholic District School Board.~~

As stated in ~~Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS)~~ Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011 every student who begins secondary school ~~during or after the 1999-2000 school year~~ must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). These activities may be completed at any time during the secondary school program ~~and is not withstanding the above, in the Niagara Catholic District School Board, Christian Community Service~~ an essential component of the Religious Education program for students in Grades 9 to 12.

Students of Grade 8 are able to start accumulating Christian Community Service hours in the summer prior to their entering Grade 9. This service must comply with this policy and its administrative guidelines, insuring that the summer activity is eligible and that necessary approval and proper documentation is completed.

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

References:

- *Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011*
- *PPM 124a - Ontario Secondary School Diploma Requirement: Community Involvement Activities in English Language Schools*
- *Ontario Catholic School Graduate Expectations, 2nd Edition 2011, Institute for Catholic Education*
- *Niagara Catholic District School Board Information Brochure and Guiding Principles for Christian Community Service*

DRAFT



Niagara Catholic District School Board

CHRISTIAN COMMUNITY SERVICE

Adopted: June 26, 2001
Revised:

Policy No. 400.3

ADMINISTRATIVE GUIDELINES

- 1.1 Students in Grades 9 to 12 will select one or more Christian Community Service activities in consultation with their parents/guardians. These activities will be completed during each year of secondary school as an essential component of the Religious Education program in order to fulfill the diploma requirement of 40 hours for graduation. The total of 40 hours of Christian Community Service would be the minimum expectation for students. The **Secondary** school principal may approve special requests.
- 1.2 Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. The community could be a club, a parish, an organization, or a public institution. Students will be expected to select an activity that meets the criteria as described in the Niagara Catholic District School Board Information Brochure and the Guiding Principles for Christian Community Service.
- 1.3 *Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still may count toward the forty (40) volunteer hours needed for graduation.*

Guiding Principles for Christian Community Service

- An event or activity designed to be of benefit to the community;
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to Catholic standards and does not conflict with Catholic values;
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance;
- Participation in global initiatives/projects that do not conflict with Catholic values;
- Participation in an event or activity that promotes positive environmental awareness and action;
- Participation in activities that promote the human rights and well-being of all groups in society, as long as the values of these groups are in harmony with Catholic teaching;
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association or political organization that seeks a positive contribution to the community and is not in conflict with Catholic teaching.

Eligible Activities for Christian Community Service Activities

~~Any service work for: community agencies, churches, service organizations, individuals who are in need, any activity pre-approved by the principal or designate. Each school will develop its own list of sites/activities eligible for Christian Community Service.~~

Appropriate Christian Community Service Placements

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

- Catholic/Christian social service agencies or social justice groups
- Charitable activities – assistance at church bazaars, pancake suppers, spaghetti suppers
- Coaching minor sports
- Community Care residences
- Fundraising for not-for-profit organizations
- Homeless shelters
- Hospitals and Hospices
- Journey Retreat Leaders (before and after school hours);
- Parish ministries
- Local food banks
- Nursing homes
- Pilgrimage, Starvathon, or any school activities designated toward raising money for developing countries
- Refugee centres
- Service clubs
- Unpaid academic tutoring
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Secondary School Principal.

Ineligible Activities

A. Ministry of Education Ineligible Activities

- A requirement of a class or course in which the student is enrolled (i.e., co-operative education portion of the course, job shadowing, work experience).
- An activity that takes place during the time allotted for the instructional program on a school day; however, activities during the student's lunch breaks or "spare" periods are permissible.
- An activity that takes place in a logging or mining environment, if the student is under sixteen years of age.
- An activity that takes place in a factory, if the student is under fifteen years of age.
- An activity that takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult.
- An activity that would normally be performed for wages by a person in the workplace.
- An activity that involves the operation of a vehicle, power tools, or scaffolding.
- An activity that involves the administration of any type or form of medication or medical procedure to other persons.
- An activity that involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act.
- An activity that requires the knowledge of a trades person whose trade is regulated by the provincial government.
- An activity that involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables.
- An activity that consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities.
- An activity that involves a court-ordered program (i.e., community-service program for young offender, probationary program).

B. Niagara Catholic District School Board Ineligible Activities

- Any activity that takes place during school (~~note: lunch and spares are excluded from this provision~~) the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
 - Activities completed for reward (i.e. bonus marks);
 - Work normally done for a wage or any form of payment;
 - Work required for a course in which the student is enrolled;
 - Baby-sitting, shovelling snow, raking leaves for family or friends;
 - Any activity that provides direct financial benefit or other gain (political, social, etc) to the student or to the student's family/relatives;
 - Any activity that provides direct financial benefit or other gain (political, social, etc) to the student or to the student's family; ~~and~~
 - Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church;
 - Scorekeeping/managing school teams during the ~~regular~~ school instructional day;
 - Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.
- 1.4 Students will be responsible for completing all documentation according to Board requirements. The **forms Notification of Planned Christian Community Service Activities and the Completion of Christian Community Service Activities** must be completed each year by students.
- 1.5 **The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department, and as outlined in the school's student agenda or on the school website.** Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's Maplewood profile.
- 1.6 If a student enrolled in a Niagara Catholic Secondary School is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre approval.
- 1.7 Community Sponsors are responsible for providing a safe environment and the appropriate training, equipment and preparation for students who will be under their supervision. They must be aware of the "ineligible activities" as outlined in the Board's Information Brochure. The person (not parent/guardian) supervising the student's activity must verify the date(s) and number of hours completed on the Completion of **Christian Community Services Activities' Form** found on the Catholic Secondary School's website.
- 1.8 Principals, **in co-operation with the Religion and Student Services Departments**, are responsible for sharing information and documentation with students, parents and the broader community, approving special requests, and ensuring that completed Christian Community Service hours are entered on a student's official transcript and report card.
- 1.9 The Niagara Catholic District School Board's liability insurance covers students who are involved in Christian Community Service, but it is recommended that students participating in the program purchase Student Accident Insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: DIABETES MANAGEMENT POLICY (NEW)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Diabetes Management Policy, as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

DIABETES MANAGEMENT POLICY

Adopted:

Policy No.

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to the safety and well being of all students. The Board will support schools in establishing an environment that provides an appropriate management of and response to the needs of students identified with diabetes.

The ultimate responsibility for diabetes management rests with the parent(s)/guardian(s), the student and the medical practitioner.

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

References

- *Policy/Program Memorandum No. 81, Provision of Health Support Services in School Settings, July 1984 Niagara Diabetes Centre (NDC), Niagara Health System*



Niagara Catholic District School Board

DIABETES MANAGEMENT POLICY

Adopted:

Policy No.

Revised:

ADMINISTRATIVE GUIDELINES

DEFINITION

Diabetes is a disease of the pancreas where the affected student is unable to create insulin. Insulin is a hormone produced by the pancreas. Without insulin, carbohydrates (starch and sugars) in the food we eat cannot be converted into stored energy (called blood glucose or blood sugar) required to sustain life. Instead, unused glucose is accumulated in the blood and spills out into the urine. See [Appendix I](#) Glossary of Terms.

Type 1 Diabetes (insulin-dependent)

Type 1 Diabetes can occur at any age. Children with Type 1 Diabetes must inject/receive insulin several times every day. Type 1 Diabetes cannot be prevented or cured.

Type 2 (non-insulin-dependent)

Type 2 Diabetes typically develops in adulthood, but can appear earlier. It has been appearing with more frequency in pubertal children and adolescents. Individuals who are inactive, overweight, with or without a family history of Type 2 diabetes are at greatest risk. Management includes lifestyle modification emphasizing healthy eating, increased physical activity and regular medical follow-up. Students with Type 2 Diabetes need to self-monitor their blood glucose and in some cases take oral medication or injected insulin.

PURPOSE

The procedures outlined will establish appropriate management of and response to the needs of students identified with diabetes.

PROCEDURES

According to PPM 81- PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS ([Appendix G](#))

1. Creating a Positive Environment for Students with Diabetes

School personnel can support students with diabetes by learning about the disease and by having frequent, open communication with parents and students which will support a positive attitude toward students' full inclusion in all activities.

2. Considerations for Students with Additional Needs

In the event that students are not able to be independent in their care (e.g. a student may be too young, physically and/or developmentally challenged or in a diabetic emergency situation) adult intervention will be required on their behalf to support their safety and management of their diabetes.

If students are not taking responsibility for their diabetes care it may be due to other factors including: language, cognitive ability, physical ability, maturity level, behavioural issues and psychosocial barriers. A process must be developed that takes into consideration the age, maturity and responsibility level of students with diabetes.

3. Effective Practices in Schools

(a) *Blood Glucose Monitoring/Insulin Injection*

Students need a safe and hygienic location in the school where they are comfortable to perform self-blood glucose monitoring and insulin injections throughout the school day. In some instances, they may require support or supervision of these activities.

Some students may not be able to perform self-blood glucose monitoring and or insulin administration throughout the school day. As necessary, school staff will seek support from the parent/guardian/caregiver and/or the Community Care Access Centre (CCAC) or any other agency involved with the student. This will be discussed as part of the Diabetes Management Plan and arrangements made where students are not able to self care.

(b) *Management of Diet Requirements*

Proper timing of meals and snacks is important for a student with diabetes to maintain proper blood sugar levels. Students need the flexibility, and in some cases supervision, to eat all meals and snacks fully and on time. Food provided by the family should never be withheld from the student.

In addition, emergency food supplies or low blood sugar kit to respond to hypoglycemia are to be available in the classroom and/or other locations in the school. The location of emergency supplies will be recorded on the Diabetes Management Plan. Staff should be aware of the location of emergency supplies.

Parent/guardian/caregiver is responsible for the provision of all food and low blood sugar kit for the student. Additional supplies should be provided for special events such as excursions or days with high levels of physical activity. The parent/guardian/caregiver should also inform CCAC of any upcoming field trips as the CCAC nurses are able to visit the child within the region.

(c) *Diabetes Management Plan*

The Principal or designate in conjunction with the team (may include parent/guardian, the student if appropriate, school staff and other relevant professionals) will develop a Diabetes Management Plan for each individual student who is identified with diabetes in accordance with their specific medical requirements (see Student Diabetes Management Plan, [Appendix B](#)). All stakeholders will be invited to attend the Diabetes Management Plan Case Conference, including Diabetes Education Centre or other relevant medical professionals.

(d) *Emergency Procedures*

In emergency, life-threatening situations, where a student is unresponsive, unconscious or unable to self-administer the appropriate treatment, the school response shall be a 911 phone call to Emergency Medical Services.

APPENDICES

[Appendix A](#): Roles and Responsibilities

[Appendix B](#): Student Diabetes Management Plan

[Appendix C](#): Diabetes Emergency Action Plan

[Appendix D](#): Administration of Prescribed and Non-Prescribed Medication During School Hours

[Appendix E](#): Parental Consent for Interscholastic Athletics

[Appendix F](#): Consent to Disclose Personal Health Information

[Appendix G](#): Policy/Program Memorandum No. 81

[Appendix H](#): Resource List for Families, School Staff, and Service Providers

[Appendix I](#): Glossary of Terms

ACKNOWLEDGEMENTS

Niagara Catholic District School Board would like to recognize and thank the Toronto District School Board (TDSB) for their permission to adapt these guidelines from TDSB Diabetes Management: Operational Procedure PR607.

**ROLES AND RESPONSIBILITIES FOR ELEMENTARY
AND SECONDARY SCHOOLS**

(a) School Principal

(i) Operational Duties

- (A) Reviews Diabetes Administrative Guidelines with entire staff each year in September and throughout the school year when required.
- (B) Notifies cafeteria staff, lunchroom supervisors, other school based staff and volunteers of the individual student's Diabetes Management Plan.
- (C) Advises occasional teachers to review the individual Diabetes Management Plans for students in their assigned classroom.
- (D) Ensures that the parent/guardian/caregiver is called and emergency action is taken as required when the student has not responded to the actions outlined in the Student Diabetes Management Plan. Where necessary, arranges for transport of students to a hospital or emergency medical facility. Designates a staff person to accompany the student to the hospital.
- (E) Provides a location where the student feels comfortable to self-monitor and/or self-administer medication (this could be the student's classroom).
- (F) Provides an accessible location(s) for the student's emergency supplies in the school office and classroom, as necessary.
- (G) Informs Catholic School Council of the Board procedure on Diabetes Guidelines and provides information on diabetes identification and prevention.
- (H) Provides appropriate supervision, including during self-monitoring and/or self-administration of medication, as appropriate.
- (I) Sharps Containers: Communicates procedures to all staff for the safe disposal of sharps, lancets and testing strips. Upon the sharps container being filled, the principal will contact human resources to request replacement of the filled sharps container and removal of the current sharps container.
- (J) Communicates universal precautions for blood and bodily fluids.
- (K) Informs Niagara Student Transportation Services (NSTS) of the student's medical condition with parental consent and directs parents to provide a low blood sugar kit (glucose tablets) as per the Student Diabetes Management Plan.
- (L) If medical professionals are unable to access the school (i.e. lockdown, inclement weather, etc...) an action plan will be developed to meet the individual student's needs.

(ii) Consent and Parental Involvement

- (A) Ensures that upon registration, parent/guardian/caregiver and students are asked to supply information on diabetes.
- (B) Meets with parent/guardian/caregiver to complete the following:
 - Student Diabetes Management Plan ([Appendix B](#))
 - Diabetes Emergency Action Plan ([Appendix C](#))
 - Administration of Prescribed and Non-Prescribed Medication During School Hours ([Appendix D](#))
 - Parental Consent for Interscholastic Athletics ([Appendix E](#))
 - Consent to Disclose Personal Health Information ([Appendix F](#))
- (C) Convenes a Case Conference which may include parent/ guardian/caregiver, the student if appropriate, and school staff to gather and share medical information related to the condition including identification and management of an individual student's diabetes. In some instances, CCAC Case Manager, and/or Diabetes Education Centre Personnel may also be part of the Case Conference.
- (D) Works closely with the parent/guardian/caregiver and student with diabetes to provide ongoing support.
- (E) Requests parent/guardian/caregiver provides all required supplies and food for their children.

- (F) Ensures that CCAC is contacted for all students who are unable to manage their blood glucose (sugar) monitoring, insulin injections or pump independently as well as to request support from the student's medical managed care facility for training and education of involved school personnel.

(iii) *Documentation*

- (A) Ensures the annual completion of a file for each student including but not limited to:

- Student Diabetes Management Plan
- Diabetes Emergency Action Plan; and
- Forms identified in 2.4(a) (ii)(B)

Copies will be maintained in the documentation file of the OSR.

- (B) Communicates information on diabetes to parent/guardian/caregiver, students, employees and volunteers and updates information as appropriate.
- (C) Ensures that Diabetes Emergency Action plan is posted in non-public areas of the school (i.e. staff room and/or school office, etc.) and available in the classroom for the teacher, supply staff, and volunteers.
- (D) Ensures Student Management System reflects students identified with diabetes and is available to Niagara Student Transportation Services (NSTS).

(iv) *Professional Learning*

- (A) Provides information on managing diabetes to school-based staff and others who are in direct contact with students on a regular basis.
- (B) Provides information for school staff regarding how to respond to hypoglycaemic incidents and other emergency situations related to diabetes.
- (C) Provides teachers with appropriate resources (available through the Diabetes Education Centre) to use in their classrooms.

(b) Teachers and Classroom Support Staff

- (A) Reviews and maintains Student Diabetes Management Plan and the Diabetes Emergency Action Plan and ensures it is available in the classroom for review by staff and occasional teachers.
- (B) Participates in case conferences with parent/guardian/caregiver, principal and health professionals to receive information and resources on diabetes management.
- (C) Permit the student with diabetes to take action to prevent or treat low blood glucose (sugar). Allows flexibility in class routine and school rules as required.
- (D) Informs parent/guardian/caregiver when the supply of fast acting sugar (oral glucose, juice etc.) is running low.
- (E) Develops open lines of communication and encourages student(s) to indicate low blood sugar when he/she feels the first symptoms or feels unwell.
- (F) Notifies parent/guardian/caregiver of the student with diabetes of school trips, special events, and athletic activities. Takes steps necessary to support the safety of the student (e.g. refer to Diabetes Emergency Action Plan).
- (G) Takes appropriate supplies and parent supplied Excursion Kit on all trips off the school property.
- (H) Provides an accessible, secure and safe location for items for blood sugar monitoring and insulin injections. The student's low blood sugar kit should be available in the classroom as well as in the gym.
- (I) Follows the Student Diabetes Management Plan during school-sanctioned excursions and provides it to other individuals as required.

(c) Parent/Guardian/Caregiver of a Student with Diabetes

- (A) Informs the school of the student's diabetes and completes the following forms:

- Student Diabetes Management Plan ([Appendix B](#))
- Diabetes Emergency Action Plan ([Appendix C](#))
- Administration of Prescribed and Non-Prescribed Medication During School Hours ([Appendix D](#))
- Parental Consent for Interscholastic Athletics ([Appendix E](#))
- Consent to Disclose Personal Health Information ([Appendix F](#))

- (B) Participates in case conferences with school principal, teacher, involved health professionals as required.
- (C) Informs school administration regarding changes in the student's health, lifestyle, diabetes procedures, management and updates emergency contact numbers on an on-going basis.
- (D) Provides and replenishes all necessary diabetes related supplies as listed on the Student Diabetes Management Plan.
- (E) Teaches student about their diabetes and strategies to manage diabetes at school. Parents are encouraged to access community resources for support.

(d) **Student with Diabetes**

With an understanding of diabetes as age appropriate and according to ability:

- (A) Recognizes and manages the symptoms of a low blood sugar reaction.
- (B) Self-monitor and follow Student Diabetes Management Plan.
- (C) Has demonstrated their ability to self-inject as verified by their health care team, physician, or CCAC.
- (D) Informs an adult promptly that he/she has diabetes as soon as symptoms of low blood sugar appear or when experiencing feelings of being unwell.



**Niagara Catholic District School Board
STUDENT DIABETES MANAGEMENT PLAN**

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used for the purpose of administering the Student Diabetes Management Plan. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

HYPOGLYCEMIC (LOW BLOOD SUGAR) MANAGEMENT	HYPERGLYCEMIC (HIGH BLOOD SUGAR) MANAGEMENT
<i>Student will be allowed extra juice/snack any time they feel low</i>	<i>Does not require immediate emergency action unless student is feeling unwell and/or has abdominal pain or vomiting</i>
Symptoms (check all that apply):	Symptoms (check all that apply):
<input type="checkbox"/> Cold, clammy, sweaty skin <input type="checkbox"/> Reports feeling low <input type="checkbox"/> Quietness <input type="checkbox"/> Lack of concentration <input type="checkbox"/> Dizziness <input type="checkbox"/> Blurred vision <input type="checkbox"/> Fatigue <input type="checkbox"/> Irritability, poor behaviour <input type="checkbox"/> Shakiness, poor coordination <input type="checkbox"/> Other:	<input type="checkbox"/> Thirsty <input type="checkbox"/> Weakness <input type="checkbox"/> Blurred vision <input type="checkbox"/> Frequent urination <input type="checkbox"/> Fatigue <input type="checkbox"/> Mood swings <input type="checkbox"/> Hunger <input type="checkbox"/> Other:
Predicted times/activities common to low blood sugar for student:	For pump or pen delivery, correct with insulin bolus? Y <input type="checkbox"/> N <input type="checkbox"/>
	Action Required:
	<ul style="list-style-type: none"> • Allow student to drink as much sugar free liquid as desired • Allow student unlimited bathroom privileges • Inform parent/Guardian

SUPPLIES PROVIDED TO SCHOOL BY PARENT/GURADIAN	
<input type="checkbox"/>	Fast Acting Sugars (Carbohydrates):
	Storage Location(s) in School:
<input type="checkbox"/>	Blood glucose meter and strips
<input type="checkbox"/>	Lancing device and/or lancets
<input type="checkbox"/>	Glucagon Needle
<input type="checkbox"/>	Insulin pen/syringe
<input type="checkbox"/>	Insulin
<input type="checkbox"/>	Blood ketone monitor (if applicable)
<input type="checkbox"/>	Pump supplies:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<i>The school will inform parent/guardian when any of the supplies provided above are running low or if they have expired supplies.</i>	

PHYSICAL ACTIVITY PLAN	
<i>To prevent low blood sugar, the following should to be considered:</i>	
Before physical activity:	
During physical activity:	
After physical activity:	

TRANSPORTATION AND EXCURSIONS
<input type="checkbox"/> For all trips off school property Parent/Guardian will provide a low blood sugar kit with appropriate supplies in case of low blood sugar.
<input type="checkbox"/> Parent/Guardian will provide bus/transportation a transportation kit with appropriate supplies in case of low blood sugar.
<input type="checkbox"/> Board transportation has been alerted to the student's medical condition.

SCHOOL-BASED EMERGENCY ACTION PLAN
An Emergency Action Plan (for situations such as a lockdown) has been developed by the Principal and Parent: Y <input type="checkbox"/> N <input type="checkbox"/>

The personal information being collected, used, and disclosed to Board staff is in accordance with the Personal Health Information Protection Act for the purposes of addressing the needs of students with diabetes. I agree that the school may post my student's picture, take emergency measures and share this information as necessary with school staff, students and health care providers.

Parent/Guardian or Student (18+) Signature:	Date:
Principal Signature:	Date:
Physician Signature:	Date:

The signatures of the Parent/Guardian or Student and Principal signify agreement regarding the Diabetes Management Plan.

Original kept in the Documentation file in OSR

 <p style="margin: 0;">Niagara Catholic District School Board DIABETES EMERGENCY ACTION PLAN</p>

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by for the purpose of administering the Diabetes Emergency Action Plan. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

STUDENT AND SCHOOL INFORMATION			
Student Name:		M <input type="checkbox"/>	F <input type="checkbox"/>
Date of Birth:			
School:			
Teacher:		Grade:	
OEN:		Ontario Health Card:	
Location of Fast Acting Sugars:			
Location of Fast Acting Sugars:			
Location of Fast Acting Sugars:			
PARENT/GUARDIAN AND EMERGENCY CONTACT INFORMATION			
Parent/Guardian:			
Home Phone		Work Phone	Cell Phone
1. Emergency Contact			Relation to Student
Home Phone		Work Phone	Cell Phone
2. Emergency Contact			Relation to Student
Home Phone		Work Phone	Cell Phone

Replace with
PHOTO

↓ Hypoglycaemic (Low Blood Sugar) ↓		↓ Hyperglycaemic (High Blood Sugar) ↓	
Mild to Moderate Symptoms (check all that apply)	Severe Symptoms (check all that apply)	Mild to Moderate Symptoms (check all that apply)	Severe Symptoms (check all that apply)
<input type="checkbox"/> clammy, sweaty skin	<input type="checkbox"/> confusion	<input type="checkbox"/> frequent urination	<input type="checkbox"/> nausea and or vomiting
<input type="checkbox"/> shakiness	<input type="checkbox"/> slurred speech	<input type="checkbox"/> excessive thirst	<input type="checkbox"/> extreme thirst
<input type="checkbox"/> fatigue, dizziness	<input type="checkbox"/> staggered gait	<input type="checkbox"/> blurred vision	<input type="checkbox"/> excessive urination
<input type="checkbox"/> hostility/poor behaviour	<input type="checkbox"/> unresponsiveness	<input type="checkbox"/> hunger	<input type="checkbox"/> general malaise
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
↓ Emergency Action Plan ↓		↓ Emergency Action Plan ↓	
Test blood sugars are per Management Plan. For Blood Sugar Below 4: <ul style="list-style-type: none"> • Give student fast-acting sugars as per low blood sugar kit • Test blood sugar in 15 min. • If reading is over 4 and next meal is in less than 1 hour, no action needed For Blood Sugar Above 4: <ul style="list-style-type: none"> • Stay with student if they feel unwell • Notify Parent/Guardian • Test blood sugar in 15 min. • Give snack if next meal is in more than 1 hour • Test blood sugar in 15 min. • Repeat intervention as needed 	Do Not Give Food or Drink <ul style="list-style-type: none"> • Call 911 • Inform EMS student has diabetes (specify type) • Contact Parent/Guardian • If unconscious roll student on side • Stay with student until EMS arrives • Provide EMS any emergency documents • Parent can administer glucagon 	Test blood sugars are per Management Plan. <ul style="list-style-type: none"> • Allow student to drink as much water or sugar free liquid as desired • Allow unlimited bathroom privileges • Contact Parent/Guardian Additional Plan details: <ul style="list-style-type: none"> • 	Do Not Limit Intake of Water <ul style="list-style-type: none"> • Call 911 • Inform EMS student has diabetes (specify type) • Call Parent/Guardian • If unconscious roll student on side • Stay with student until EMS arrives • Provide EMS any emergency documents • Student should test blood ketones with blood sugars greater than 14 two times in a row (at scheduled readings) or when symptoms listed above are present
Parent/Guardian Signature:		Date:	
Principal Signature:		Date:	
Physician's Signature:		Date:	

Original kept in Documentation file in OSR

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<p>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD ADMINISTRATION OF PRESCRIBED AND NON-PRESCRIBED MEDICATION DURING SCHOOL HOURS</p>
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*This information is being collected under the Authority of The Education Act, and will be used for the purposes of administering prescribed and non-prescribed medication during school hours. Questions about this collection should be directed to the Superintendent of Education - Special Education, Niagara Catholic District School Board
 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240*

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

APRIL 2009

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NOTE: PLEASE RETAIN A COPY FOR THE DURATION OF THE STUDENT'S ATTENDANCE AT THE SCHOOL

Original kept in Documentation file in OSR

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
PARENTAL CONSENT FORM FOR INTERSCHOLASTIC ATHLETICS
PHYSICAL EDUCATION AND ATHLETIC DEPARTMENT

SCHOOL:

This form is required of any student who wishes to participate in interscholastic sports, prior to his/her first practice or game, for each sport he/she plays.

PARENT

I believe that my son/daughter _____ is in good general health and does not or has not suffered from any diseases or disability which would limit or prevent him/her from being able to undertake the training and competition of interscholastic sports.

I give my son/daughter permission to participate in: _____
Name of Sport

Parental Signature _____	Date _____
-----------------------------	---------------

STUDENT

STUDENT SIGNATURE _____	FAMILY DOCTOR _____
ADDRESS _____ _____	ADDRESS _____ _____
PHONE _____	PHONE _____
HEALTH CARD NUMBER _____	MEDICAL ALLERGIES _____
ALTERNATE PHONE CALLS IN CASE OF ACCIDENT _____	

PLEASE NOTE

1. We strongly recommend that your son or daughter undergo an **annual medical examination** prior to participating in Physical Education and/or interscholastic athletics.
2. We strongly recommend that you investigate an Accident Policy which covers such possibilities as dental injuries.
3. Transportation to and from games and practices is the responsibility of the student or parents, although it may be arranged by the school on certain occasions.

Original kept in Documentation file in OSR

	<p>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</p> <p>CONSENT TO DISCLOSE PERSONAL HEALTH INFORMATION</p> <p>Pursuant to the Personal Health Information Protection Act, 2004 (PHIPA)</p>
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This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by Special Education. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

I (name of Parent/Guardian)	
Authorize (Name of Physician and/or Medical Practice)	

<p>To disclose the personal health information of</p> <p><small>*Please note: A substitute decision-maker is a person authorized under Personal Health Information Protection Act (PHIPA) to consent, on behalf of an individual, to disclose personal health information about the individual.</small></p>	<p>(indicate name of the child for whom the parent/guardian is the substitute decision maker).</p>
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consisting of	
Describe the Personal Health Information to be disclosed below.	

To Niagara Catholic District School Board and	
<small>(name of school)</small>	<small>(address)</small>

I understand the purpose for disclosing this personal health information to the person(s) noted above. I understand that I can refuse to sign this consent form.

Name of Parent/Guardian:			
Address:		Tel. Home:	
		Tel. Work:	
Signature:		Date: (yyyy/mm/dd)	

Witness Name & Position:			
School :			
Address:		Tel. School	
Signature:		Date:	
		(yyyy/mm/dd)	

(previously known as Form 14 – Ministry of Health)

September 2009 - Form 29

Original kept in Documentation file in OSR

POLICY/PROGRAM MEMORANDUM NO. 81

Issued Under the Authority of the Deputy Minister of Education

Date of Issue: July 19, 1984
Effective: Until revoked or modified
Subject: **PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS**
Application: Directors of Education
Superintendents of Schools
Principals of Schools

School boards, parents and local agencies have raised a concern regarding the provision of health support services to school-age children. This concern involves services that extend beyond educational services and are not included in the normal preventive health programs already provided by boards of health to school children.

As a result of a study of this matter, the Ontario Government has decided that the responsibility for ensuring the provision of such health support services will be shared among the Ministries of Education, Health, and Community and Social Services. Responsibility for the direct provision of these services at the local level will be shared by the school boards, the Home Care Program of the Ministry of Health, and agencies operating under the Ministry of Community and Social Services.

The attached chart, developed jointly by staff of the three ministries, summarizes the respective responsibilities.

The Home Care Program of the Ministry of Health, at the request of a school board, will be responsible for assessing pupil needs, and for providing such services as injection of medication, catheterization, manual expression of the bladder, stoma care, postural drainage, suctioning and tube feeding. The Ministry of Health will also be responsible for intensive physio-occupational and speech therapy, and for assisting school boards in the training and direction of school board staff performing certain other support services.

The Ministry of Community and Social Services will continue to be responsible for ensuring the provision of health support services in children's residential care and treatment facilities.

The school boards will be responsible for the administration of oral medication where such medication has been prescribed for use during school hours. For physically disabled pupils, the school boards will provide such services as lifting and positioning, assistance with mobility, feeding and toileting, and general maintenance exercises. Boards will also continue to be responsible for necessary speech remediation, correction and habilitation programs.

School boards should establish or update their policies for the provision of these support services. Such policies should define administrative procedures, personnel roles, and routine safeguards. The local boards of health, local Home Care Program administrators, and local medical societies can provide valuable assistance in the development of such policies. The procedures for the administering of oral medication, in particular, should provide:

1. That such procedures be applied only to those services, requested by the parent and prescribed by a physician or other health care professional, which must be provided during school hours.
2. That a request for the service and the authorization to provide such service be made in writing by the parent and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
3. That the storage and safekeeping requirements for any labelled medication be stated.
4. That a record of administration be maintained which includes the pupil's name, date, time of provision, dosage given, name of person administering, etc.
5. That the telephone numbers of the parent and physician be readily accessible in the school.
6. That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his or her medication.

The assignment of these responsibilities is not intended to replace the provision of services which some school boards have already established and may choose to continue. The implementation of this policy, however, does ensure that, by 1985, no school-aged child should be denied access to education because of special health support needs during school hours.

Implementation of these services is expected to begin September 1, 1984, with full provision of services by September 1, 1985.

The designation of roles and responsibilities for health support services in school settings does not preclude, in emergency situations, the provision of a health service by designated school board personnel, administered in accordance with section 52(2a) of the Health Disciplines Act and section 10(c) of the Drugless Practitioners Act, and under the policies and procedures of the school board concerned.

Should a need develop for a service which has not already been designated, the matter should be referred by the school board to the Ministry of Education for its consideration in consultation with the Ministry of Health.

School boards will be informed as soon as possible of the procedures to be followed in obtaining the designated health support services from the Home Care Program of the Ministry of Health.

MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES

MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES				Policy/Program No. 81
Support Service	Administered by	Provided by	Training and Direction	Consultation
I. Oral Medication	Pupil as authorized or	Pupil	Attending Physician	local Board of Health
	Parent as authorized or	Parent	Attending Physician	local Board of Health
	Aide or other personnel	School Board	School Board/Physician	local Board of Health
II. Injection of Medication	Pupil as authorized	Pupil	Attending Physician	local Board of Health
	Parent as authorized	Parent	Attending Physician	local Board of Health
	Health Professional	Ministry of Health	Ministry of Health	School Board

III. <ul style="list-style-type: none"> • Catheterization • Manual expression of bladder/stoma • Postural drainage/suctioning • Tube feeding 	Health Professional	Ministry of Health	Ministry of Health	School Board
IV. <ul style="list-style-type: none"> • Lifting and positioning • Assistance with mobility • Feeding • Toileting 	Aide or other personnel	School Board	School Board and Ministry of Health	Ministry of Health
V. Therapies: <ul style="list-style-type: none"> a. Physio/Occupational: <ul style="list-style-type: none"> • Intensive clinical (treatment) • General maintenance exercises b. Speech: <ul style="list-style-type: none"> • Speech pathology (treatment) • Speech correction and remediation 				
• Intensive clinical (treatment)	Qualified therapist	Ministry of Health	Ministry of Health	Ministry of Health
• General maintenance exercises	Aide	School Board	Ministry of Health	Ministry of Health
b. Speech: <ul style="list-style-type: none"> • Speech pathology (treatment) 	Speech Therapists/Pathologists	Ministry of Health	Ministry of Health	Ministry of Health
• Speech correction and remediation	Speech and Language Teachers	School Board	School Board	Ministry of Health
VI. All Services in Children's Residential Care/Treatment Facilities	Aides/Health Professionals	Ministry of Community and Social Services	Ministry of Community and Social Services	Ministry of Health

**RESOURCE LIST FOR FAMILIES, SCHOOL STAFF,
AND SERVICE PROVIDERS**

- **Assistive Devices Program- Diabetic Equipment and Supplies (Ministry of Health and Long-Term Care)**
 - <http://www.health.gov.on.ca/English/public/pub/adp/diabetic.html>
- **Canadian Diabetes Association**
 - <http://www.diabetes.ca/get-involved/helping-you/advocacy/kids-in-school/>
 - Kids with Diabetes in School, Teacher’s Checklist
 - Standards of Care for Students with Type 1 Diabetes in School (2008)
- **Children with Diabetes at School- Community for kids, families and adults with diabetes**
 - <http://www.childrenwithdiabetes.com>
- **McMaster Children’s Hospital**
 - <http://www.mcmasterchildrenshospital.ca/body.cfm?id=73>
 - Diabetes Clinic
- **Niagara Diabetes Centre (NDC), Niagara Health System**

The NDC is a regional program which provides education, counselling and management support for individuals of all ages with a Diabetes diagnosis. Access to the program is through referral and the individuals/families may be seen out of six locations. The locations are Fort Erie, Grimsby, Niagara Falls, Port Colborne, St. Catharines and Welland. The NDC has registered nurses, dieticians both for adults & paediatrics along with a paediatric social worker as well as supports physician clinics with paediatricians, endocrinologists and internal medicine specialists.

The NDC is available as a resource and may be accessed by telephone at 905 682 4200 OR 1 800 263 2480; fax 905 682 3622 OR e-mail NDC@niagarahealth.on.ca

- **Diabetes in Ontario Schools**
 - www.diabetesinschools.ca
- **Health Canada- Canada’s Food Guide**
 - www.healthcanada.gc.ca/foodguide
- **Joslin Diabetes Clinic, affiliated with Harvard Medical School**
 - www.joslin.harvard.edu
- **Juvenile Diabetes Research Foundation**
 - <http://www.jdrf.ca/>
 - Diabetes in School
 - Back to Basics- For Parents
 - Back to Basics- For Kids
 - Kids and Teens
 - Just for Kids- JDRF Kids On-line
 - For Teens
 - Diabetes in College
 - Preparing for College
 - Letter to College Roommate
 - Alcohol and Type 1 Diabetes

- **SickKids**
 - <http://www.sickkids.ca/endocrinology/what-we-do/diabetes-programs/index.html>
 - Diabetes Programs
 - Newly Diagnosed Child with Diabetes
 - After the Honeymoon
 - Transition to Teens
 - Transition to Adult Diabetes Care

- **Trillium Health Centre- Paediatric Diabetes Clinic (Regional Program)**
 - http://www.trilliumhealthcentre.org/programs_services/womens_childrens_services/childrensHealth/familyCareCentre/paediatricDiabetesClinic.htm
 - Diabetes School Toolkit: Supporting Students with Type 1 Diabetes
 - DVD and Booklet- “Diabetes in Children and Teens a Survival Guide”

- **William Osler Health Centre**
 - <http://www.williamoslerhc.on.ca/body.cfm?id-445>
 - Diabetes Education

GLOSSARY OF TERMS

Blood Glucose

This is the amount of sugar in the blood at a given time. Blood glucose levels fluctuate within a normal range but in students with diabetes that fluctuation can be exaggerated well beyond the normal range.

Blood Glucose Monitoring or Self-Monitoring

This is mandatory for achieving a target blood glucose level. Levels will change depending on food consumption, physical activity, stress, illness, problems with the insulin delivery system and many other unknown factors. To obtain a reading, a drop of blood is placed on a blood glucose strip which is inserted into a blood glucose meter.

Diabetic Ketoacidosis (DKA)

DKA is a life threatening condition caused by a severe shortage of insulin, but it is generally preventable. DKA results in a build up of sugar and ketones in the blood and leads to vomiting and severe dehydration. DKA happens over a period of hours not minutes and is always preceded by high blood sugar symptoms (e.g. excessive thirst and excessive urination).

Fast-acting Glucose

A carbohydrate to eat or drink that is absorbed quickly by the body to correct low blood sugar (e.g. juice, glucose tablets)

Glucose

This is a simple sugar produced when carbohydrates are consumed and /or released by the liver or the muscles in the body. It is the primary source of energy for the body.

Glucagon

This is a hormone that raises blood glucose. An injectable form of glucagon is used in an emergency situation to safely treat severe hypoglycaemia.

Hypoglycaemia (low blood glucose)

This is an emergency situation and occurs when the amount of blood glucose has dropped below 4.0 mml. Symptoms of hypoglycaemia can be mild, moderate or severe and may include but are not limited to:

- cold, clammy or sweaty skin;
- paleness, quietness;
- shakiness or lack of coordination;
- fatigue, dizziness; and
- irritability, hostility and poor behaviour.

Severe hypoglycaemia (confusion, slurred speech, staggered gait and eventual unresponsiveness) can be life threatening and will require a call to 911 for Emergency Medical Services and treatment with injectable glucagon sharps.

Hyperglycaemia (high blood glucose)

This occurs when the amount of blood sugar is higher than an individual's target range. Parent/guardian/caregiver should be notified if school personnel note frequent trips to the bathroom to urinate and/or excessive thirst, and called immediately if the student has a stomach ache, nausea, and/or vomiting. These symptoms can precipitate DKA (Diabetic Ketoacidosis).

Insulin

This hormone is required to effectively convert glucose to energy for the body to use. With no insulin, glucose builds up in the blood instead of being used for energy. Therefore, students with Type 1 Diabetes must administer insulin by syringe, insulin pen or insulin pump. Students with Type 2 Diabetes whose bodies make insulin but are unable to use it effectively will require life style changes, oral medication and/or insulin.

Ketones

This acid is created when the body burns its own fat. Ketones are common in Type 1 Diabetics because the body cannot get enough glucose from the blood. The insulin cannot deliver energy to the body's cells, so the body has a survival mechanism that begins burning fat. It is the build of blood ketones that causes DKA (Diabetic Ketoacidosis).

Target range

This is the acceptable blood glucose level based on the Canadian Diabetes Association's Clinical Practice Guidelines and personalized for the student by the parent/guardian/caregiver and the diabetes care team.

Type 1 Diabetes (insulin-dependent)

Type 1 Diabetes can occur at any age. Children with Type 1 Diabetes must inject/receive insulin several times every day. Type 1 Diabetes cannot be prevented or cured.

Type 2 (non-insulin-dependent)

Type 2 Diabetes typically develops in adulthood, but can appear earlier. It has been appearing with more frequency in pubertal children and adolescents. Individuals who are inactive, overweight, with or without a family history of Type 2 diabetes are at greatest risk. Management includes lifestyle modification emphasizing healthy eating, increased physical activity and regular medical follow-up. Students with Type 2 Diabetes need to self-monitor their blood glucose and in some cases take oral medication or injected insulin.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: DRESS CODE - SECONDARY UNIFORM POLICY – SAFE
SCHOOLS (302.6.6.2)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Dress Code - Secondary Uniform Policy – Safe Schools (302.6.6.2), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

DRESS CODE – SECONDARY UNIFORM POLICY

Adopted: June 26, 2001

Policy No. 302.6.6.2
Safe Schools

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the dress code requirements of the Safe Schools Act, 2007, all secondary schools within the Niagara Catholic District School Board will implement a secondary uniform.

As a fully inclusive Board, the Secondary Uniform Policy recognizes the uniqueness and gift of all students. This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of school climates which equalize all students regardless of a family's socio-economic background.

In alignment with the design and expectations of the Niagara Catholic Vision 2020 Strategic Plan, a secondary uniform creates a unified sense of belonging for all students, Grade 9 to Grade 12. The secondary uniform supports the commitment of our students to be visible role models of the teachings of the Gospel and the Roman Catholic Church within all our schools, communities and society.

The Board's secondary uniform aligns with the mission, vision and values of the Board and assists in creating a caring, safe and welcoming learning environment which is respectful of the needs and well being of all individuals. It promotes Catholic school identity, instills pride and spirit by identifying with a particular school community. The secondary uniform is inclusionary by equalizing any peer pressure and is intended to be economical for families. The secondary uniform assists in ensuring that the focus on an individual student is rooted in the uniqueness as a gift of God.

All Niagara Catholic secondary school uniforms as defined in the Administrative Guidelines – Secondary School Uniform must be purchased through Board uniform suppliers in compliance with the Niagara Catholic Purchasing and Supply Chain Management Policy.

The Dress Code – Secondary Uniform Policy has been developed in compliance with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Education Statutes and Regulations of Ontario. For the purpose of this Policy, the term secondary school uniform aligns with the Education Statutes and Regulations of Ontario term dress code.

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

References

Education Statutes and Regulations of Ontario - Regulation 298 S.23 (1) (f)

Safe Schools Act, 2007. Education Act S. 301 (1) (3), 302 (3) (5)

Ontario Human Rights Code

Religious Accommodation Policy #100.10.1

DRAFT



Niagara Catholic District School Board

DRESS CODE – SECONDARY UNIFORM POLICY

Adopted: June 26, 2001

Policy No. 302.6.6.2
Safe Schools

Revised:

ADMINISTRATIVE GUIDELINES

1. It is the expectation that all secondary students, parents and guardians within the Niagara Catholic District School Board comply with the expectations of the Secondary Uniform Policy and Administrative Guidelines.
2. Compliance with the Niagara Catholic Secondary Uniform Policy and Administrative Guidelines is a condition of registration and attendance in a secondary school within the Niagara Catholic District School Board.
3. The Principal, in consultation with the Catholic School Council, will annually review the secondary uniform items as part of the Student Code of Conduct.
4. The secondary uniform requirements and expectations will be communicated annually to all families through school agendas, newsletters, school website or correspondence from the school Principal.
5. It is the expectation that students wear the secondary uniform properly and in compliance with expectations from home to school; throughout the school day; from school to home; and at all activities and events as representatives of the school and/or Board.
6. Commencing September 2012, all newly purchased student co-curricular uniforms, spirit wear or athletic uniforms will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the uniform. Advertisement on any school-based uniform is prohibited.
7. No advertisement of any kind is permitted on any secondary uniform.
8. Alternate Dress Days will be determined by the school Principal for specific events or activities and communicated in advance to students, parents and guardians. All secondary uniform expectations regarding student safety, hats, jewellery, body piercing, tattoos, hair style and colour apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair and not ripped, torn or have holes. Clothing must not display any sign, symbol or phrase which is directed at an individual, group or culture or which contains an offensive or inappropriate message, advertisement or slogan.
9. All students are expected to wear the secondary uniform when on field trips unless approved by the Principal.
10. Appropriate dress may be required for specialized activities or work experiences. Appropriate dress for these activities will be determined by the Principal in consultation with the classroom teacher. Notification to students, parents or guardians regarding appropriate dress for specialized activities will be communicated in advance.

Secondary Student Uniform Items

1. Designated Board uniform suppliers will make available for purchase by parents and guardians the following minimum secondary uniform items required of every secondary school student.

- 1.1 At a minimum, every student is required to wear one (1) of the following items:

- Grey Pants
- Skorts / Kilts (females only)
- Walking Shorts (September, October, April, May and June only)

The kilt or skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform tights or knee socks must be worn with the school kilt.

Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. Uniform pants that have been improperly altered may not be worn.

Shorts must be worn according to sizing provided by the Board uniform supplier. Shorts may not be shortened or altered. Shorts may be worn in the months of September, October, April, May and June only.

Socks must be neutral in colour and not a distraction. Socks must be worn with the uniform pants or shorts at all times.

- 1.2 At a minimum, every student is required to wear one (1) of the following items:

- White Oxford shirt (short or long sleeve)
- Polo shirt (short or long sleeve)
- Visible t-shirts worn under uniform tops must be plain white.

Uniform shirt, either polo or white oxford with embroidered school logo must be buttoned to the second button from the collar and the collar must be buttoned on both sides. Shirts designed to be tucked in are to be tucked in so that the belt loops are visible. Shirts with the school logo at the bottom may be worn untucked.

Board uniform sweaters and hoodies embroidered with the school logo are permitted to be worn.

- 1.3 Only low cut, full back, closed toe, solid black dress shoes or oxfords are acceptable. Laces must be black and plain. Prior to purchasing, any clarification on the appropriate shoe type or style should be directed to the secondary school Principal or Vice-Principal.

2. As part of the secondary uniform, secondary students are required to wear specific Physical Education clothing items for all Physical Education courses as determined by the Principal.
3. Designated Board uniform suppliers will make available for purchase optional sweaters, hoodies and turtlenecks as part of the secondary school uniform. These items are not mandatory and can supplement the minimum uniform items required of every secondary school student. Non-mandatory optional items are determined by the Principal in consultation with the Catholic School Council. The design of the sweater or hoodie will be in place for a minimum of three (3) years before a new design is made available for purchase. The original sweater or hoodie design will be grandfathered and permitted to be worn as part of the secondary uniform.
4. Designated Board uniform suppliers will limit the number of Principal approved uniform items to ten (10) per secondary school. Any transition from one type of approved uniform item to another will be grandfathered and permitted to be worn as part of the secondary uniform during a school's transition period.

5. To assist with uniform item purchases throughout the year, the following will be implemented with Board uniform suppliers and in every Niagara Catholic secondary school:
 - 5.1 Uniform suppliers will provide a percent return to assist initial purchases.
 - 5.2 Uniform Suppliers will provide discounts to families with more than two (2) children or a family spending more than \$100.00 per purchase for elementary and/or secondary uniform items.
 - 5.3 All secondary schools will, with the voluntary assistance of Catholic School Council members set up annual or semi-annual “Uniform Trade Days”.
 - 5.4 All secondary schools will, with the voluntary assistance of Catholic School Council members facilitate donations of outgrown uniform items.

Accessories to the Secondary Uniform

Any accessories not in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the expectations of the secondary uniform as determined by the Principal or designate is not permitted and/or will be required to be removed.

The following accessories, but not limited to, are not permitted with the secondary uniform:

- BELT:** no distracting buckles are permitted
- BANDANAS:** prohibited and will be confiscated.
- BODY PIERCING:** visible body piercing, such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited.
- HAIR STYLES AND COLOUR:** must be styled in a way that is not distracting or conspicuous. Only natural hair colour will be deemed acceptable. Shaved symbols or designs are not acceptable.
- HATS / HOODS:** may not be worn inside the school building.
- JEWELLERY:** must be neat, respectable, inoffensive and non-distracting. Jewellery, including spiked or studded bracelets and necklaces, earrings, chains and expanders are considered safety hazards and are not permitted.
- TATTOOS:** visible tattooing and branding which is inappropriate, excessive or is directed at an individual, group, culture or which contains an offensive or inappropriate message, advertisement or slogan are prohibited.

Standardized Secondary Student Uniform Compliance

Niagara Catholic’s secondary uniform requires that all students arrive at school daily and/or for special school related community events dressed in the required secondary uniform. Compliance by all secondary students registered with Niagara Catholic is expected as determined by the Principal or Vice Principal.

As determined by the Principal or Vice Principal, students who do not comply with the secondary uniform expectations will be consequence according to school guidelines and will either:

- a) prohibit the school registration as a secondary student;
- b) loss of privilege to wear an approved uniform item; or
- b) result in progressive disciplinary consequences.

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic secondary schools. Any consequences beyond those listed below or out of the progressive discipline sequence will be at the discretion of the Principal following consultation with the appropriate Family of Schools’ Superintendent.

At a minimum and in addition to the following, if the secondary student is not in compliance with the secondary uniform, parents and guardians will be contacted to bring the required uniform item(s) to school.

Progressive Discipline

Written or verbal communication by the teacher, Vice Principal, Principal or designate to parents or guardians regarding the breach of the Board's Secondary Uniform Policy. The communication will outline the following consequences for further non-compliance:

- (i) loss of school privileges, and/or;
- (ii) student receives detention/age appropriate discipline assignment, and/or;
- (iii) parents or guardians are contacted to pick up the student from school, and/or
- (iv) student will be suspended in the event the student attends without proper secondary uniform attire.

Repeat infractions will result in a meeting between the student, parents or guardians and the school Principal or Vice Principal to review expectations of all secondary students in the Board.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: EDUCATION-BASED RESEARCH POLICY (301.2)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Education-Based Research Policy (301.2), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

EDUCATION-BASED RESEARCH

Adopted: April 28, 1998
Revised: July 8, 2008
April 26, 2011

Policy No. 800.5
(Previously Policy No. 301.2)

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board will assist staff, individuals or organizations in the field of education-based research, where it is deemed contributory to the greater understanding of the teaching-learning process; and facilitates student learning, professional development, and instructional practices.

~~All education based research must support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan of the Board.~~

All education-based research must be in keeping with the Mission, Vision, and Values of the Board.

The Board will establish a Research Ethics Review Committee to review all education-based research applications.

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

References

- *Ontario Education Research Panel (OERP) Template*
- *Age of Majority and Accountability Act*
- *Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.A.)*



Niagara Catholic District School Board

EDUCATION-BASED RESEARCH

Adopted: April 28, 1998
Revised: October 12, 2001
October 16, 2001
July 8, 2008
April 26, 2011

Policy No. 800.5
(Previously Policy No. 301.2)

ADMINISTRATIVE GUIDELINES

1. Education Research is the investigation of education-based topics through the collection, analysis and dissemination of data. This research data is obtained either directly or indirectly from students, staff, parents, school boards or any other education stakeholders through ethically acceptable practices that align with current scientific research methodologies.
2. Niagara Catholic District School Board staff, individuals and organizations wishing to conduct education-based research within the Niagara Catholic District School Board must be affiliated with a university, college, provincial/national/international education-based research organization, as recognized by the Director of Education or his/her designate.
3. Individuals and or organizations generally involved in education-based research may include:
 - Teacher-education candidates
 - Graduate students
 - Niagara Catholic District School Board staff conducting research as part of a program of study
 - University/college researchers
 - Government agencies (federal, provincial regional, municipal), and
 - Other recognized education-based research organizations.
4. A request to conduct education-based research in the Niagara Catholic District School Board must be sent to the Director of Education or his/her designate. A completed **Niagara Catholic Education-Based Research Proposal Review Template** (Appendix 1) must be submitted and will include:
 - a summary of the education-based research proposal,
 - details of student or staff population sought,
 - examples of test instruments,
 - samples of a parent /guardian letter and permission form, and the,
 - sponsoring university, college, and / or recognized organization's Board of Ethics notice of approval to conduct the education-based research.
5. A research application will be forwarded to the Research Ethics Review Committee of the Board. Recommendations by the Research Ethics Review Committee will be provided to the Superintendent of Education who will consult with other Board departments, and Senior Administrative Council to arrive at a final decision to proceed with the education-based research.

6. The role of the Research Ethics Review Committee is:
 - to review all requests for education-based research to be conducted within the Niagara Catholic District School Board as it relates to the Board's Mission Statement, Vision 2020 Statements, Strategic Directions, and Enabling Strategies from the Vision 2020 Strategic Plan,
 - to refer the education-based research to other Board departments and Senior Administrative Council for consultation, and
 - to recommend to the Superintendent of Education either the approval or denial of the education-based research, or refer back to the researcher for further clarification.

7. The following Code of Research Ethics must be followed for all education-based research:
 - must abide by the teachings of the Catholic Church
 - will not pose any risk to the participants
 - must adhere to the guidelines of the Municipal Freedom of Information legislation (M.F.I.P.P.A.)
 - must apply informed active consent with all [students](#), participants and/or parent(s)/guardian(s)
 - must [guarantee anonymity of the individual students, schools and school personnel in reporting the results](#) ~~be kept in strict confidence~~, unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
 - the Board must not be identified unless permission has been granted by the Director of Education.

8. If the education-based research is approved, Principals will be contacted about their participation.

9. Unless otherwise directed by Senior Administrative Council, the decision regarding the participation of a school in approved education-based research will include consultation with the Principal of the school and approval by the appropriate Superintendent of Education.

10. A subject's decision to participate in education-based research rests with the participant and or parent(s)/guardian(s).

11. Upon completion of the education-based research, the researchers will provide a summary report to the participating schools and to the Superintendent of Education.

12. The Superintendent of Education shall prepare an annual report for the Committee of the Whole Meeting in June.



EDUCATION-BASED RESEARCH PROPOSAL REVIEW TEMPLATE

Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed on this form. The future release of any information pertaining to this research to other groups not mentioned must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.

****Consult the Niagara Catholic District School Board Policy (Policy No. 800.5), when completing this application.***

A. APPLICANT INFORMATION

Name _____ Date _____
 Address _____ Tel. (Res.) _____
 _____ Tel.(Bus.) _____
 Email _____ Fax _____
 Institution / Agency _____
 Position / Role _____

B. PROJECT DESCRIPTION AND TIMELINE

Title of research proposal: _____

 Preferred start date: _____
 Expected end date: _____
 Expected date of report to Board (*research summary submitted to the Board / participating schools*)

 Please list all other school boards to whom you are submitting an application to conduct this research.

C. NATURE OF RESEARCH

- Undergraduate thesis Master's thesis Doctoral thesis University research
 Principal's course AQ course Externally-sponsored project
 Other _____

Proof of permission and / or ethical review is required from your university / institution.

- the approval / ethics certificate from my university / institution is attached
- in progress (please provide details below, including expected date of approval / amendment)

D. RESEARCH OBJECTIVES

1. Provide a brief summary of your literature review and / or the theoretical foundations for your study.

2. Explain the practical benefits and / or contribution of this research to the participants, to the **Niagara Catholic** District School Board and / or to the education system in general.

E. DATA COLLECTION AND / OR DATA REQUESTS

1. Describe the proposed data collection. Include the number of sites / schools required and the name of any preferred schools or sites.

2. How many students will directly participate?

Number of students	Grade / Program	Time required	Additional details

3. How many teachers will directly participate?

Number of teachers	Grade / Program	Time required	Additional details

4. How many other school personnel will directly participate?

Number of staff	Staff Role	Time required	Additional details

5. Describe any other requests for data from the district school board.

F. METHOD OF INVESTIGATION / STUDY

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g. tests, surveys, interview guides etc.) and attach copies to this application.

2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

3. Briefly explain the data analysis procedures you will use for your research.

4. List the security procedures in place for the protection of participant privacy and data storage.

G. ADDITIONAL REQUIREMENTS

1. Facilities required (e.g. quiet workspace; gymnasium; classroom)

2. Assistance required (e.g. early access to room for set up; assistance with students)

3. Other resources or special arrangements required

H. PROVISION FOR FEEDBACK

1. Please describe your plans to report results to participants, participating schools and/or the Niagara Catholic District School Board.

2. Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; conference presentations):

SIGNATURES

Researcher

I have received and read the Niagara Catholic District School Board Education-Based Research Policy (Policy No. 800.5) about conducting research in the **Niagara Catholic District School Board** and agree to follow its requirements if my application is accepted.

Note that the final decision to participate in any research project always rests with the individual (e.g. principal, teachers, other staff; student through a parental consent form or a student assent form)

Signature of researcher

Date

Professor / Sponsor / Affiliated organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

Contact person (e.g. sponsoring professor, director of organization)

Name of organization

RETURN TO:
Niagara Catholic District School Board
Attention: Director of Education
427 Rice Road
Welland, ON L3C 7C1
905.735.0240
Website: www.niagaracatholic.ca

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: EDUCATIONAL FIELD TRIPS POLICY (400.2)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Educational Field Trips Policy (400.2), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Policy Committee

Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

EDUCATIONAL FIELD TRIPS, EXCHANGES AND EXCURSIONS

Adopted: May 26, 1998

Policy No. 400.2

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the ~~Niagara Catholic District School Board~~ recognizes the value of out of school experiences, encourages their use as a part of the total educational program for all students, and supports the participation of students and staff in worthwhile activities and programs off school premises. ~~The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.~~

These ~~educational~~ field trips ~~must~~ have a direct and enhancing relationship with the curriculum of the classroom. This includes local, regional and provincial field trips, as well as those of an extended nature to other parts of ~~the country~~ **Canada** and, ~~on a limited basis~~, to other parts of the world. It is expected that the planning for such a trip involves preparatory, follow-up and ~~assessment evaluation~~ activities. ~~in the classroom.~~

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

References:

- *Education Statutes And Regulations Of Ontario*
- *Ontario Physical and Health Education Association (OPHEA)*
- *Ontario School Boards Insurance Exchange (OSBIE)*
- *Canadian Standards Association (CSA)*



Niagara Catholic District School Board

EDUCATIONAL FIELD TRIPS, EXCHANGES AND EXCURSIONS

Adopted: May 26, 1998

Policy No. 400.2

Revised: June 5, 2000
June 2, 2003
August 17, 2004
April 18, 2005
October 31, 2005
May 12, 2006
November 27, 2006
February 15, 2007
July 8, 2008
March 19, 2012

ADMINISTRATIVE GUIDELINES

PART I

A. EDUCATIONAL FIELD TRIPS

Educational Field Trip is an all encompassing phrase which may include neighbourhood studies; visits to buildings and sites of historical interest; visits to museums, galleries, factories, zoos and farms, sport events, theaters, Parish Church; overnight visits to field centres and campgrounds; and travel in ~~this country~~ **Canada** and abroad.

~~Approval for student travel will be granted where the primary purpose of the trip is educational. This shall be demonstrated by sound curriculum planning techniques being applied for the attainment of educational goals.~~

All Education Field Trips shall be supervised by a teacher or any employee of the Board, unless otherwise approved by the Principal.

Educational Field Trips **are**:

- Any school supervised activity beyond the school property.
- ~~Field trips are~~ **Trips that directly enhance specific** ~~linked to specific subject curriculum expectations designed to enhance student knowledge.~~
- ~~Field trips~~ **Based on Social Justice objectives are classified as educational field trips since social justice expectations are provided in all subject based** ~~curricula~~ **curricula** within Niagara Catholic.
- ~~Field trips that~~ **Are** ~~Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified as educational field trips and designated as extended overnight field trips. Such national or international trips shall receive higher priority than general excursions which are not linked to curriculum expectations.~~

B. PHILOSOPHY

Whereas, the classroom setting and the school yard is not the only location where students learn, the Niagara Catholic District School Board subscribes to the following **for all educational field trips**:

- ~~Educational Field Trips~~ **B**egin the moment the students leave the school property.
- ~~Educational Field Trips~~ **S**hould be available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- ~~Educational Field Trips~~ **S**hould enhance the provision of spiritual, esthetic, cultural, intellectual, athletic or social experiences.

C. GENERAL

1. All teachers ~~shall be encouraged to~~ can use Educational Field Trips as part of their regular programs to **enhance curriculum expectations**; and where reasonable and practical, these trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
2. For those students not participating in the Educational Field Trips, regular school attendance with appropriate programming is expected.
3. School Principals are encouraged to prepare a "Long Range Plan" to indicate Educational Field Trips. School staffs should plan for these experiences at various times throughout the year.

D. EDUCATIONAL GOALS

The following broad objectives should be considered by a teacher planning Educational Field Trips:

1. The gathering of data from primary sources.
2. The experience should have educational value in proportion to the time spent traveling, the time spent on the activity and the cost to each student.

PART II DEFINITIONS

A. DEFINITIONS

1. Extended Day Field Trips

- A field trip which extends beyond regular school hours, but does not include an overnight stay;
- A field trip in which students are driven to and/or picked up by parents/guardians at the school.

2. Overnight Field Trip

- A field trip that normally requires students to be lodged for one, two or three nights.
- Overnight Field Trips of more than one night's duration shall be limited to one per class per school year, and shall be restricted to students of **Grade 6 and up (5/6 combination excepted) (S.C.O.E.P. excluded)**.

3. Extended Overnight Field Trip

- Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or more nights lodgings, or
- Requiring an individual flight ticket of \$600.00 or more.

(An Extended Overnight Field Trip which involves more than one school will follow the same procedures and will require the approval of the Principal of all affected schools at the time of submission to the Committee. (See **Section C**)

4. Continuing Education Credit Programs

Credit courses organized during the school year or during the summer require approval from the Principal of Continuing Education, the Superintendent of Education responsible for Continuing Education and the Director of Education. ~~Once the credit program has received all approvals it shall be promoted as much as possible in all Niagara Catholic schools.~~

5. Exchanges

School-to-School exchanges are available for all elementary and secondary ~~schools~~ **students** in Niagara Catholic. Applications must be made by the school Principal to the Family of Schools' Superintendent and include detailed plans and financial expenditures regarding the educational, cultural and linguistic aspects of a school-to-school exchange. Principals are to ensure that there is a formalized reciprocal agreement between participating schools. School-to-school exchanges can take place at anytime during the calendar year. School-to-School exchanges require the approval of the Principal, Family of Schools' Superintendent, Extended Overnight Field Trip, Exchange and Excursion Committee and the Director of Education prior to any ~~confirmation~~ authorization to participate.

Student Exchanges ~~are~~ **may be** planned for elementary or secondary school students by parents / guardians. Prior to any commitment, parents / guardians are to discuss the student exchange request with the Principal for approval. In considering the request, Principals are to ensure that there is a formalized reciprocal agreement with the student exchange company for an exchange to take place in a mutually agreed upon school year **prior to submission to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.**

6. Excursion

- An excursion is a trip ~~not directly linked to~~ **that enhances** specific subject curriculum expectations ~~but provided to enrich~~ **to enrich** a students overall Catholic education.
- An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.

7. Extended Overnight Field Trip, Exchange and Excursion Approval Committee

~~1. Composition~~

~~The Committee is composed of:~~

~~Elementary School Trips~~

~~1 Supervisory Officer~~

~~1 Elementary School Principal~~

~~1 Elementary School Vice-Principal~~

~~1 Education Services Member – Elementary~~

~~Secondary School Trips~~

~~1 Supervisory Officer~~

~~1 Secondary School Principal~~

~~1 Secondary School Vice-Principal~~

~~1 Education Services Member Secondary~~

The Committee is composed of:

1 Superintendent of Education

1 Elementary School Principal

1 Secondary School Principal

1 Secondary School Vice-Principal

1 Program Department Consultant

PART III FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student, participation is voluntary and arrangements must be made for the education of the students not participating.
2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration the fact that some parents have quite limited financial resources.
4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.

5. For all overnight field trips and excursions, Principals will submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.
6. Central Funding for Out-of-Classroom Activities
The Board may allocate funds as determined by the annual budgeting process, which may be available to the Principals for the purpose of providing out-of-classroom activities.

PART IV - B. FIELD TRIP APPROVALS

Applicable Forms

- Request for Overnight Field Trip, Extended Overnight Field Trip, Exchange and Excursion Cover Sheet
- Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip Exchange and Excursion Cover Sheet
 - **Airline/Tour Company/Insurance Checklist**
 - **Request for Co-instructional Participation**
 - **Request For Educational Field Trip Transportation**
 - **Request for Extended Overnight Field Trip**
 - **Request for Overnight Field Trip**
 - **Request to Transport Student Consent Form**
 - **Volunteer Drivers - Authorization to Transport Students**

Approval will not normally be granted for high school excursions that require the students and/or teachers to be away from school on a regularly scheduled instructional school day.

Parents whose ~~children~~ student(s) may be involved in an approved ~~Extended~~ Overnight Field Trip, Exchange or Excursion shall be invited to a meeting where the trip proposal will be explained in detail and their support of the proposed trip solicited. A written consent form will be completed and signed by a parent granting approval for the ~~child~~ student to participate in the proposed trip.

(Reference: **Section E # 2**)

1. Principals may approve:
 - trips within walking distance of a school;
 - half-day or full day trips;
 - extended school day trips, but not continuing overnight.
2. Principals may approve:
All overnight field trips, including athletic and academic tournaments and competitions.
 - Information regarding Overnight Field Trips shall be sent to the **respective Family of Schools' Superintendent** at least four weeks prior to arrangements for the trip being completed. (Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet)
 - Principals are required to make volunteer workers aware of their **insurance** coverage under this policy. Names of all staff and volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.
3. Approvals of the Principal, **Family of Schools' Superintendent** and Extended Overnight Field Trip, Exchange and Excursion Approval Committee are required for:
 - all Extended Overnight Field Trips;
 - all Excursions;
 - any other trip not covered by these Guidelines and Procedures.

Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal ~~to the Superintendent~~ to the **respective Family of Schools' Superintendent**

for approval/refusal. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the ~~Superintendent~~ **Family of Schools' Superintendent**. Submissions to the Extended Overnight Field Trip, **Exchange** and Excursion Approval Committee must be made prior to the first Fridays in June, October and February.

All requests shall include:

- A completed applicable Field Trip Request Form
 - **Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet**
 - **Airline/Tour Company/Insurance Checklist**
 - A copy of proposed itinerary.
 - Additional written information that will assist the committee in its consideration of the request.
4. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians without the signed approval of the Superintendent of Education ~~who Chairs~~ **of** the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.
 5. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or **Family of Schools' Superintendent**, if required.
 6. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

Principals are to:

- record the answers and file responses at the school;
- submit the responses with the application form to ~~your Area you're~~ **the Family of Schools' Superintendent** if the trip is required to have Superintendent and/or Board approval;
- instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions prior to any finalization / approval of the trip. (fax copy of **Airline/Tour Company/Insurance Checklist** to agent if required)

NOTE: When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)

- A copy of the **Airline/Tour Company/Insurance Checklist** is to be submitted with the **Checklist for Extended Overnight Field Trip Form** approval to the "Extended Overnight Field Trip, **Exchange** and Excursion Approval Committee".
7. If approved, the Committee will forward a report to the Board ~~for~~ **of Trustees for** information.
 8. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale. ~~for not approving.~~
 9. Where approval has not been granted, the Principal may re-submit a proposal to the **Family of Schools' Superintendent** with the required revisions.

~~D. UNAPPROVED TRIPS~~

10. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the School Board will sponsor, promote or participate in the planning of any unapproved trip.
11. Teachers are deemed in law to ~~have~~ **be in a position of** authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation **protections**.

PART V PLANNING

C. PLANNING

When planning a school educational field trip, excursions or exchanges, the Principal, or designate, shall contact the ~~Student Support Services~~ Special Education Department for input regarding any special accommodations required pertaining to any exceptional student or students with special needs participating in the field trip.

1. Trips within walking distance or trips as part of Curriculum/~~Board~~ expectations:

- A signed parental application form is recommended but not required for a day trip beyond school property where the students will be traveling on foot or is part of non-optional program or Board expectations of students. (i.e. day retreats, Church liturgies, graduation practices, graduation celebrations)
- Teachers are required to indicate to the Principal the destination and approximate return time.

Although specific notification and application are not necessary for such trips, it is essential that parents be made aware of the fact that such trips may take place throughout the school year as part of the total school curriculum or Board expectations. It is mandatory that such awareness be created by means of information letters and/or newsletters throughout the school year.

2. Letter to Parents

For all other school trips, written permission/consent from the parent /guardian will be obtained. The supervising teacher shall, prior to obtaining consent of parents or guardians, inform parents or guardians of trip details. (The signed documentation of all trips shall be retained for the current school year until the successful completion of that trip).

These details shall include:

- ~~–program rationale;~~
- ~~–dates;~~
- ~~–departure, return time and pick-up arrangements;~~
- ~~–cost;~~
- ~~–method of transportation;~~
- ~~–destination;~~

- program rationale; dates; departure, return time and pick up arrangements; cost; method of transportation; and, destination;

This letter will be signed by both the supervising teacher and the principal.

Parent requests should be phrased as follows:

I, (parent's name) consent that (student's name) participate in the trip to (destination).

If a non-refundable deposit/payment is required from the parent, the form signed by the parent shall include this statement. "A non-refundable deposit/payment of \$ θ AMOUNT is required for this trip." The parent/guardian acknowledges that neither the Board nor any employee bears liability for the deposit/payment once paid if the ~~child~~ student is unable to attend.

Parent/Guardian Signature

3. Liturgical Celebration on Days of Obligation

Where an Education Field Trip occurs on a Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.

4. Emergency Planning

- An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
- Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted ~~as directed~~ as soon as possible.
- The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants.

- If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

5. List of Participants

When a group of students leaves the school on an approved trip, a list of all students and staff in the group in each vehicle must be prepared, one copy of which will be left in the school office, and another copy to accompany the group.

PART VI SAFETY PROCEDURES

F. ~~D.~~ SAFETY PROCEDURES

1. The supervising teacher/teacher designate shall ~~also~~ obtain relevant medical information about each student and also authorization to procure medical attention in the event of an emergency.
2. Parent/Guardians should be made aware that this medical information may be required for the health and safety of the students and that the information provided will be held in confidence. The teacher must then ensure that medical information is kept confidential.
3. Before any out-of-school program, the teacher must instruct the students in appropriate behaviour and safety procedures as well as any inherent dangers of the activity. The teacher(s) must show that the students have been carefully prepared and that the activity is appropriate to the age and physical/motor maturity of the participants.
4. For pupils who require medication, the routine parental consent form is to be completed and an adequate supply of medicine is to be secured.
5. Where there is instruction in High Care (e.g. water activities, skiing, etc.) activities, the instructor(s) must be certified personnel, and additional supervision must be provided by appropriate teaching personnel.

6. Water Safety

Water safety requires close and direct supervision at all times. Teachers must inform parents when the trip will include planned water activities.

7. Swimming and Water Activities

Notwithstanding Year End Field Trips, recreation swimming is prohibited unless it is an integral part of the program. When students are in public or private pools, or natural bodies of water, the Principal shall designate, as adults in charge of the water safety, only individuals who have a valid and current lifeguarding certificate: Red Cross Safety: Bronze Cross - minimum qualifications.

*Ratios: 1:10 natural bodies of water
 1:20 private pool*

In Public Pools, the appropriate Public Health By-Laws will prevail.

8. Year End Field Trips

Field trips that include water parks, public beaches, private pools, etc. are at the discretion of the Principal providing all safety and supervision guidelines are adhered to. (See [O.P.H.E.A. Safety Guidelines](#) [O.P.H.E.A. Safety Services Package at ophea.net](#))

9. Non-Commercial/Recreational and Co-Instructional Boating

- Boating trips are generally to be organized only for secondary school students. Elementary schools must obtain the prior approval of the Superintendent to plan a **non-commercial/recreational** boating trip. (See O.P.H.E.A. Safety Guidelines.)

*Ratios: 1:8 on a trip
 1:10 water activities in a confined area with a clear overall view and reasonable distance to craft*

- **With the exception of Board sanctioned co-instructional rowing programs, and regattas**, all students must wear a properly fastened M.O.T. approved life jacket or personal flotation device when in a boat or canoe.
- Instruction in boating, sailing and canoeing must be supervised by suitably qualified teachers or adults.

"It is the responsibility of the trip supervisor to ascertain that instructors in these activities are qualified according to current regulations."

- All students and adult supervisors must acquire at least minimum competency levels as determined by the qualified instructors before participating in a boating excursion.
- Prior to any boating, ~~or~~ canoeing or rowing program, the swimming ability of each student must be ascertained. To be considered a swimmer the student must demonstrate to qualified personnel, (the skills outlined in the **O.P.H.E.A. Safety Services Package**) that he/she is able to:
Swim 100 metres;
Tread water for 5 minutes;
H.E.L.P. and huddle with P.F.D. on for 5 minutes
(H.E.L.P. = Heat Escape Lessening Position)
(P.F.D. = Personal Flotation Device)
- Field trips involving commercial ship, ferry or other boat cruises are not prohibited by this policy.
See ~~O.P.H.E.A. Safety Guidelines~~. **O.P.H.E.A. Safety Services Package**

10. Downhill Skiing / Snowboarding Trips or Co-Instructional Activities

Downhill Skiing / Snowboarding Trips are permitted only for Grade 4 to Grade 12 students. Principals are to ensure that adequate supervision is in place and that qualified instructors are available to provide the necessary training and instruction (See O.P.H.E.A. Safety Guidelines).

~~Effective the 2006-2007 school year, students and parents will be advised that the use of ski helmets as required below, are highly recommended.~~

~~Effective the 2007-2008 school year,~~ All students participating in a school sponsored ski / snowboarding trip will be required to provide and wear a Canadian Standards Association (CSA) properly fitted, snow sport ~~Louis Garneau, CPSC, CE EN 1077, Snell RS 98 or S 98 or ASTM F2040~~ certified ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding. (i.e. ASTM, CE, SNELL)

It is recommended that all staff and chaperones participating in a school-sponsored ski / snowboarding trip provide and wear a Canadian Standards Association (CSA) ~~Louis Garneau, CPSC, CE EN 1077, Snell RS 98 or S 98 or ASTM F2040~~ ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding.

For these activities, all equipment must be provided or rented by the participant.

Principals will ensure that prior to boarding a bus to depart on a ski trip or co-instructional activity, all students prove to the staff supervisor that (a) they are in possession of an approved ski helmet for their individual use or (b) show written proof that they have reserved an approved ski helmet at the ski resort.

Staff supervisors will record on a trip / activity list of participating students that the student is in possession of an approved ski helmet to wear at all times while skiing / snowboarding.

Students who are not in compliance with this requirement will be prohibited from participating in optional ski trips / co-instructional activities.

Parent / guardian approval letters for participation in ski / snowboarding trips or co-instructional activities will include the following acknowledgements signed by parents / guardians;

- a. that students will be skiing / boarding on their own, parents / guardians are to impress upon their ~~child~~ student to follow all safety rules including wearing a properly certified and fitted ski / boarding helmet at all times while skiing / boarding
- b. that parents / guardians will provide their ~~child~~ student with all certified safety equipment for the activity
- c. that skiing / boarding is a high-risk sport and students are accountable for their own safety
- d. that student consequences are in place for non-compliance which could include a revoking of a ski / boarding pass for the remainder of the season
- e. that the school nor the Board is responsible for any accident.

11. Procedures in Cases of Student Injury or Illness

- In the event of serious injury or illness to the student, the person nearest to the incident shall begin appropriate emergency action: ensure breathing, the stoppage of blood flow, ensure the injured student's comfort. This will include immediately notifying a person qualified in first aid. If the in-charge person is not present, this person shall be notified immediately and proper procedures initiated.

The in-charge person shall establish and follow an emergency action plan.

- If the class is to be away from school for an extended period of time (overnight), the person in charge shall collect in advance the Health Card number for each student and a blanket approval for permission to seek medical attention is be required.
- All teachers are encouraged to undergo training in first aid and C.P.R.

12. Additional Coverage

All Niagara Catholic District School Board students are encouraged to purchase the Accident Insurance Policy offered by the school board each September.

13. Health Insurance Out of Province

Because of the high cost of health services in other countries, parents **must** submit proof of an out-of-province health insurance policy which will cover **children student** on a school tour out of the province.

PART VII SUPERVISION

E. SUPERVISION

1. Out-of-classroom programs are to be under the supervision of at least one teacher or, in unique situations, any Board employee **or designate** approved by the Principal. Where more than one person participates in out-of-classroom activities, the Principal shall designate one as the “in-charge” person. Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
2. For most trips outside continental Canada or the United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.
3. All trips outside continental Canada or the United States require a minimum of two (23) supervisors / chaperones recommended by the Principal, after consultation with the Family of Schools’ Superintendent.
4. The following minimum adult-to-student ratios are required. As soon as the number of students increases by one over the ratio, another supervisor **must** be added.

School Trips:

	<i>JK-K</i>	<i>Grade 1 to 6</i>	<i>Grade 7 & 8</i>	<i>Grade 9 to 12</i>
Walking Tours – One Day Trips	1:10	1:10	1:15	1:20
One Day Trips	1:10	1:10	1:15	1:20
Overnight Trips	N/A	1:10 N/A	1:10	1:15
Overnight Trips Outside Continental Canada or United States	N/A	N/A	1:10	1:14+1 additional supervisor

- a. The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
- b. To accommodate the possibility of medical emergencies, ~~it is advisable that~~ at least two adults **should** accompany students for all overnight trips **or arrangements made for students to join other school communities.**

5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.
6. Principals shall ensure that;
 - a. the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - b. all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - c. supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - d. the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent.
7. If a program includes students of both genders, and extends overnight, then adults of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent may waive this provision, and parents will be notified of this documented exception, and a notation will be made on file.
8. Supervisors that comply with this Board Policy and Guidelines participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.
9. Notwithstanding Point 8, supervisors / chaperones, approved by the Principal after consultation with the Family of Schools' Superintendent may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.
10. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors / chaperones as required by these Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
11. Notwithstanding Point Ten (#10), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

The amount of financial assistance provided to additional supervisors is calculated by a combination of additional complimentary tickets and student surcharge.

For example:

36 participating students generates 6 complimentary tickets
 Based on these guidelines, 36 students require three (3) supervisors who travel free
 Therefore there are three (3) complimentary tickets remaining.

The Principal would inform staff that three (3) complimentary travel spaces are available with financial assistance up to 25% of the cost of the trip. The difference of the three (3) complimentary tickets would be used to defray the cost paid by students participating in the program.

12. For trips that do not involve complimentary tickets based on the number of students traveling, all approved chaperones above the Board supervision ratio of 14.1 or 15.1, excluding the first two staff members supervising overseas trips, will be required to pay the same travel cost as each student.

FINANCING EDUCATIONAL FIELD TRIPS

- ~~1. If there is a direct cost to the student, participation is voluntary and arrangements must be made for the education of the students not participating.~~
- ~~2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.~~
- ~~3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration the fact that some parents have quite limited financial resources.~~

~~4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.~~

~~5. For all overnight field trips and excursions, Principals will submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.~~

~~6. **Central Funding for Out-of-Classroom Activities**~~

~~The Board may allocate funds as determined by the annual budgeting process, which may be available to the Principals for the purpose of providing out-of-classroom activities.~~

PART VIII TRANSPORTATION

G. TRANSPORTATION

1. General Considerations

- ~~While the Board does not recommend using private passenger vehicles to transport students to a school related activity~~ When schools are using private passenger vehicles to transport students to a school related activity, all staff members (administrators / teachers / support staff) or volunteer drivers must complete the **Volunteer Drivers-Authorization to Transport Students Form** and have authorization from the school Principal.
- In the event that privately owned automobiles are used in the transportation of students, only fully-graduated licensed drivers authorized by the Principal shall be permitted to transport the pupils.
- A passenger list containing the name of the driver and the names of each student in the vehicle must be made, with one copy provided to the driver of the vehicle, and one copy retained at the school. Only the students on the passenger list are permitted in the designated vehicle.
- All parents/guardians of the students transported by volunteer drivers must be informed of the transportation arrangements and liability by providing a signed letter consenting to their son/daughter being transported by the approved volunteer driver. (Reference: **Request to Transport Student Consent Form**)
- When a school activity is completed, Principals will ensure that prior to the event, a student provides written permission from their parent/guardian to allow them to:
 - a. return to the school with the volunteer driver;
 - b. receive a ride home from another parent as identified on the permission letter; or
 - c. receive a ride home from an identified parent/guardian.
- The Board cannot by law provide the automobile insurance for individuals and vehicles not owned by the Board. Principals are to ensure that persons using their own vehicles to transport students for extra curricular activities have a minimum auto insurance limit of \$1 million in the event of an accident. A vehicle shall not be used to transport in excess of six passengers unless licensed under the Highway Traffic Act as a bus and the driver is licensed appropriately.
- Persons transporting students in private motor vehicles should be sure that their Automobile Public Liability Insurance coverage is valid and current and meets the Board's requirements. The Board, however, maintains an Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a combined limit of \$20,000,000.00. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal policy.
- It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy.
- When a school group is staying in a remote area, teachers are advised to have a vehicle available for emergency transport of students, in the event of medical emergency, to the nearest appropriate Medical Facility.
- Where staff or parent volunteers provide transportation, a seat belt must be provided for each student and no reimbursement shall be provided.

2. Air Travel

- Air Travel shall be arranged through properly licensed travel agencies.
- Students shall be required to purchase cancellation insurance.

If, as a result of discipline/safety concerns, a student is required to be sent home by the supervising teacher during an educational field trip, the school and or Board is not responsible for any cost incurred in transporting a student home. These students may be required to discontinue their journey and such persons shall not be entitled to a refund.

It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a ~~child~~ student who is sent home by the supervising teacher. All costs to provide for such supervision is incurred by the parent/guardian.

TRAVEL INFORMATION (where applicable provide details of travel expenditures requested in quotes, i.e. air, coach, meals, hotel, tours)

1. Attach three (3) proposals of travel costs from selected vendors.
2. Identify below the three vendors and travel quote.
3. Indicate preferred vendor.

Vendor #1 _____ \$ _____

Vendor #2 _____ \$ _____

Vendor #3 _____ \$ _____

Preferred Vendor # _____

Signature of Principal _____ Date: _____

VENDOR APPROVAL

Approved Vendor _____ \$ _____

Approved By: _____

- Overnight Field Trip to be approved by Family of Schools Superintendent
- Extended Overnight Field Trip and Excursion to be approved by Superintendent of Education - Program

Date: _____

TRIP APPROVALS

Overnight Field Trip
(up to three nights)

Extended Overnight Field Trip
(4 or more nights)

Excursion

Customized Trip

Approved by Principal

Date

Approved by Family of Schools Superintendent

Date

Approved by Extended Overnight Field Trip & Excursion Committee
(if required)

Date

TRAVEL INFORMATION (where applicable provide details of travel expenditures requested in quotes, i.e. air, coach, meals, hotel, tours)

1. Attach three (3) proposals of travel costs from selected vendors.
2. Identify below the three vendors and travel quote.
3. Indicate preferred vendor.

Vendor #1 _____ \$ _____

Vendor #2 _____ \$ _____

Vendor #3 _____ \$ _____

Preferred Vendor # _____

Signature of Principal _____ Date: _____

VENDOR APPROVAL

Approved Vendor _____ \$ _____

Approved By: _____

- Credit Program (Overnight & Extended Overnight Field Trip and Excursion) to be approved by Superintendent of Continuing Education and Director of Education

Date: _____

TRIP APPROVALS

- Overnight Field Trip (up to three nights) Extended Overnight Field Trip (4 or more nights) Excursion Customized Trip

Signature of Supervising Teacher	Date
Approved by Principal of Continuing Education	Date
Approved by Superintendent of Continuing Education	Date
Approved by Director of Education	Date

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AIRLINE/TOUR COMPANY/INSURANCE CHECKLIST

This form is to be completed by Principals prior to approving all travel requests by staff and attached to the Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet form.

Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

Principals are to:

- a. record the answers and file responses at the school;
- b. submit the responses with the application form to your Area Superintendent, if the trip is required to have Superintendent and/or Board approval;
- c. instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions **prior to any finalization/approval** of the trip. (fax copy of checklist to agent if required).

NOTE: When applicable, determine the exact date and time period each policy checked on the following list is in effect and the length of time it remains in effect, (i.e. cancellation of trip without penalty must be made by - date and time; cancellations with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)

AIRLINE SPECIFIC QUESTION CHECKLIST	
	IATA Airline Carrier
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Final Payment Policy
	Minimum Group for Discount and Bonus Free Travel Voucher Policy
	Seating Reservation Procedure
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip by Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Lost Bag Delay Policy
	Connecting Flight Policy
	Insurance Accident Coverage
	Office in Travel Destination Number
	Fax or Send Copy of all Agreed Terms and Conditions of Trip PRIOR to Approval

PLEASE SEE OVER

TOUR COMPANY (TRAVEL AGENCY OR WHOLESALER) - SPECIFIC QUESTION CHECKLIST	
	Approved TICP Agency or Company
	Assistance Provided for Group While on Trip (24/7)
	List of Service Fees Charged for Trip
	Best Student Rates
	Can Student / Staff Accounts be Checked On-line?
	Web-Site for Parents / Guardians to Check on Progress of Group?
	Tour Director or Company Manager Name
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Minimum Group for Discount and Bonus Free Travel Voucher Number
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip By Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Guaranteed Travel Dates (Departure and Return) Policy (in writing)
	Accommodation Policy for Students and Staff if Trip Delayed (Departure or Return)
	Change of Published Accommodation Policy
	Change of Published Tour Attractions Policy
	Change of Published Tour Transportation Policy
	Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval
INSURANCE (DELUXE PLAN) - SPECIFIC QUESTION CHECKLIST	
	Specifics of Plan for Student and Staff Coverage
	Parental Coverage through Other Group (VISA, American Express) - Applicable on Trip?
	Coverage for Sickness or Accident Prior to Trip
	Coverage for Sickness or Accident While on Trip
	Coverage for Death of Family Member Prior to Trip
	Coverage for Death of Family Member While on Trip
	Coverage for Death While on Trip
	Cancellation for Terrorism, Airport Security Closure or War
	Coverage for Airline or Tour Company Closure
	Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval

Date of Conversation	with
by	

A copy of this checklist is to be submitted with the Application for Field Trip approval to the "Extended Overnight Field Trip and Excursion Approval Committee".

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR CO-INSTRUCTIONAL PARTICIPATION
(Reference - Educational Field Trips Policy 400.2)

This form applies to all SOSSA, OFSAA, Provincial, State, National or International co-instructional activity during the school year.

SCHOOL	DATE	REQUESTED BY SUPERVISING TEACHER
CO-INSTRUCTIONAL EVENT		LOCATION
TYPE <input type="checkbox"/> SOSSA <input type="checkbox"/> OFSAA <input type="checkbox"/> PROVINCIAL <input type="checkbox"/> STATE <input type="checkbox"/> NATIONAL <input type="checkbox"/> INTERNATIONAL	PARTICIPATION CRITERIA <input type="checkbox"/> QUALIFY <i>(provide details)</i> _____ <input type="checkbox"/> INVITED TO ATTEND <i>(attach letter to form)</i> <input type="checkbox"/> SEEK AN INVITATION TO ATTEND <i>(attach letter to form)</i>	

CO-INSTRUCTIONAL DETAILS

LOCATION OF CO-INSTRUCTIONAL ACTIVITY	DEPARTURE DATE	DEPARTURE TIME
ADDRESS _____ _____	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS	NUMBER OF SCHOOL STAFF	NUMBER OF CHAPERONES
TRANSPORTATION MODE	TRANSPORTATION CARRIER(S) <i>(attach Transportation Request form)</i>	

EXPENDITURES

	COST	EXPLANATION
TRANSPORTATION:	\$ _____	_____
ACCOMMODATION:	\$ _____	_____
BANQUET:	\$ _____	_____
PARTICIPATON FEE:	\$ _____	_____
MEALS <i>(if applicable)</i> :	\$ _____	_____
OTHER <i>(specify)</i> :	\$ _____	_____
TOTAL COST (A)	\$ _____	
CENTRAL BOARD FUNDS:	\$ _____	<i>(in addition to \$ _____ * expenditure for internal staff coverage)</i>
SCHOOL GENERATED FUNDS:	\$ _____	
STUDENT, STAFF OR CHAPERONE COSTS:	\$ _____	
TOTAL COST (B)	\$ _____	

NOTE: TOTAL COST (A) must equal TOTAL COST (B)

NAME OF PRINCIPAL RECOMMENDED SUPERVISING STAFF	INTERNAL COVERAGE ARRANGED	CENTRAL/DEPENDENT INTERNAL COVERAGE (# OF DAYS)
(\$ _____ (cost per staff) x _____ (# of days) x _____ (# of staff) = Board Cost \$ _____ *)		
NOTE: Place the figure (*) on Page 1 to Board Cost where indicated		

PRINCIPAL APPROVED CHAPERONES	

PRINCIPAL COMMENTS

ATTACHED BOARD FORMS

REQUEST FOR TRANSPORTATION
 REQUEST FOR OVERNIGHT FIELD TRIP
 REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

APPROVALS

NOTE: *Principals and Staff must receive written approval from the Superintendent of Program prior to confirming any participation or travel arrangements.*

SIGNATURE OF SUPERVISING TEACHER	DATE
SIGNATURE OF PRINCIPAL	DATE
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE
SIGNATURE OF SUPERINTENDENT OF PROGRAM	DATE

H:\PM6.5\TRAF\AF024.PM6.5

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REQUEST FOR EDUCATIONAL FIELD TRIP TRANSPORTATION INSTRUCTIONS ON REVERSE SIDE

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
LEARNING OUTCOMES		

TRIP DETAILS		
DATE OF TRIP	NUMBER OF PUPILS AND GRADE(S)	PICK UP TIME AT SCHOOL
DESTINATION OF TRIP	NUMBER OF CHAPERONES	RETURN TIME PICK UP
ADDRESS	NUMBER OF TEACHERS	TIME BUS REQUIRED BACK AT SCHOOL
	TOTAL # PASSENGERS	TOTAL # BUSES
		DURATION OF TRIP

SPECIAL REQUESTS
(Pertaining only to field trips involving exceptional students or students with special needs)

FOLLOW UP ACTIVITIES
DESCRIPTION OF FOLLOW UP ACTIVITIES

COSTS		
COST PER BUS	ADDITIONAL COSTS	TOTAL COST TO PUPIL
_____	_____	_____

APPROVAL	
SIGNATURE OF PRINCIPAL	DATE
_____	_____

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

REQUEST FOR EDUCATIONAL FIELD TRIP TRANSPORTATION

INSTRUCTIONS

All trips are to be approved by the principal prior to any announcement or confirmation of plans.

Please note the following:

1. All trips should be booked at least two weeks in advance.
2. Teachers should make every effort to ascertain the cost prior to the trip.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP**

This form applies to any trip scheduled during the school year, organized and /or supervised by a teaching staff member for students (some or all) from that teacher's school that involves four (4) or more night's lodging.

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
DESCRIPTION OF THE TRIP		
<hr/> <hr/> <hr/>		

TRIP DETAILS

DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS	NUMBER OF STAFF	NUMBER OF CHAPERONES

COSTS

TOTAL COST OF TRIP PER PERSON	COST INCLUDES:	
\$ _____	<hr/> <hr/>	
ADDITIONAL COSTS	ADDITIONAL COSTS INCLUDE:	
\$ _____	<hr/> <hr/>	
TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST

LEARNING OUTCOMES OF TRIP

TARGET GROUP OF STUDENTS (Class/Team/Organization)

SPECIAL REQUESTS (Pertaining only to field trips involving exceptional students or students with special needs)
--

PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)
--

POST-TRIP FOLLOW UP/EVALUATION OF EDUCATIONAL VALUE

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED

APPROVALS	
SIGNATURE OF SUPERVISING TEACHER	SIGNATURE OF PRINCIPAL
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE
EXTENDED OVERNIGHT FIELD TRIP & EXCURSION COMMITTEE	DATE

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REQUEST FOR OVERNIGHT FIELD TRIP
--	--

This form applies to any trip scheduled during the school year, organized and /or supervised by a teaching staff member for students (some or all) from that teacher's school that involves overnight accommodation of one, two or three nights that is not classified as an extended overnight trip or excursion.

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
DESCRIPTION OF THE TRIP		

TRIP DETAILS

DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS	RETURN DATE	RETURN TIME
_____	TOTAL DAYS	TOTAL NIGHTS
_____	NUMBER OF STUDENTS/PARTICIPANTS	NUMBER OF STAFF
_____	NUMBER OF CHAPERONES	

COSTS

TOTAL COST OF TRIP PER PERSON	COST INCLUDES:	
\$ _____	_____	

ADDITIONAL COSTS	ADDITIONAL COSTS INCLUDE:	
\$ _____	_____	

TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST
_____	_____	_____

LEARNING OUTCOMES OF TRIP

_____ _____ _____

TARGET GROUP OF STUDENTS (Class/Team/Organization)

REQUEST FOR SPECIAL ACCOMMODATIONS (Pertaining only to field trips involving exceptional students or students with special needs)

PRE-TRIP ORGANIZATION, PLANNING MEETINGS, PREPARATION (Dates)

POST-TRIP FOLLOWUP/EVALUATION OF EDUCATIONAL VALUE

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED

APPROVALS	
SIGNATURE OF SUPERVISING TEACHER	SIGNATURE OF PRINCIPAL
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<h2 style="margin: 0;">REQUEST TO TRANSPORT STUDENT CONSENT FORM</h2>	<small>427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710</small>
--	---	---

This information is being collected under the Authority of The Education Act, R.S.O. 1990, c.E2 and will be used for the purposes of obtaining consent to transport a student. Questions about this collection should be directed to the Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

To have your son or daughter transported in a private vehicle to a school event by Principal authorized voluntary drivers, parents/guardians must sign this request form. This form permits a voluntary driver to transport your son/daughter to the designated location(s) on the dates and times attached to this form. The volunteer drivers have been authorized by the school Principal to transport students in a private vehicle with your approval.

Parents/guardians must be aware that in the event of an accident, under no-fault insurance your own automobile insurance policy will be the first coverage used to recover claims made regarding your own child. It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy and questions on coverage be directed to personal insurance carriers. The Board however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal property.

SCHOOL _____				
ACTIVITY _____				
STUDENT'S NAME _____				
DATE	DESTINATION	DEPART	RETURN	METHOD OF TRAVEL

CONSENT
<p>I, _____ consent that _____</p> <p style="text-align: center; font-size: x-small;">please print your name please print student name</p> <p>be transported to the school activities attached to this form.</p> <p>Parent/Guardian signature: _____</p> <p style="margin-left: 150px;">Date: _____</p>

VOLUNTEER DRIVERS - Authorization to Transport Students

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

 NIAGARA CATHOLIC <small>DISTRICT SCHOOL BOARD</small>	<h2 style="margin: 0;">VOLUNTEER DRIVERS - Authorization to Transport Students</h2>	
427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710		
This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of determining suitability of volunteer drivers. Questions about the collection of this information should be directed to the Superintendent of Education, Niagara Catholic District School Board		
This will authorize _____ <small>name of teacher or other volunteer driver (except student drivers - see Policy 302.4)</small>		
1. To transport students participating in the events listed on the attached school schedule or 2. To transport students participating in the following school activity: _____ _____		
DATE	SCHOOL NAME	PRINCIPAL'S SIGNATURE
VEHICLE INFORMATION		
MAKE	YEAR	LICENCE #
All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability insurance, they should: <ol style="list-style-type: none"> a. Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario; b. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board; c. Be aware that the Board's excess liability insurance comes into effect only after the "Trip Drivers" insurance has been exhausted, to a combined total of \$20,000,000; d. Be aware that any change to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance. <p style="font-size: x-small;">Note: *A "Trip Driver" is defined as any person (except a student driver) authorized by the Board, who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile, to include trustees, employees, teachers, parents, volunteers and officials of the Board.</p>		
DECLARATION TO BE SIGNED BY DRIVER		
I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law. I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.		
SIGNATURE OF DRIVER	DATE	
DECLARATION TO BE SIGNED BY OWNER OF VEHICLE (If volunteer driver does not own vehicle)		
I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form. I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance. I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.		
SIGNATURE OF OWNER OF VEHICLE (if volunteer driver does not own the vehicle)	DATE	

VOLUNTEER DRIVERS - Authorization to Transport Students

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: ELECTRONIC COMMUNICATIONS SYSTEMS POLICY
(EMPLOYEES) (201.12)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Employees) (201.12), as presented.

Prepared by: Mario Ciccarelli, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (EMPLOYEES)

Adopted: March 28, 2006

Policy No. 201.12

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~encourages~~ the use of electronic communications to share information and knowledge in support of the Board's mission is **encouraged**. Towards this end, the Board provides its employees with access to the Board's electronic communication system.

For this Policy the term "*Electronic communications systems*" ~~as used in this policy~~ refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices (PEDs), TV, DVD, CD and Radio.

The system is also meant to increase communication, enhance productivity and assist the Board in sharing information internally, as well as externally with the local community, including parents, social service agencies, government agencies and businesses.

Information technologies such as computers, **personal electronic devices**, software, e-mail, network, Internet and the Intranet are to be used as productivity enhancement tools by Board staff in support of Board-related activities. ~~Information technology~~ **Electronic communications** systems and all data and messages generated on, or handled by Board equipment are considered to be the property of the Board and are not the property of users of the information technology.

There ~~should be~~ **is** no expectation of privacy when communicating using any of the Board's electronic communication systems.

Those who use the Board's electronic communication services are expected to do so responsibly. Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

Any breaches of this policy may lead to discipline up to and including dismissal.

The Director of Education will establish Administrative Guidelines ~~and Procedures~~ for the implementation of this policy.

~~*DEFINITION:~~

~~The term "*Electronic communications systems*" as used in this policy refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices (PEDs), TV, DVD, CD and Radio.~~

References

- *Education Statutes and Regulations of Ontario*
- *Ontario Charter of Rights and Freedom*
- *Ontario Code of Conduct*
- *Ontario Human Rights Code*
- *The Municipal Freedom of Information and the Protection of Privacy Act*
- *Ontario College of Teachers*

DRAFT



Niagara Catholic District School Board

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (EMPLOYEES)

Adopted: March 28, 2006

Policy No. 201.12

Revised:

ADMINISTRATIVE GUIDELINES

ETIQUETTE

The use of the Board's electronic communications systems (~~e.g. electronic mail, the Internet, telephones, etc.~~) ~~reflects upon the Board, therefore, rules of etiquette must be followed by all employees. All electronic communication, including e-mail and telephone,~~ must reflect the highest standard of courtesy and professional conduct and should be used only if there is a valid work-related reason.

CLASSROOM PHONES AND CELL PHONES

~~In keeping with the overall expected (required) etiquette for the use of electronic communications systems,~~ School staff is expected to focus their full attention on the instruction of students within a classroom and school setting. Notwithstanding emergency situations, school staff is not to place or accept personal calls by classroom phones or cell phones during instructional classroom time, planning and preparation time and while on supervision.

For the purpose of this policy Personal Electronic devices are defined as a piece of electronic equipment such as a laptop computer, tablet or a mobile phone.

PRIVACY

- All Electronic communications are property of the board.
- ~~Users should not consider~~ Electronic communications is ~~to be~~ neither private nor secure.
- Users should be aware that all electronic records are Board documents that may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The confidentiality of employee, student, and other personal data must always be maintained.
- There are occasions when it may be necessary to access an employee's e-mail messages ~~(e.g. if a person is on vacation, or is off due to illness, it may be necessary for another individual to access his or her work related e-mail messages).~~
- In the process of operating and maintaining the e-mail system, privacy cannot be guaranteed.
- There may be occasions when records of telephone calls will be reviewed to ensure appropriate use.

LEGISLATION

Applicable Legislation:

Internet and computer use are subject to applicable legislation and Board policies, including the Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.

Copyright and Internet Material Use:

As with other written resources, there is an obligation to consider copyright and material use limitations where documents or pictures are downloaded from the Internet.

References

- *Education Statutes and Regulations of Ontario*
- *Ontario Charter of Rights and Freedom*
- *Ontario Code of Conduct*
- *Ontario Human Rights Code*
- *The Municipal Freedom of Information and the Protection of Privacy Act*
- *Ontario College of Teachers*

PERMITTED USE OF THE BOARD'S RESOURCES ELECTRONIC COMMUNICATION SYSTEMS

Board Property:

All The electronic communications systems (e.g. Internet and e-mail systems) are provided by the Board and are the property of the Board to be used to further the Board's objectives. The electronic systems including hardware and software are the Board's property.

Privilege:

Use of the Board's electronic communications systems and computer network systems is a privilege, which can be taken away removed at any time by the Board for cause.

Non-work related use:

While the use of the Board's electronic communications systems is intended for legitimate Board-related purposes only, the Board recognizes that there may be times when occasional non-work related use is acceptable. Such usage ~~should be~~ must be minimal, be in compliance with this policy, not interfere with an employee's work responsibilities, not adversely affect performance or productivity, and not be for personal gain. As with all use of the Board's electronic communications systems, there ~~should be~~ is no expectation of privacy.

INAPPROPRIATE/UNACCEPTABLE USE OF THE BOARD'S RESOURCES ELECTRONIC COMMUNICATION SYSTEMS

Inappropriate use of the Board's electronic communications systems and computer network systems is a privilege, which can be taken away removed at any time by the Board for cause.

The following list of inappropriate uses of the Board's electronic communications systems is not exhaustive and ~~should be~~ is only be used as a guide for governing conduct in general. Examples of inappropriate use include, but are not limited to the following items:

- Users of ~~on-line systems~~ the internet may occasionally encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material.
- The installation of any software that is not authorized by the Board and for which the Board does not have the appropriate license is strictly prohibited.
- Modification (upgrading or removing) of hardware and peripherals by non-computer support staff is prohibited, except by ~~computer support staff~~ computer technologists technicians, managers or other individuals as designated by ~~Senior Administration~~ a member of Senior Administrative

Council. Any damages and / or labor charges resulting from unauthorized modifications will be the responsibility of the individual involved.

- Movement of hardware and peripherals (from its assigned location in the school) is prohibited, except by ~~computer support staff~~ **computer technologists, technicians, managers** or other individuals as designated by **a member of Senior Administrative Council**. ~~Senior Administration.~~ Principals may authorize an individual to borrow a laptop, LCD projector or other devices on a temporary basis. All permanent relocations are the responsibility of the Board ~~Computer support staff~~ **computer technologists, technicians, managers** or other individuals as designated by **a member** ~~Senior Administration.~~ **of Senior Administrative Council.**
- Non-Board owned hardware and peripherals (excluding external memory cards) may not be connected to the ~~network~~ / Internet at any Board site, without the express permission of the Computer Services /Information Services Managers or Family of Schools Superintendents.

NOTE:

~~While the Employee Purchase Plan — Internet Service is not ordinarily subject to this Policy, it should be understood that there is no guarantee of privacy when accessing the e-mail service offered through that Plan, or any other private plan (e.g. Cogeco, hotmail, etc.) if done on Board time using Board equipment.~~

~~Board e-mail or other forms of electronic communication systems (i.e. Internet, bulletin board systems, newsgroups, chat groups) shall not be used for, and but are not limited to: the following items:~~

~~For...~~

- Sending messages of a fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate (including graphics) nature is prohibited. Users encountering or receiving these kinds of materials should immediately report the incident to their supervisor. The supervisor, in turn shall report the incident to the appropriate Superintendent.
- Initiating or forwarding chain mail.
- Viewing websites containing pornographic material.
- Computer hacking.
- Disseminating or storing commercial or personal advertisements, solicitations, personal promotions, political lobbying, destructive programs (i.e. viruses) or uses of this nature.
- Sending e-mail or other electronic communications which hide the identity of the sender or represents the sender as someone else.
- Encouraging the use of controlled substances or the use of the system for the purpose of inciting crime.
- Excessive personal use.
- Making or distributing inappropriate statements about other employees, unions, departments and/or the Board (defamation and insubordination).
- Negligent misrepresentations on behalf of the Board.
- Borrowing, copying or reusing other's information without their consent and/or knowledge.
- Any activity that constitutes a violation of the Criminal Code (e.g. child pornography, hate crimes, etc.), and/or other laws.
- The dissemination of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act.
- The dissemination of proprietary information.
- Accessing contact information or confidential information for improper purposes.

MONITORING/CONSEQUENCES AND BOARD RIGHTS

The following list of inappropriate uses of the Board's electronic communications systems is not exhaustive and **should** is only **be** used as a guide for governing conduct in general. Examples of inappropriate use include, but are not limited to the following items:

Monitoring use

While a reasonable, small, and infrequent amount of time may be spent on personal matters, the Board may monitor employees to ensure compliance with this policy. As part of regular, day-to-day business operations, the Board does not monitor internal mail and communications, however, mail and communication may be monitored should a specific need arise. In addition, telephone logs may be checked occasionally.

Forensic Audits:

Any request to carry out a forensic audit must have the approval of the Director of Education prior to such an audit being carried out.

Reserved Right to Limit Use:

The Board has the right to limit individual or organizational use of its electronic communication systems at any time, without notice and without providing any explanation except that it is in the interests of the integrity of the system.

Discipline:

Any breaches of this policy may lead to discipline up to and including dismissal. The general principles regarding workplace discipline will be applied. These principles include consideration of the seriousness of the behavior, the use of progressive discipline and consideration of mitigating factors.

Disciplinary measures will be enforced consistently for all employees who violate this policy.

~~Signed Acknowledgment: Employees are required to sign acknowledgement that they have read, understood and have been provided with an opportunity to ask questions about this policy.~~

MESSAGE MANAGEMENT

Messages that are directed to ~~Board-wide groups~~ **all staff including but not limited to (e.g. All** all Elementary Principals, all Secondary Principals and all Secretaries are ~~normally to be~~ sent through the Director of Education, or ~~the appropriate Superintendent of Education, a member of Senior Administration Council.~~ **System emails with the exception of emergencies will be sent daily after 1:30 pm.** The Office of the Director/Secretary-Treasurer (through the Board Services & Communications Department) shall receive and distribute all invitations to events, messages and general business related communication directed to the Board.

~~Common Best Practices for Message Management~~

Users ~~should~~ **must** carefully consider the audience for the message and target the message in order to reduce the volume of unwanted e-mail. Messages are not private. ~~Nothing should be put in an e-mail that the sender would not want read by everybody.~~ Paragraphs and messages ~~should~~ **must** be short and to the point so that they can be located quickly. An appropriate subject title should be included in all messages so that they are easily identifiable. ~~Replying that a message is received should be limited to reduce volume of email traffic.~~ Use "cut and paste" to place the contents of a word processing file into e-mail text rather than sending attachments (e.g. a meeting agenda). ~~It alleviates network congestion and is more convenient for recipients if they do not have to open attached files.~~

~~Users must~~ **Users should** check e-mail frequently and delete messages promptly (including from the Sent and Delete Boxes).

E-mail messages are stored on the e-mail server and ~~will be are automatically deleted after 180 365 days.~~ **Email** messages older than two years will be deleted in the month of August each year. In accordance with the Board's Records and Information Management Policy, messages will be archived for a seven year period.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: ELECTRONIC COMMUNICATIONS SYSTEMS POLICY
(STUDENTS) (301.5)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Students) (301.5), as presented.

Prepared by: Mario Ciccarelli, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (STUDENTS)

Adopted: March 28, 2006

Policy No. 301.5

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the "Board"), the board ~~The Niagara Catholic District School Board~~ recognizes the educational value of students utilizing electronic communications systems to enhance their learning through the responsible access to global information and communication. The Board further recognizes the critical role that parents play in educating their children on the appropriate use of electronic communication systems and in monitoring their use of these systems. This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever-changing technology.

This policy governs acceptable student use of ~~educational on-line systems~~ the internet and electronic resources provided by the Niagara Catholic District School Board in all of its elementary and secondary schools.

For this Policy the term "*Electronic communications systems*" refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices, TV, DVD, CD and Radio.

~~Furthermore,~~ Students are accountable for the appropriate use of the Board's ~~Internet communication systems~~ ~~all Board on-line systems~~ in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the ~~Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedom; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant~~, the ~~Mission Statement, Beliefs, Gospel Values and~~ policies of the Niagara Catholic District School Board.

The Niagara Catholic District School Board recognizes that students may have in their possession personal electronic devices while at school or at school related activities. ~~Students are encouraged permitted to bring in personal electronic devices to be used in wireless enabled common areas throughout the school as approved by the administration and in classrooms where approved by the administration and staff.~~ ~~classroom teacher.~~ This policy governs the acceptable use of personal electronic systems by students while at school ~~or at school related activities.~~ At all times, The use of these devices are prohibited where they are deemed to interfere with ~~their personal learning or the learning of others~~ ~~student learning.~~ Academic and administrative staff at the school and/or at the Board level shall determine what, if any, use is interfering with learning.

The Ontario Code of Conduct, Niagara Catholic District School Board Code of Conduct Policy and school Code of Conduct provide disciplinary consequences for students who violate this Policy.

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

References

- *Education Statutes and Regulations of Ontario*
- *Ontario Charter of Rights and Freedom*
- *Ontario Code of Conduct*
- *Ontario Human Rights Code*
- *The Municipal Freedom of Information and the Protection of Privacy Act*
- *Ontario College of Teachers*

DRAFT



Niagara Catholic District School Board

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (STUDENTS)

Adopted: March 28, 2006

Policy No. 301.5

Revised:

ADMINISTRATIVE GUIDELINES

In accordance with the Electronic Communications Systems (Students) Policy No. 301.4, all elementary and secondary schools within the Niagara Catholic District School Board will include the following information in Student Handbooks or Agendas.

Electronic Communications Systems (Students)

The Niagara Catholic District School Board in keeping with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Code of Conduct provides safe schools that respect the rights and freedoms of every individual. While security and firewall filters are in place, students are prohibited from knowingly accessing or participating in religiously, racially, or culturally offensive sites, e-mail, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory or harassing on-line systems or sites.

All messages sent on Niagara Catholic District School Board communication systems are Board records and the Board reserves the right to access and disclose the content of such messages.

For the purpose of this policy 'common areas' will be defined and outlined by the Principal or person in charge of that building. Personal Electronic Devices are defined as a piece of electronic equipment such as a laptop computer, tablet, or a mobile phone.

General Electronic Communications Systems

1. Students assume full responsibility for using all Board ~~on-line computer~~ communication systems in an ethical and appropriate educational manner in compliance with the mission, vision and values of the Niagara Catholic District School Board. ~~All educational on-line Internet systems and resources must comply with the Mission, Beliefs, Gospel Values and policies of the Niagara Catholic District School Board.~~
2. Students are to obtain permission from a teacher (~~Principal~~) to use Board computer systems ~~and access to the Internet.~~
3. ~~Students are directed to the internet through the Board network system.~~
4. ~~Students are encouraged~~ permitted to bring in personal electronic devices to be used in Board authorized wireless enabled common areas throughout the school as approved by the Principal and in classrooms where approved by the teacher.
5. Students vandalizing, modifying or causing damage to electronic communication systems, including software, will be responsible for the full cost to repair or replace hardware or software.

6. Students are prohibited from removing any computer hardware from its location; attempting to gain unauthorized access to Board electronic communication systems or data; accessing any e-mail or download any material that knowingly contains a virus.
7. Students are to adhere to and respect all copyright laws.
8. Students who have permission to post information to the Internet are to have the classroom teacher review the work to ensure that it is consistent with the Municipal Freedom of Information and Protection of Privacy Act.
9. Students are to report to their **teacher or** Principal any abuse of electronic communications systems.
10. The use of Board computers, **wireless access** and Internet access is a privilege and any breach may result in the closure of user accounts, cancellation of computer and Internet privileges and disciplinary action in accordance with Board Policy and the Code of Conduct.
11. All electronic communications systems, its data and messages generated on or handled by Niagara Catholic equipment are the sole property of the Board and can be traced, viewed and stored.
12. Niagara Catholic staff will notify and fully cooperate with authorities in any investigation relating to activities conducted through the Board's electronic communications systems.

Personal Electronic Devices

1. **Cell and smart phones, as well as other personal electronic devices, are eligible for appropriate student use in wireless enabled common areas of the schools as approved by the administration of the school for instructional and co-instructional purposes.**
2. ~~Personal~~ **Cell or smart phones, tablets, laptops, digital assistants (PDA),** audio or video recorders ~~and players or other personal electronic devices~~ are prohibited for use by students in all Niagara Catholic elementary and secondary schools **classrooms** unless specifically approved by staff for instructional or co-instructional purposes.
3. The Board and its staff assumes no responsibility for the **use, safety, and security, loss, recovery, repair or replacement** of a personal electronic device when carried on to Board premises. The secure storage of these devices is the sole responsibility of the owner / user.

Computer Use

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible access to global information and communication. Students are prohibited from:

- hacking into any program, site or personal account;
- manipulating files that are not on a personal account;
- using obscene, harassing, racial or other inappropriate language;
- erasing, damaging, copying files of another user;
- tampering with computer settings, network configurations or desktop settings;
- knowingly downloading viruses;
- copying licensed material or software;
- installing any software not approved by the Niagara Catholic District School Board;
- using any other person's account on the system;
- attaching unauthorized devices to a computer or network;
- using external storage devices (i.e. USB) without permission;
- any other activity deemed inappropriate.

Internet Use

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible internet access to global information and communication. Students are prohibited from:

- accessing, participating, transmitting or saving illegal, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory material;
- accessing and participating in on-line harassing systems or sites;
- accessing, participating, transmitting or saving material that does not comply with the Mission, **Vision, Beliefs, Gospel** Values and policies of the Niagara Catholic District School Board;
- ~~accessing e-mail or Hotmail accounts. (E-mailing of homework or Board approved e-learning courses is permitted with permission of school staff);~~
- cyber-stalking, **cyber-bullying** or spamming;
- accessing chat rooms or discussion forums that are not approved by school staff;
- transmitting information in violation of Canadian, Ontario or municipal laws;
- duplicating, plagiarizing, storing or transmitting copyrighted material that violates copyright law;
- downloading large files that will take up system file space without permission of school staff;
- any other activity deemed inappropriate **by staff**.

Student Discipline

Students are to report to their **teacher or** Principal any abuse of electronic communications systems. Principals will determine the appropriate consequence for students who violate this Electronic Communications (Students) Policy as provided by the Ontario Code of Conduct, the Niagara Catholic District School Board Code of Conduct Policy (Safe Schools) and the school Code of Conduct.

Principals will consult with their Family of Schools Superintendent regarding consequences for severe violations of this Policy.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)
(NEW)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Hiring and Selection Policy (Teachers), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

**EMPLOYEE HIRING AND SELECTION POLICY
(TEACHERS)**

Adopted:

Policy No.

Revised:

STATEMENT OF POLICY

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

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

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

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

Conflict of Interest

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

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

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

References

- *Education Statutes and Regulations of Ontario*
- *Ontario Human Rights Code*
- *Equity and Inclusive Education Policy*

DRAFT



Niagara Catholic District School Board

EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)

Adopted:

Policy No.

Revised:

ADMINISTRATIVE GUIDELINES

Teacher Selection

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

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

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

The Board encourages Part 1 of the Special Education Additional Qualifications within three (3) years of employment.

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

Conflict of Interest

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

Selection Procedures for new Hires to the Occasional List

A: *Selection of Candidates to be interviewed*

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

- be a Catholic
- be in 'Good Standing' with the Ontario College of Teachers
- meet all requirements set out in Teacher Application Package (Apply to Education).
- submit a pastoral reference

- submit a faith reference portfolio
- submit practice teaching ~~results~~ reports and final evaluations
- submit references
- meet all qualifications as required by regulations
- submit related experience
- submit undergraduate transcripts and/or graduate ~~results~~ Faculty of Education transcripts

B: Interview Procedures for Individual Placement on the Occasional Teacher list

Annual Board Interviews and Selection of Candidates

- ~~On an annual basis~~ The Human Resources Department will organize interviews for teacher candidates which will be conducted during specified dates as determined by the Superintendent of Human Resources.
- The interviews are to be conducted by a panel consisting of a minimum three (3) Principals and/or Vice-Principals, including at least one (1) Principal as appointed by the Superintendent of Human Resources.
- ~~The same interview panel will ask~~ All candidates for a given position will be asked the same questions.
- The Human Resources Department will screen and process the recommendations of the Interview Panel and validate whether the candidate has met all the requirements for a teaching position in the Niagara Catholic District School Board, including satisfactory references, **Vulnerable Sector Criminal Background Checks**, pastoral references, and other requirements as requested.
- The Human Resources Department will notify successful individuals for placement on the Occasional Teacher List.
- All candidates being interviewed will be debriefed on the strengths and weaknesses of the interview by staff as appointed by the Human Resources Department

Selection Procedures for New Hires to Permanent Contract Positions

Candidates being selected for permanent contracts will be based on the following process:

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

It is a requirement of the Niagara Catholic District School Board that, as a condition of Employment a teacher will have completed

- at least Part I of the OCSTA/OECTA course in Religious Education or its equivalent within 2 years of employment and
- ~~Part I of Special Education Additional Qualifications within three (3) years of employment.~~

A ~~criminal reference~~ **vulnerable sector background** check (dated within the last year) shall be a condition of employment and shall be used to determine whether candidates have a record of offences which would render them unsuitable for employment. The candidate shall be directed to the ~~Niagara Regional~~ appropriate Police Department who will be responsible for **the processing of the vulnerable sector background** ~~criminal reference~~ check. The fee charged for this service shall be the responsibility of the candidate.

Teacher Selection Process

- The **teacher** candidate will be interviewed at the board level by a team consisting of the Superintendent of Human Resources, and/or a designate, and a minimum of 3 Principals as determined by the Superintendent of Human Resources.

2. Candidates will be considered for System level Interviews based on:
 - i. Pastoral reference and Faith Reference Portfolio
 - ii. Initial System Level Interview Results (for occasional position)
 - iii. Qualifications (i.e. Additional Qualification Courses)
 - iv. Specific areas of specialization
 - v. Experience with Niagara Catholic and other related experience
 - vi. Principal Recommendation
3. Senior Administrative Council will be informed of recommendations for hiring of **teachers** based on the scoring of **teacher** candidates as outlined in **Section 2** as well as the results of the Final System Level Interview.
4. The Director of Education will approve hiring for permanent teacher positions to the Niagara Catholic District School Board.
5. The Director of Education, through the Superintendent of Human Resources will submit the In-Camera Staffing Report to the Board for information.
6. The Human Resources Department will be responsible for all offers to **teaching** positions with the Board as well as the specific assignment.
7. Upon request, the Human Resources Department will debrief those individuals on the strengths and weaknesses of their interview.
8. The Superintendent of Human Resources will notify the teacher **recruits** in writing of their permanent status and any necessary requirements.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: FUNDRAISING POLICY (301.4)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Fundraising Policy (301.4), as presented.

Prepared by: Larry Reich, Superintendent of Business and Financial Services
Presented by: Policy Committee
Recommended by: Policy Committee
Date: June 5, 2012

DRAFT



Niagara Catholic District School Board

FUNDRAISING POLICY

Adopted: February 26, 2002
Revised: Replacing existing Policy

Policy No. 301.4

STATEMENT OF POLICY

In keeping with the Mission Vision and Values of the Niagara Catholic District School Board, the Board supports the involvement and collaboration of parents with the Principal, school staff, and in consultation with Catholic School Councils to design and implement fundraising activities.

The Principal will approve and implement fundraising activities, to enhance student learning and success, including field trips, excursions and co-curricular activities.

The Niagara Catholic District School Board also recognizes that fundraising activities have a direct financial impact on the school and on the school community. The Principal shall consider this financial impact, in the planning and approval of the proposed initiatives. Funds raised at the school level through fundraising and other sources will be managed in accordance with the School Generated Funds Policy.

The Board recognizes that some school fundraising initiatives are designed to support the efforts of the school community with activities that will help the students to learn about the value of supporting the needs of the broader global community, including:

- Supporting charitable endeavors
- Supporting needy global communities
- Encouraging involvement in school activities

The Board has approved the following annual fundraising activities:

- 1) Pilgrimage / Development and Peace
- 2) United Way Campaign
- 3) Kids Helping Kids

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

References:

- *Education Statutes and Regulations of Ontario*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Fundraising Guidelines issued by the Ministry of Education (March 2011)*
- *School Generated Funds Policy #800.4*
- *Nutrition Policy #302.7*
- *Catholic School Councils Policy #800.1*
- *Student Fees Policy #301.11*

DRAFT



Niagara Catholic District School Board

FUNDRAISING POLICY

Adopted: February 26, 2002
Revised: Replacing existing Policy

Policy No. 301.4

ADMINISTRATIVE GUIDELINES

Definitions

Fundraising is any activity, in accordance with Board Policy, to raise money or other resources that is approved by the school Principal, in consultation with the Catholic School Council, or a school fundraising organization operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

The school community refers to students, parents and guardians, school administrators and staff, members of the broader community and partners, as well as others, who support the local Catholic school and student achievement.

Background

Fundraising initiatives carried out by the school must not be used to replace public funding provided by the Ministry of Education for textbooks, learning materials and other supplies, which are allocated by the Board to the school through the School Budget Accounts.

All students and staff are welcome to participate in fundraising activities. These activities will reflect the diversity, values and priorities of the local school community and school board.

Guiding Principles for Fundraising Activities

The Principal will:

- prepare an annual Plan on fundraising activities, using the appropriate fundraising forms ([Link to Annual Fundraising Plan Form](#))
- be responsible for authorizing, planning and implementing all fundraising activities carried out by the school community. A fundraising report will be prepared by the principal for each major fundraising activity ([Link to Fundraising Report Form](#))

The Principal will ensure that the collection and distribution of funds will reflect the following principles:
Support Student Achievement - Activities will support student achievement and not detract from the learning environment.

Voluntary Participation - Participation in fundraising activities is strictly voluntary for staff and students. Parental consent will be required for student participation for students under the age of 18.

The personal information of staff, students or other individuals will not be shared for the purposes of fundraising without prior consent.

Safety and Safeguarding - The safety of students will be a primary consideration in all fundraising activities. In addition to parental consent, student fundraising activities require adequate supervision of students involved in the activity.

The Principal will communicate and train school staff on procedures dealing with the collection, disbursement and accounting of school-generated funds.

Accountability and Transparency - A fundraising activity will not result in any staff or volunteer benefiting materially or financially from the activity.

Fundraising activities will have a designated purpose and the funds collected will be spent for that designated purpose. Transparent financial reporting practices to the school community should be in place.

Conflict of Interest

If staff members and/or Catholic School Council Members have a conflict of interest in connection with a fundraising initiative, they will not participate in any aspect of that fundraising activity.

Criteria to be considered in Fundraising Activities

When school communities consider asking for financial support, the individual fundraising activity should be consistent with the guiding principles outlined above and Niagara Catholic policies.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the Board's Nutrition Policy. The nutrition standards set out in the policy do not apply to fundraising activities that occur off school premises.

Accountability and Financial Reporting

The purpose for any fundraising activity must be clearly communicated to contributors.

Funds received and disbursed in connection with fund raising activities must be accounted for in accordance with the School Generated Funds Policy #800.4.

The Principal will advise the Family of Schools Superintendent regarding major concerns arising from the operation of fundraising activities.

The Principal will prepare an annual report on fundraising activities, in accordance with the School Generated Funds Policy #800.4.

Any change in the purpose of funds raised will require the approval of the Family of Schools Superintendent and the notification of the school community

Any theft and misuse or misappropriation of funds raised through Fundraising Activities will be immediately reported to the Principal and to the Family of Schools Superintendent. This matter will be discussed by the Superintendent with the Director of Education, who will determine the actions required to recover the funds and the need to report the details to the Board and/or to proper legal authorities, as required.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
FUNDRAISING REPORT
(to be completed for each major fundraising activity)

NAME OF FUNDRAISING ACTIVITY		FUNDRAISING ACTIVITY # _____ OF _____
SCHOOL NAME AND LOCATION		SCHOOL YEAR
NAME OF PRINCIPAL		
FUNDRAISING TIMELINE (date)		
FUNDRAISING DISCUSSED WITH CATHOLIC SCHOOL COUNCIL Yes <input type="checkbox"/> No <input type="checkbox"/>		DATE
NAME OF PERSON SUPERVISING THE FUNDRAISING		POSITION
NAME OF OTHER PERSON(S) INVOLVED IN THE FUNDRAISING		POSITION
_____		_____
_____		_____
_____		_____
DESCRIPTION OF FUNDRAISING		

INTENDED USE OF THE FUNDRAISING FUNDS		

PROJECTED MONIES TO BE RAISED		
\$ _____		
FUNDS TO BE DEPOSITED IN SGF ACCOUNTS		

APPROVALS	
SIGNATURE OF SCHOOL PRINCIPAL	DATE
_____	_____
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	

FUND-RAISING POLICY

Issued: February 26, 2002

Policy No. 301.4

Revised:

ADMINISTRATIVE GUIDELINES

1. ~~FUND-RAISING AND THE COMMUNITY~~

~~Principals shall make every reasonable effort to obtain the support of the Catholic School Council and/or student council for major fund raising events. Involvement of the parents and/or students promotes the success of the fund raising and may provide a vehicle for building community.~~

~~The development of an annual plan for fund raising activities is viewed as a desirable best practice.~~

~~The Principal shall use discretion in authorizing fund raising activities and consider:~~

- ~~○ the number and frequency of fund raisers;~~
- ~~○ the age of the children who are soliciting funds~~
- ~~○ the health, safety and well-being of the students (Anaphylactic Students)~~
- ~~○ the economic condition of the community~~
- ~~○ the product being promoted and its impact on the image of the school~~

~~The Principal shall advise the Family of Schools Superintendent of concerns arising from the operation of any fund raising activity.~~

2. ~~FUND-RAISING CRITERIA~~

~~All fund raising must adhere to the following criteria:~~

- ~~i. The approval of all fundraising activities shall be the sole responsibility of the school principal.~~
- ~~ii. Student participation is voluntary.~~
- ~~iii. The time and effort of the students must be reasonable.~~
- ~~iv. The purpose of the fund raising must be clearly identified to the school community.~~
- ~~v. Written Parental Permission for all students under the age of 16 is required for all door-to-door or "pledge," type fund raising. (Door-to-door approaches are to be discouraged for elementary students).~~
- ~~vi. The Catholic School Council or other recognized school parent group may undertake any projects to raise funds as long as these projects have the approval of the Principal and conform to all of the criteria.~~
- ~~vii. The Board discourages selling at the malls unless permission has been granted by the mall management.~~

4. ~~FUND-RAISING GUIDELINES~~

~~There are four types of fund raising and this policy identifies the guidelines for each:~~

- ~~i. **In-School Sales**
Daily or regularly scheduled sales should not present unreasonable financial demands on families.~~
- ~~ii. **Licensed Bingo and Other Government Sanctioned Lotteries**
The Lottery Licensing Act of Ontario and relevant Municipal By-Laws govern these activities and all rules and regulations are to be adhered to.~~
- ~~iii. **Fund Raising for External Agencies** External Agencies must be a recognized charitable organization. Funds may/may not directly benefit the school.

~~Activities should have an educational benefit to students and should be curriculum related, (i.e.) Pilgrimage, Holy Childhood, Kids Helping Kids, MS-Read-a-Thon, Jump Rope for Heart etc.~~~~
- ~~iv. **Fund Raising by Arms Length Organization**
Monies may be generated through organizations that operate in support of the actual school community, such as Cafeteria Service, School Alumni, Support Organizations etc.~~

5. ~~FUND-RAISING RECORDS~~

- ~~i. The school must follow proper and transparent accounting procedures for all funds.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: POLICY SCHEDULE

The Policy Schedule
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: June 5, 2012



POLICY SCHEDULE

AS AT JUNE 5, 2012 (Sorted by Policy Name)

Legend	
	Policy/Administrative Guidelines Adopted
	Policy/Administrative Guidelines Reviewed (NO REVISIONS)
	Policy/Administrative Guidelines Reviewed (REVISIONS)

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised					Projected Presentation Timelines	
400.5	Acceleration Retention	2003					2003		ML
302.6.3	Access to School Premises - <i>Safe Schools</i>	2001	2008				2001	2008	FI
701.4	Accessibility Customer Service	2009					2009		LAFS
302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	1998	2009				1998	2009	LAFS
301.1	Admission of Students	1998	2010				1998	2010	FI
400.1	Adult and Continuing Education	1998					N/A	N/A	FI
600.5	Advertising Expenditures	2007					2007		LR
100.9	Advocacy Expenditures	2007					2007		LR
302.1	Anaphylaxis	1998	2010				1998	2010	YB
701.1	Architect Selection	1998	2007				1998	2007	
301.10	Assessment, Evaluation And Reporting (<i>Interim</i>)	2011					2011		LAFS
202.1	Assignment of Principals and Vice-Principals	1998		April 2012	Sept. 2012	Sept. 2012	N/A	N/A	FI
301.3	Attendance Areas	1998	2009	April 2012	Sept. 2012	Sept. 2012	1998	2009	
NEW	Attendance Support Program	NEW		May 2012	Nov. 2012	Nov. 2012	NEW		FI
100.1	Board By-Laws	1997	2010				N/A	N/A	JC
NEW	Bottled Water	NEW		Feb. 2012	June 2012	June 2012	NEW		LAFS
302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	2003	2010	Oct. 2012	Jan. 2013	Jan. 2013	2003	2010	FI
202.2	Catholic Leadership: Principal & Vice-Principal Selection	1998	2012				1998	2012	FI
800.1	Catholic School Councils	1998	2011				1998	2011	LAFS
400.3	Christian Community Service	2001		Feb. 2012	June 2012	June 2012	2001		ML
302.6.2	Code of Conduct - <i>Safe Schools</i>	2001	2009				2008	2009	FI
800.2	Community Use of Facilities	1998	2012	Sept. 2012	Nov. 2012	Nov. 2012	1998	2012	
800.3	Complaint Resolution	1998	2011				1998	2011	JC
600.4	Corporate Cards, Purchasing Cards & Petty Cash	2007					2007		LR
302.6.7	Criminal Background Check - <i>Safe Schools</i>	2001	2003				2001	2003	FI
201.5	Death Benefit	2002					N/A	N/A	FI
201.10	Deferred Salary Plan (X/Y)	2002					2002		FI
NEW	Diabetes Management	NEW		Feb. 2012	June 2012	June 2012	NEW		YB
302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	2001	2002	Feb. 2012	June 2012	June 2012	2001	2002	FI
400.2	Educational Field Trips	1998	2008	Mar. 2012	June 2012	June 2012	1998	2008	ML

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC Projected	CW Presentation	BD Timelines	AG Issued	Reviewed Revised	Resp
Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC Projected	CW Presentation	BD Timelines	AG Issued	Reviewed Revised	Resp
301.2	Education-Based Research	1998	2011	Mar. 2012	June 2012	June 2012	1998	2011	LAFS
201.12	Electronic Communications Systems (Employees)	2006	2006	Feb. 2012	June 2012	June 2012	2006	2006	MC
301.5	Electronic Communications Systems (Students)	2006		Feb. 2012	June 2012	June 2012	2006		MC
100.8	Electronic Meetings (Board and Committees)	2005					N/A	N/A	JC
302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>			Oct. 2012	Nov. 2012	Nov. 2012			FI
201.9	Employee Attendance During Inclement Weather & Workplace Closure	2002	2012				2002	2012	FI
NEW	Employee Code of Conduct & Ethics	NEW		Oct. 2012	Nov. 2012	Nov. 2012	NEW		FI
201.15	Employee Conferences, Workshops & Meetings	2007					2007		LR
NEW	Employee Hiring and Selection Policy (Teachers)	NEW		Feb. 2012	June 2012	June 2012	NEW		FI
201.1	Employee Leaves of Absence	1998	2001				1998	2001	FI
201.14	Employee Meals & Hospitality	2007					2007		LR
201.7	Employee Workplace Harassment *	2002	2012				2002	2012	FI
201.11	Employee Workplace Violence *	2002	2010				2002	2010	FI
400.6	Environmental Stewardship	2011					2011		
100.10	Equity and Inclusive Education	2010	2010				2010	2010	YB
100.5	Establishment and Cyclical Review of Policies	1998	2010				1998	2010	JC
800.6	Facility Partnerships	2010					2010		
301.4	Fundraising	2002		Feb. 2012	June 2012	June 2012	2002		LR
NEW	Leadership Succession Plan	NEW		Oct. 2012	Nov. 2012	Nov. 2012	NEW		FI
600.3	Monthly Financial Reports	1998	2010				N/A	N/A	LR
100.7	Niagara Catholic Education Award of Distinction	2004	2005				2004	2005	FI
800.7	Niagara Catholic Parent Involvement Committee	2011	2012				2011	2012	LAFS
302.7	Nutrition	2005	2011				2005	2011	YB
201.6	Occupational Health & Safety *	2002					2002		FI
301.7	Ontario Student Record (OSR)	2006					2006		ML
302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	2001	2002				2001	2002	FI
702.1	Playground Equipment	1998	2012				1998	2012	
400.4	Prior Learning Assessment & Recognition (PLAR)	2003					2003		ML
302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	2008	2010				2008	2010	FI
701.2	Pupil Accommodation Review	1998	2010				1998	2010	
600.1	Purchasing/Supply Chain Management (previously Purchasing of Goods & Services)	1998	2011				1998	2011	LR
600.2	Records Management	1998	2011				1998	2011	JC
201.4	Reimbursement of Travel Expenses	1998	2008				1998	2008	LR
100.10.1	Religious Accommodation	2010	2010				2010	2010	YB
201.3	Religious Education Courses for Staff	1998	2002				1998	2002	FI
201.2	Retirement & Service Recognition Celebration	1998	2010				1998	2010	FI
302.3	Safe Arrival	1999	2010				1999	2010	FI
302.8	Safe Physical Intervention with Students	2009					2009		LAFS
302.6	Safe Schools	2001	2008	Sept. 2012	Nov. 2012	Nov. 2012	N/A	N/A	FI

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC	CW	BD	AG Issued	Reviewed Revised	Resp
Policy #	POLICY NAME	Policy Issued	Reviewed Revised	Projected Presentation Timelines			AG Issued	Reviewed Revised	Resp
301.6	School Generated Funds	2006		Sept. 2012	Nov. 2012	Nov. 2012	2006		LR
201.13	Sexual Misconduct	2006					2006		FI
302.6.5	Student Expulsion - <i>Safe Schools</i>	2001	2009				2001	2009	FI
301.11	Student Fees	2011	2011				2011	2011	YB
302.5	Student Parenting	2001		Sept. 2012	Nov. 2012	Nov. 2012	2001		ML
100.6	Student Senate	2000	2012				2000	2012	JC
302.6.4	Student Suspension - <i>Safe Schools</i>	2001	2009				2001	2009	FI
500.2	Student Transportation	2007	2010	TBD	TBD	TBD	2007	2010	LR
100.4	Student Trustees	1998	2012				1998	2012	JC
500.1	Transportation Inclement Weather	1998	2004				1998	2004	LR
100.12	Trustee Code of Conduct	2010					N/A	N/A	JC
100.13	Trustee Expenses & Reimbursement (<i>Interim</i>)	2011					N/A	N/A	JC
100.11	Trustee Honorarium	2010					N/A	N/A	JC
701.3	Video Security Surveillance	2002	2004				2002	2004	
301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	2011					2011		YB
302.4	Volunteer Driver	2001	2009				2001	2009	YB
800.4	Volunteer Recognition	2007	2008				2008		JC

POLICIES RESCINDED

Policy #	POLICY NAME	Policy Issued	AG Issued	Policy Rescinded	Policy Replaced With
100.2	Trustee Conference & Travel Expenses	1998	1998	2011	Trustee Expenses and Reimbursement Policy (100.13)
100.3	Trustee Travel Expenses	1998	1998	2011	

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

** POLICY COMMITTEE 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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: POLICY UPDATE

The Policy Update
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: June 5, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING AS AT JUNE 5, 2012

POLICY UPDATE

BACKGROUND INFORMATION

The Policy Update is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

POLICIES BEING DEVELOPED/REVIEWED		PC	CW	BD	APPENDIX
		Projected Presentation Timelines			
POLICIES BEING DEVELOPED					
1	Attendance Support Program	May 2012	Nov. 2012	Nov. 2012	B
2	Elementary Standardized Dress Code - <i>Safe Schools</i> (302.6.6.1)	Oct. 2012	Nov. 2012	Nov. 2012	C
3	Employee Code of Conduct & Ethics	Oct. 2012	Nov. 2012	Nov. 2012	D
4	Leadership Succession Plan	Oct. 2012	Nov. 2012	Nov. 2012	E
POLICIES BEING REVIEWED					
5	Safe Schools (302.6)	Sept. 2012	Nov. 2012	Nov. 2012	F
6	School Generated Funds (301.6)	Sept. 2012	Nov. 2012	Nov. 2012	G
7	Student Parenting (302.5)	Sept. 2012	Nov. 2012	Nov. 2012	H
8	Christian Community Service (400.3)	Sept. 2012	Nov. 2012	Nov. 2012	I
9	Bullying Prevention & Intervention - <i>Safe Schools</i> (302.6.8)	Oct. 2012	Jan. 2013	Jan. 2013	J
10	Student Transportation (500.2)	TBD	TBD	TBD	K
POLICIES BEING VETTED (May 3 to June 20, 2012)					
1	Assignment of Principals & Vice-Principals (202.1)	April 2012	Sept. 2012	Sept. 2012	
2	Attendance Areas (301.3)	April 2012	Sept. 2012	Sept. 2012	
POLICIES BEING PRESENTED TO THE COMMITTEE OF THE WHOLE					
1	Bottled Water	Feb. 2012	June 2012	June 2012	
2	Christian Community Service (400.3)	Feb. 2012	June 2012	June 2012	
3	Diabetes Management	Feb. 2012	June 2012	June 2012	
4	Dress Code - Secondary Uniform - <i>Safe Schools</i> (302.6.6.2)	Feb. 2012	June 2012	June 2012	
5	Educational Field Trips (400.2)	Mar. 2012	June 2012	June 2012	
6	Education-Based Research (800.5)	Mar. 2012	June 2012	June 2012	
7	Electronic Communications Systems (Employees) (201.12)	Feb. 2012	June 2012	June 2012	
8	Electronic Communications Systems (Students) (301.5)	Feb. 2012	June 2012	June 2012	
9	Employee Hiring and Selection (Teacher)	Feb. 2012	June 2012	June 2012	
10	Fundraising (301.4)	Feb. 2012	June 2012	June 2012	

Trustees are reminded that the Policies are published on the Board's website www.niagaracatholic.ca

The Policy Update is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY UPDATE

STATEMENT OF POLICY

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

ADMINISTRATIVE GUIDELINES

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.

VETTING

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Niagara Catholic Parent Involvement
Director of Education	C.U.P.E.	Committee
Superintendents	Managers'/Supervisors' Group	Special Education Advisory Committee
Principals/Vice-Principals	Student Services	The Bishop
Curriculum Support Staff	Principals'/Vice-Principals' Council	Pastors
O.E.C.T.A. Elementary	Non-Unionized Staff	Board Solicitor
O.E.C.T.A. Secondary	Catholic School Council Chairs	Student Senate
		Others



POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
Name of Policy	Attendance Support Program			Policy # N/A	Initiated by	
Intent of Policy	To design a Niagara Catholic Attendance Support Program Policy and practical procedures for employee attendance support by January 2012.			Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources			Revised N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓	
Principals/V-Principals	✓	Student Services	✓	Pastors	✓	
Director	✓	CUPE	✓	S.E.A.C.	✓	
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓	
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓	
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓	
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓	
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		October 2011			
Senior Administrative Council	Date of Draft Policy Reviewed		January 2012			
Trustees	Date Draft Policy Sent to Trustees		May 2012			
Stakeholders	Date of Draft Policy Reviewed		May 2012			
Policy Committee	Date of Draft Policy Reviewed		May 2012			
Committee of the Whole	Date of Draft Policy Reviewed		November 2012			
Board	Date of Draft Policy Reviewed		November 2012			
COMMENTS						
<p>An Attendance Support Program Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Elementary Standardized Dress Code - <i>Safe Schools</i> (302.6.6.1)	Policy # N/A	Initiated by	
			Board	
Intent of Policy		Issued N/A	Director	
			Sr. Admin. Council	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources	Revised N/A	Ministry of Education	

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2011
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	November 2012
Board	Date of Draft Policy Reviewed	November 2012

COMMENTS

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STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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POLICY UPDATE

For the Month of June 2012

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
Name of Policy	Employee Code of Conduct & Ethics			Policy # N/A	Initiated by	
Intent of Policy	To comply with the recommendation of the Operational Review Team.			Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources			Revised N/A	Director	
					Sr. Admin. Council	
					Ministry of Education	✓
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee		✓
Principals/V-Principals	✓	Student Services	✓	Pastors		✓
Director	✓	CUPE	✓	S.E.A.C.		✓
Superintendents	✓	Managers/Supervisors	✓	Bishop		✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor		✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		✓
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		June 7, 2011			
Senior Administrative Council	Date of Draft Policy Reviewed		January 2012			
Trustees	Date Draft Policy Sent to Trustees		October 2012			
Stakeholders	Date of Draft Policy Reviewed		October 2012			
Policy Committee	Date of Draft Policy Reviewed		October 2012			
Committee of the Whole	Date of Draft Policy Reviewed		November 2012			
Board	Date of Draft Policy Reviewed		November 2012			
COMMENTS						
An Employee Code of Conduct Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Leadership Succession Plan	Policy # N/A	Initiated by	
Intent of Policy	To design a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.	Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources	Revised N/A	Director	✓
			Sr. Admin. Council	
			Ministry of Education	

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2011
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	November 2012
Board	Date of Draft Policy Reviewed	November 2012

COMMENTS

A Leadership Succession Planning Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Safe Schools Policy (302.6)

Resource Frank Iannantuono, Superintendent of Education/Human Resource

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	September 2012
Stakeholders	Date of Draft Policy Reviewed	September 2012
Policy Committee	Date of Draft Policy Reviewed	September 2012
Committee of the Whole	Date of Draft Policy Reviewed	November 2012
Board	Date of Draft Policy Reviewed	November 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy School Generated Funds Policy (301.6)

Resource Larry Reich, Superintendent of Business & Financial Services

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	September 2012
Stakeholders	Date of Draft Policy Reviewed	September 2012
Policy Committee	Date of Draft Policy Reviewed	September 2012
Committee of the Whole	Date of Draft Policy Reviewed	November 2012
Board	Date of Draft Policy Reviewed	November 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Student Parenting Policy (302.5)

Resource Mark Lefebvre, Superintendent of Education

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	September 2012
Stakeholders	Date of Draft Policy Reviewed	September 2012
Policy Committee	Date of Draft Policy Reviewed	September 2012
Committee of the Whole	Date of Draft Policy Reviewed	November 2012
Board	Date of Draft Policy Reviewed	November 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Christian Community Service (400.3)

Resource Mark Lefebvre, Superintendent of Education

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	September 2012
Stakeholders	Date of Draft Policy Reviewed	September 2012
Policy Committee	Date of Draft Policy Reviewed	September 2012
Committee of the Whole	Date of Draft Policy Reviewed	November 2012
Board	Date of Draft Policy Reviewed	November 2012

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Bullying Prevention & Intervention-Safe Schools (302.6.8)

Resource Frank Iannantuono, Superintendent of Education/Human Resource

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	January 2013
Board	Date of Draft Policy Reviewed	January 2013

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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POLICY UPDATE

For the Month of June 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Student Transportation Policy (500.2)

Resource Larry Reich, Superintendent of Business & Financial Services

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	TBD
Stakeholders	Date of Draft Policy Reviewed	TBD
Policy Committee	Date of Draft Policy Reviewed	TBD
Committee of the Whole	Date of Draft Policy Reviewed	TBD
Board	Date of Draft Policy Reviewed	TBD

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: ANNUAL NIAGARA CATHOLIC GRADUATION
CELEBRATION 2012**

The report on the
Annual Niagara Catholic Graduation Celebration 2012
is presented for information.

Prepared by: Debra McCaffery, Board Chaplaincy Leader
Presented by: Debra McCaffery, Board Chaplaincy Leader
Approved by: John Crocco, Director of Education
Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

ANNUAL NIAGARA CATHOLIC GRADUATION CELEBRATION 2012

BACKGROUND INFORMATION

In May of 2001, under the leadership of the Student Senate, all upcoming graduates of the Class of 2001 gathered for mass at St. Alfred Catholic Church with His Excellency Bishop John O'Mara celebrating a special Mass for the graduates. This celebration was repeated in May of 2002 at St. Alfred Catholic Church with His Excellency Bishop James Wingle.

In consultation with the Bishop, the Office of Religious Education along with discussions with Secondary Principals, Program Chairs of Religion, Chaplaincy Leaders and Board staff, it was decided in the fall of 2002 that we would continue the celebration as an annual May event under the combined leadership of student and staff members associated with the Student Senate, Chaplaincy Leaders and the Office of Religious Education for the Diocese.

Following discussions, it was determined that the format of the annual celebration would include;

- a) An Opening Celebration for the graduates from each Catholic secondary school
- b) An address to the graduates by the Chair of the Board and the Director of Education
- c) A Prayer Service lead by the Bishop with a special message to the graduates
- d) A musical celebration of Catholic education
- e) An address to the graduates by a prominent keynote speaker
- f) A video montage of the graduating class from all Catholic secondary schools
- g) A special gift blessed by the Bishop for the graduates
- h) A message from the Holy Father to all graduates
- i) A final Blessing by the Bishop for all graduates

Keynote Speakers

Each year our keynote speakers provide inspirational messages to our graduates as they celebrate a culmination of a Kindergarten to Grade 12 Catholic education, what our students have become as graduates from a Catholic system and the important role they must play as Catholic leaders in society. Our keynote speakers have been;

2003 – Buffy Alexander
2004 – Romeo Dallaire
2005 – Terrence Eta
2006 – Sandra Pupatello
2007 – Justin Trudeau
2008 – Roch Carrier
2009 – Father Tony Ricard
2010 – Chris D'Souza
2011 – Geoff Green
2012 – Luke Stocking

As the annual event continues to develop, with approximately 2,000 students annually graduating from our Niagara Catholic secondary schools, the celebration was held at Brock University between 2003 and 2005, at the Niagara Regional Exhibition Fairgrounds in Welland from 2006 to 2010 and at the ScotiaBank Convention Centre in Niagara Falls for 2011 and 2012.

This information report will be highlighted through a brief videography of the Graduation Celebration 2012.

The report on Annual Niagara Catholic Graduation Celebration 2012 is presented for information.

Prepared By: Debra McCaffery, Board Chaplaincy Leader

Presented By: Debra McCaffery, Board Chaplaincy Leader

Approved By: John Crocco, Director of Education

Date: June 5, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: PROVISION OF SPECIAL EDUCATION PROGRAMS AND
SERVICES – SPECIAL EDUCATION PLAN**

The report on the
Provision of Special Education Programs and Services
– Special Education Plan, is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

THE PROVISION OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN

BACKGROUND INFORMATION

The Ministry of Education requires all district school boards across Ontario to publicly make available a comprehensive report regarding the current special education programs and services of the board.

Building Bridges to Services 2012 and Beyond is our Board's compliance with the Ministry of Education mandated Special Education Report that includes the components that are defined in *Standards for School Boards' Special Education Plans (2000)* as well as the protocols established in Policy and Program Memorandum 149.

In compliance with *Regulation 464/97*, Special Education staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan.

A checklist that notes the plan's component parts, updated sections and the Board's link leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by the beginning of September of each new school year.

The Niagara Catholic District School Board recognizes that *Building Bridges to Services 2012 and Beyond* is a valuable resource to students, parents and school and Board staff. In the fall of each school year, the revised Special Education Plan will be shared with the Board of Trustees and the Special Education Advisory Committee.

The report on The Provision of Special Education Programs and Services
– Special Education Plan, is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: June 5, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: RESEARCH PROJECTS IN THE NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD – 2011-2012 SCHOOL YEAR**

The report on the Research Projects in the Niagara Catholic District School Board
– 2011-2012 School Year, is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Anthony Corapi, Consultant-Research, Assessment and Evaluation

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Anthony Corapi, Consultant-Research, Assessment and Evaluation

Approved by: John Crocco, Director of Education

Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

RESEARCH PROJECTS IN THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2011-2012 SCHOOL YEAR

BACKGROUND INFORMATION

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board will assist staff, individuals or organizations in the field of education-based research, where it is deemed contributory to the greater understanding of the teaching-learning process; and facilitates student learning, professional development, and instructional practices.

Research projects in the Niagara Catholic District School Board support the two Strategic Directions:

Build Strong Catholic Identity and Community to Nurture the distinctiveness of Catholic Education, and Advance Student Achievement for All.

In addition, the priority indicator regarding education-based research projects is:

- To continue to expand educational-based research projects in the Board, by sharing current research, and by extending research partnerships with outside agencies by June 2013.

Finally, the Ontario Ministry of Education is committed to developing and implementing policies, programs, and practices that are evidence-based, research-informed, and connected to provincial education goals.

Research Ethics Review Committee

The Research Ethics Review Committee of the Niagara Catholic District School Board meets regularly to review education-based research projects presented for consideration by various researchers representing universities, government agencies, and other education stakeholders. The committee makes recommendations to the Superintendent of Education for approval of education-based research projects within the Board. The committee would like to express appreciation to Principals, Vice-Principals, teaching and support staff for their continued support of education-based research in the Board.

Research Ethics Review Committee Members:

- Lee Ann Forsyth-Sells, Superintendent of Education
- Anthony Corapi, Consultant-Research, Assessment and Evaluation Department (Chairperson)
- Theo Dagenais, Elementary Principal
- Lori MacKenzie, Elementary Principal
- Dean Stunt, Elementary Principal

RESEARCH PROJECTS 2011-2012

Research Title	Organization
Catholic School Principals' Decision Making	Dr. Walter Polka and Rev. Dr. Stephen J. Denig-Niagara University
Breaking the Chains: Presenting a New Narrative for Canada's role in the Underground Railroad	Dr. Paul Lovejoy-The Harriet Tubman Institute York University
Youth University	Jennifer Jolley-Brock University
Face Perception During Childhood	Dr. Cathy Mondloch-Brock University
Fallen Heroes: Political Socialization in Youth Canadians	Dr. Maureen Mancuso-University of Guelph
F.U.E.L - Females Using Energy For Life	Sarah Leyenaar-Niagara Region Public Health
Sparking Life Niagara	Sarah Leyenaar- Niagara Region Public Health
Engaging Authors: How Published Authors Use Multimodality to Inspire and Strengthen Students' Literacy Practices	Dr. Kari-Lynn Winters-Brock University
Social Teen Empowering to Succeed (S.T.E.P.S.)	Sarah Farrell-Learning Disabilities Association of Niagara Region
Developing Health Literacy to Prevent Type 2 Diabetes Amongst Children and Youth	Dr. James Mandigo-Brock University
Junior Mathematics Interventions Initiative	Dr. Tiffany Gallagher and NCDSB-Brock University
Won't She Learn that in Kindergarten? Parent and Teachers Perspectives of Early Literacy	Dr. Debra Harwood and Dr. Kari-Lynn Winters-Brock University
Brock - YMCA Child and Family Development Study	Dr. Dane Andrew-Brock University
The Compass Project	Dr. Dana Church and Dr. Scott Leatherdale-University of Waterloo
Student Work Study Initiative Evaluation Study	Dr. Ruth Kane-University of Ottawa
The Early Primary Collaborative Inquiry (EPCI) Initiative	Dr. Ruth Kane-University of Ottawa
Wainfleet Mentor Survey	Lucille Terreberry - Stepanchuck-Community Living Port Colborne
Parent Involvement and Student literacy Levels	Elizabeth Marshall-Niagara University
Youth Net Niagara	Lyndsey Matsumura-Niagara Regional Public Health-

The Report on the Research Projects in the Niagara Catholic District School Board for the 2011-2012 school year is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Anthony Corapi, Consultant-Research, Assessment and Evaluation

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Anthony Corapi, Consultant-Research, Assessment and Evaluation

Approved by: John Crocco, Director of Education

Date: June 5, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: TECHNOLOGY BLUEPRINT IMPLEMENTATION UPDATE

The Technology Blueprint Implementation Update,
is presented for information.

Prepared by: Mario Ciccarelli, Superintendent of Education
Presented by: Mario Ciccarelli, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

TECHNOLOGY BLUEPRINT IMPLEMENTATION UPDATE

In this constantly evolving digital world new demands on teaching, learning and capacity building have focused Senior Administrative Council, administrators and staff to invest in the development of technology strategies, programs and services that best prepare our students for success.

This report will summarize the changes that have been made during 2011-2012, and our plan for teaching and learning through technology for 2012-2013 that aligns with the Board's Vision 2020 Strategic Plan.

Commencing in September of this school year, significant progress has been made regarding the Niagara Catholic's ambitious, multi-year strategic Technology Blueprint that addresses academic needs for teaching, learning and improved efficiencies, and the corporate supports required to achieve our goals. Specific strategies and proposed capital investments to ensure that appropriate technology resources and services are deployed in support of student success and business continuity have been implemented. Rooted in our Board's Vision 2020 Strategic Plan, Board approved annual System Priorities and Budget, a series of initiatives have been achieved and others are underway.

The ultimate objective of Niagara Catholic's Technology Blueprint remains our collective focus of any appropriate application, appropriate resources, any time, any where on any device.

The Niagara Catholic Technology Blueprint is dynamic, fluid and regularly reviewed to ensure it remains both valid and progressive. Modifications, as required, will be made as needed to reflect changes in our teaching, learning and corporate environment to lead student and staff achievement.

Elementary Schools

In our elementary schools we are in the process of equipping each school with a minimum of two wireless mobile computer labs. There is researched evidence that indicates learning takes place best at the point of instruction. As a result we have actioned a mobile wireless system as the most practical and efficient use of funds that would serve the greatest number of students.

Secondary Schools

In our secondary schools we are in the process of replacing outdated computers with new desktop computers that will allow us to provide our students with the most recent and updated software.

In order to expedite the introduction of Wi-Fi technology into the secondary schools, the Board has provided a minimal number of access points at each site. Each secondary school has four (4) wireless access points installed including one in the special education departments of each school.

The Board has provided the equipment required at the Data Centre to manage and support these wireless access points. The equipment/support required would cover 200 access points.

Data Centre

Our Data Centre continues to be the focus of attention as the hub of technology communications and support in our Board. We have identified and targeted specific hardware and equipment that is outdated, and inefficient, and a major obstacle for us to proceed forward with our plan. Pending budget approval

new equipment will be ordered and installed in the summer months in order to be ready for the upcoming school year. This new equipment will allow us to operate in a secure, efficient and productive system which will allow our students to work in optimum conditions.

Pending Annual Budget approvals we will be able to continue to implement our Blueprint for Technology Plan.

As Niagara Catholic's Technology Blueprint continues to be implemented in alignment with Vision 2020, the annual System Priorities, recommendations from the Teaching and Learning Through Innovative Technology Committee and Senior Administrative Council, we will continue to update the Committee of the Whole on our implementation of technology to achieve Niagara Catholic's two strategic directions with Niagara Catholic's Vision 2020 Strategic Plan.

The power point presentation will outline the specifics of what is in this report.

 TECHNOLOGY BLUEPRINT FOR 2012-2013		
ITEM	NOTES/STRATEGIES	RECOMMENDATIONS
1. Computer Refresh Elementary	<ul style="list-style-type: none"> • Eliminate refurbished computers • All replacements will be new computers • Introduction of Windows 7 makes it essential to replace existing computers (They will not support Windows 7) 	<ul style="list-style-type: none"> • Fleet of present computers will be reduced by 15% • Average of 25 new computers per school. • Mobile Computer Labs will be introduced and aligned with wireless implementation in future. 20-30 computers allocated depending on school size. • 2 – 16 Computer carts per school. Each Cart will hold, charge and provide wireless access for 16 computers.
2. Secondary/Adult Education Computer Refresh	<ul style="list-style-type: none"> • Replacements will be new computers • Work toward consistent student to computer ratio among all schools 	<ul style="list-style-type: none"> • Pending Policy approval, students allowed to bring in their own devices (I Pad, I Phones; laptops, etc.) • Open access to Internet resources for Admin and Teachers. • Access for students in Pilot schools where wireless implemented

The Technology Blueprint Implementation Update is presented for information.

Prepared By: Mario Ciccarelli, Superintendent of Education
 Presented By: Mario Ciccarelli, Superintendent of Education
 Approved By: John Crocco, Director of Education
 Date: June, 5 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

The report on the
Staff Development Department
Professional Development Opportunities
is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities that will be occurring during the period June 5, 2012 through June 29, 2012.

Tuesday, June 5, 2012

Early Learning Kindergarten Program (ELKP) Teachers - New in September 2012

- The second of two workshops for this group of teachers who will be teaching the expanded of Full-Day Early Learning Kindergarten programs in our Board in September. The training is meant to review Ministry of Education expectations regarding the physical and pedagogical requirements to make the learning environment as effective as possible for the students who will be in it.

Wednesday, June 6, 2012

Elementary and Secondary English as a Second Language Teachers (ESL) – Technology

- A full-day workshop for this group of teachers to do the following:
 - 1) Updating Student Portfolios in DocuShare
 - 2) Designing an electronic communication tool for parents
 - 3) Analyzing new assistive technology

Thursday, June 7, 2012

Elementary Library Technicians- End of Year Inventory

- A workshop designed for this group dealing with the key aspects of updating Information Learning Centres' materials inventory as the school year draws to a close.

Friday, June 8, 2012

Elementary Daily Occasional Teachers

- A workshop planned in conjunction with OECTA for this group of teachers who will receive training that will assist those who are called in to supply teach in French as a second language classrooms. They will also receive training in Writing Report Card Comments and Special Education Assistive Technology.

Thursday, June 28, 2012

Secondary Teachers – Mark and Report Card Submissions

- Secondary teachers under the direction of their school administrators will use this day to complete marking and submission of final marks for all students in their classes and attend promotion meetings for students.

Elementary and Secondary Custodial Staff – First Aid Certification

- The first of a two-day workshop designed to certify this group of employees Under the Occupational Health and Safety Act, Regulation 1101, in an effort by the Board to maintain student and staff safety.

Friday, June 29, 2012

Elementary and Secondary Teachers – End of the Year Activities

- Secondary teachers under the direction of their school administrators will use this day to complete attend promotion meetings and department meetings in preparation for the 2012-13 school year.

Elementary and Secondary Education Assistants, Library Technicians, Child and Youth Workers and Credit Recovery Assistants

- These groups of support staff will attend half-day workshops geared to their specific roles with their supervisors in preparation for the 2011-12 school year.

Elementary and Secondary Custodial Staff – First Aid Certification

- The second of a two-day workshop designed to certify this group of employees Under the Occupational Health and Safety Act, Regulation 1101, in an effort by the Board to maintain student and staff safety.

A concentrated attempt is being made to leave teachers in their schools with their students, during the final two weeks of the school year, in response to a request from school administrators.

A power point presentation featuring the following item will be shared:

- Leadership Intern Program (LIP) 2010-2012 Summary
- New Teacher Induction Program 2011-2012 Summary
- Board's 2nd Annual Family Day Picnic held on Sunday, June 3, 2012

The Report on Staff Development: Professional Development Opportunities is presented for information.

Prepared By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education

Date: June 5, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: REPORT ON THE 2012-2013 ANNUAL BUDGET

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2012-2013 Annual Budget, as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Senior Administration Council

Presented by: Larry Reich, Superintendent of Business & Financial Services
Senior Administration Council

Recommended by: John Crocco, Director of Education

Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

REPORT ON THE 2012-2013 ANNUAL BUDGET

BACKGROUND INFORMATION

On March 29, 2012, the Ministry of Education, announced the education funding for the 2012-2013 school year. The announcement indicated that education funding for 2012-2013, through the Grants for Student Needs (GSN), would be held stable at almost \$21 Billion and that the Early Learning Program, which is funded outside the GSN, would continue to be phased-in as originally planned.

In order to deal with the projected Provincial Deficit, the Ontario Government found it necessary to freeze all salaries in the Education Sector for two (2) years at the level paid as at August 31, 2012, without additional increases for qualification, experience and cost of living. To achieve this objective, the Ministry of Education issued a set of parameters, which were designed to form the basis for the negotiations with the various employee groups in the Education Sector.

In addition to the freeze of funding for all salaries and wages, the Ontario Government has found it necessary to continue the constraint measures for some expenditure envelopes, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2012-2013 Grants for Student Needs (GSN) do not include funding for increases in benefits and other operating expenditures. This means that school boards will have to fund these increases with corresponding reductions in expenditures in other envelopes.

It is important to note that average daily enrolment is projected to decrease by approximately 148 students during the 2012-2013 school year. This decrease in enrolment will result in a reduction of the GSN funding, which must be partially offset by a proportional reduction in expenditures.

Based on the foregoing funding information, Senior Administrative Council have held numerous meetings to review the 2012-2013 Budget requests submitted by staff, as we designed the Budget with the goal to align 2012-2013 Budget Expenditures to a level that would match the Budget Revenue available to the Board.

Senior Administrative Council have now completed the design of the 2012-2013 Budget, including the deployment of staff and the allocation of resources to the schools and departments of the Board. The 2012-2013 Budget is in alignment to achieve the Board approved Strategic Directions System Priorities 2012-2013 (Appendix A) to attain the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Director and members of Senior Administrative Council are pleased to present a proposed Annual Budget for the 2012-2013 school year, which is balanced without the transfer of funds from the reserves. The proposed Annual Budget includes Operating Expenditures amounting to \$251,764,618.

For the review of the Trustees, we enclose the following information:

APPENDIX A

Strategic Directions System Priorities 2012-2013

APPENDIX B

Summary of Revenue & Expenditures & Key Budget Factors

APPENDIX C

Analysis of Funding Allocations

APPENDIX D

Analysis of Expenditures by Department

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2012-2013 Annual Budget.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2012-2013 Annual Budget, as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Senior Administration Council

Presented by: Larry Reich, Superintendent of Business & Financial Services
Senior Administration Council

Approved by: John Crocco, Director of Education, Secretary/Treasurer

Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC STRATEGIC DIRECTIONS SYSTEM PRIORITIES 2012-2013

STRATEGIC DIRECTIONS

Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education

- To conduct a Niagara Catholic elementary and secondary Student Conference 2013 focusing on the theme of Growing in Wisdom by April 2013.
- To enhance our distinctive Catholic educational system by implementing the first year of the Niagara Catholic Faith Formation program, *Growing in Wisdom to Worship and Witness* by June 2013.
- To enhance our Elementary Chaplaincy Leader program in elementary schools through the addition of Elementary Chaplaincy Leaders who, through Family of Schools, will implement the Niagara Catholic Faith Formation Program and the Journey Retreat Program in all elementary schools by June 2013.
- To enhance local, national and international social justice experiences for elementary and secondary students by June 2013.

Advance Student Achievement for All

- To continue to support all students who are six years of age in the development of literacy skills, particularly in learning to read by June 2013.
- To continue to develop and implement specific literacy and numeracy strategies to support all students from early learning kindergarten programs to graduation by June 2013.
- To develop a school-based inquiry process focusing on mathematical processes, problem solving and communication with all secondary mathematics teachers by June 2013.
- To consolidate an inquiry based model of teaching and learning in all elementary and secondary schools by June 2013.
- To expand language acquisition for elementary and secondary students through the introduction of French Immersion at designated sites and specific international languages to meet the needs of students by June 2013.
- To nurture global citizenship of our students through enhanced national and international educational travel opportunities for students and staff by June 2013.
- To enhance e-Learning initiatives in Niagara Catholic by June 2013.
- To continue with system implementation of the Ministry of Education Policy, "Growing Success Assessment, Evaluation and Reporting in Ontario Schools", and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy for all schools in the Board by June 2013.

- To continue to advance student achievement with Ministry of Education, Board and School teaching and learning initiatives on the Provincial EQAO Primary and Junior Assessments, the EQAO Secondary Mathematics Assessment, the Ontario Secondary School Literacy Test (OSSLT) and classroom assessments to close the achievement gap by June 2013.
- To align and design initiatives to achieve the target of 85% graduation rate of 2012-2013 Grade 12 students by June 2013.
- To continue to advance student achievement using the Learning for All, K-12 (Draft 2011) resource as an integrated process of assessment and instruction in all elementary and secondary schools in the Board by June 2013.
- To continue to advance student achievement, through the development and implementation of the Board Improvement Plan for Student Achievement (BIPSA), and School Improvement Plans (SIP), for every elementary and secondary school focusing on the pillars of Faith, Community, Culture and Caring, Literacy, Numeracy, and Pathways in all schools by June 2013.

ENABLING STRATEGIES

Provide Supports for Success

- To design, implement and assess the model of intervention strategies, programs and services within the Niagara Catholic Mental Health and Addictions Plan by June 2013.
- To implement the Social Workers in Schools protocol in cooperation with Pathstone Mental Health and Contact Niagara to continue to address the need for increased supports for children and youth mental health by June 2013.
- To promote and design programs and supports for healthy lifestyles of students and staff by June 2013.
- To provide continued supports and coordinate training on Applied Behaviour Analysis (ABA) instructional methods and resources to increase capacity of school and Board staff to use ABA methods by June 2013.

Enhance Technology for Optimal Learning

- To implement the Course Planner component of the Career Cruising platform in all secondary schools by October 2012.
- To design a technology refresh program for the Niagara Catholic Data Center by November 2012.
- To design and implement a Smart Technology Training Program for staff by December 2012.
- To design and implement a Niagara Catholic Technology Security Program by January 2013.
- To conduct Niagara Catholic Technology Conferences for staff to engage in selected technology training delivered by Board approved companies by April 2013.
- To increase the number of technological devices for optimal learning in schools by June 2013.
- To research, select and train all administrators on a student achievement software program by June 2013.

Building Partnerships and Schools as Hubs

- To continue to build capacity with Trustees, the Diocese of St. Catharines, Parishes, administrators, staff, the Student Senate, Niagara Catholic Parent Involvement Committee, Catholic School Councils, Special Education Advisory Council and parents/guardians by providing information and opportunities for dialogue on Catholic education for all students in the Niagara Catholic District School Board by June 2013.

- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy by June 2013.
- To continue to expand educational-based research projects in the Board, by sharing current research, and by extending research partnerships with outside agencies by June 2013.

Strengthen Human Resource Practices and Develop Transformational Leadership

- To implement the Niagara Catholic Attendance Support Program for staff of Niagara Catholic by September 2012.
- To implement the electronic Professional Development Registration and Tracking Program for staff by October 2012.
- To develop a consistent tool for the scoring, assessment and evaluation component of the interview process for all job classes within the Niagara Catholic District School Board by January 2013.
- To develop within the Employee Hiring and Selection Policy specific Administrative Guidelines for designated non-teaching job classes by March 2013.
- To continue with the development and implementation of the second year of the Niagara Catholic Human Resources Certificate Program for all Principals, Vice-Principals and Senior Administrators by May 2013.

Create Equity and Accessibility of Resources

- To increase the knowledge, awareness and acceptance of equity and diversity initiatives with all staff and students by June 2013.
- To implement the strategies within the 2012-2013 Board Improvement Plan for Student Achievement by June 2013.
- To implement a plan to identify and remove barriers to individuals with disabilities in Board facilities as identified in the 2012-2013 Niagara Catholic Accessibility Plan and the Integrated Accessibility Standards Regulation by August 31, 2013.

Ensure Responsible Fiscal and Operational Management

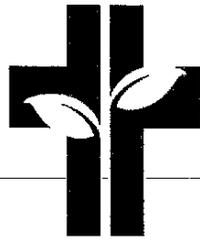
- To ensure that all Catholic Education Centre departments develop Operational Plans and review cycles, which align with the Vision 2020 Strategic Plan by October 2012.
- To consolidate key risks and mitigate budget factors into a single risk plan in connection with the annual budget for 2012-2013 by October 2012.
- To ensure that the School Generated Funds Policy and related Procedures Manual are finalized by November 2012 and that school administration staff are trained to implement the Policy and Administrative Guidelines by March 2013.
- To initiate the upgrading of the Budgetary Accounting System Computer Program in collaboration with other school Boards through the Educational Computer Network of Ontario by June 2013.
- To continue to develop, implement and monitor the day cleaning program in all school facilities by June 2013.
- To develop and implement measurement systems for the reduction of energy consumption, diversion of waste from landfill, reduction of greenhouse gas emissions and school ground greening through the Green Niagara Catholic program by June 2013.

- To comply with Ministry of Education requirements for fiscal financial management by presenting to the Board a balanced budget for 2012-2013 by June 2013.
- To ensure that the Internal Audit Plans are presented to the Audit Committee as required throughout 2012-2013.
- To ensure that the External Audit Plans are presented to the Audit Committee as required throughout 2012-2013.

Address Changing Demographics

- To develop a report on school capacities, enrolment, attendance area boundaries and building utilization with recommendations to address changing demographics within Niagara Catholic by January 31, 2013.

Revised Version May 1, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ANNUAL BUDGET

**Summary of
Revenue & Expenditures
and Key Budget Factors**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

Total Budget Revenue & Expenditures

Budget Revenue	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments
Total Operating Funding & Other Rev.	238,767,265	235,835,004	2,932,262	
Total Capital Funding & Other Rev.	12,997,353	13,090,145	(92,792)	
Funds transferred from Accumulated Surplus	(0)	1,579,207	(1,579,208)	
Total Budget Revenue	251,764,618	250,504,356	1,260,262	

Budget Expenditures

Total Operating Expenditures	238,028,414	236,779,603	1,248,811	
Total Capital & Other Expenditures	13,736,204	13,724,753	11,451	
Amount Required to Balance	0	0	-	
Total Budget Expenditures	251,764,618	250,504,356	1,260,262	
Total Budget Surplus (Deficit)	0	0	0	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Projected Student Enrolment

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments
Elementary Enrolment - ADE	14,072	14,043	29	The ADE enrolment is projected to increase
Secondary Enrolment - ADE	7,788	7,965	(177)	The ADE enrolment is projected to decrease
Total Board Enrolment - ADE	21,860	22,008	(148)	
Adult & Continuing Education - ADE	524	580	(56)	The ADE enrolment is projected to decrease
Summer School Enrolment - ADE	108	119	(11)	The ADE enrolment is projected to decrease
Adult Non-Credit ESL Programs - ADE	472	487	(15)	The ADE enrolment is projected to decrease
Total Adult & Cont. Ed. Enrolment - ADE	1,104	1,317	(213)	

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.
 - The number of students enrolled on those dates is to be weighted at 50% for each date.
 - The number of students enrolled in JK & SK is to be counted as half-time.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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Projected School Staffing

	<u>Annual Budget 2012-13</u>	<u>Revised Budget 2011-12</u>	<u>Increase (Decrease) 2012-13</u>	<u>Comments</u>
Total Elementary School Teachers	893	908	(15)	Decrease is mainly due to changes in enrolment & ELKP Program
Total Secondary School Teachers	527	537	(10)	Decrease is mainly due to changes in enrolment
Total Board School Teachers	<u><u>1,420</u></u>	<u><u>1,445</u></u>	<u><u>(25)</u></u>	

Average Class Size - Elementary

23.5 : 1 23.5 : 1

Under the Regulations,

- The Maximum Average Class Size for JK, SK and Grades 1, 2 & 3 is 20 : 1.
- and the Maximum Average Class Size for Grades 4 to 8 is expected to decrease to 24.5:1

Average Class Size - Secondary

22.0 : 1 22.0 : 1

Under the Regulations,

- Under the Regulations, the Maximum Average Class Size for all Secondary School Grades is 21 : 1.
- However, school boards may adjust the Maximum Average Class Size up to 22 : 1
- The Board has approved a special motion to increase the Maximum Average Class Size up to 22: 1.



NIAGARA CATHOLIC
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Analysis of Funding Allocations

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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Analysis of Funding Allocations & Budget Restrictions
Budget Revenue

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
Education Taxes	46,097,899	47,055,392	(957,493)	
Education Grants	193,406,242	193,406,886	(1,000,643)	
Total Funding Allocations	238,504,141	240,462,278	(1,958,137)	For details relating to changes in funding allocations, see page 4
Adult & Cont. Education Other Revenue	3,739,477	3,429,128	310,349	Increase is mainly due to additional tuition fee paying students
Other Operating Grants (EPO)	8,000,000	3,585,071	4,414,929	Increase is mainly due to additional EPO grants for ELKP Program
Other Miscellaneous Revenue	825,000	738,942	86,058	Increase is mainly due to implementation of new rates for community use of schools
Tuition Fees - Elementary & Secondary	696,000	709,730	(13,730)	Decrease is mainly due to changes in enrolment of VISA students
Funds transferred from Accumulated Surplus	(0)	1,579,207	(1,579,208)	Decrease is mainly due to a reduction in unfunded expenses
Total Budget Revenue	251,764,618	250,504,356	1,260,262	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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Analysis of Funding Allocations & Budget Restrictions
Budget Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
Salary & Wages	177,821,379	179,693,770	(1,872,391)	Decrease is mainly due to a reduction in the number of teachers
Employee Benefits	27,204,552	26,417,842	786,710	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	675,000	665,500	9,500	Increase is mainly due to changes in the professional development program
Supplies & Services	17,814,937	16,423,677	1,391,260	Increase is mainly due to additional classroom materials for the ELKP Program
Furniture & Equipment	2,107,106	1,242,458	864,648	Increase is mainly due to additional leases of computer equipment
Facility Renewal	733,750	733,750	-	
Depreciation & Amortization	8,447,535	8,343,293	104,242	Increase is mainly due to additional projects completed last year
Interest on Capital Debt	4,437,432	4,530,224	(92,792)	Decrease is mainly due to change in debenture payments
Rentals & Leases	450,000	450,000	-	
Fees & Contracts	11,288,828	11,811,355	(522,527)	Decrease is mainly due to changes in transportation routes & contracts
Other Expenditures	197,487	192,487	5,000	
Amortization of Future Benefits	586612	0	586,612	Increase is mainly due to change in accounting policies mandated by M. Ed.
Total Budget Expenditures	251,764,618	250,504,356	1,260,262	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions
Education Taxes

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
Share of Taxes for September to December				
38% of Residential & Farm Taxes	6,521,229	6,296,886	224,343	
38% of Industrial & Commercial Taxes	11,238,703	11,463,466	(224,763)	
38% of Payments In Lieu Of Taxes	20,504	14,346	6,158	
Subtotal	17,780,436	17,774,697	5,739	
Share of Taxes for January to August				
62% of Residential & Farm Taxes	10,746,299	10,376,605	369,694	
62% of Industrial & Commercial Taxes	18,520,199	18,890,585	(370,385)	
62% of Payments In Lieu Of Taxes	33,454	23,406	10,048	
Subtotal	29,299,952	29,290,596	9,356	
Add: Estimated Supplementary Taxes	751,479	1,539,176	(787,697)	
Less: Estimated Tax Write-Offs	1,444,200	1,259,301	184,899	
Total Education Taxes for the School Year	46,097,899	47,055,392	(957,493)	No significant change in this area

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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Analysis of Funding Allocations & Budget Restrictions
Education Grants - Funding Allocations

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
Foundation Grants				
Pupil Foundation Grants	115,678,171	115,795,272	(117,102)	Decrease is mainly due to changes in enrolment
School Foundation Grants	16,475,588	16,632,926	(157,338)	Decrease is mainly due to changes in enrolment
Subtotal - Foundation Grants	132,153,758	132,428,198	(274,440)	
Special Purpose Grants				
Special Education	27,203,057	27,317,405	(114,348)	Decrease is mainly due to changes in enrolment
Language - ESL & FSL	3,777,121	3,800,087	(22,966)	Decrease is mainly due to changes in enrolment
Geographic & Small Schools	0	0	-	
Learning Opportunities	3,357,844	3,438,974	(81,131)	Decrease is mainly due to changes in enrolment
Adult Education	2,174,775	2,413,607	(238,832)	Decrease is mainly due to changes in enrolment
Teacher Compensation	17,466,818	17,398,226	68,592	Increase is mainly due to changes in teacher grid placements
Transportation	10,571,691	10,710,933	(139,243)	Decrease is mainly due to changes in enrolment
Board Administration	6,062,207	6,143,241	(81,034)	Decrease is mainly due to changes in enrolment
School Operations	21,368,289	21,409,021	(40,732)	Decrease is mainly due to changes in enrolment
Declining Enrolment	726,692	1,086,902	(360,210)	Decrease is mainly due to changes in enrolment
Program Enhancement	0	579,000	(579,000)	Decrease is mainly due to changes in funding formula
First Nation Supplemental	241,278	242,775	(1,496)	Decrease is mainly due to changes in enrolment
Safe Schools	403,258	403,763	(504)	Decrease is mainly due to changes in enrolment
Non-Operating Expenditures	117,487	117,487	-	
Subtotal - Special Purpose Grants	93,470,517	95,061,422	(1,590,905)	
Subtotal - Total Operating Grants	225,624,275	227,489,620	(1,865,345)	
Less: Minor TCA & Other Adjustments	-	-	-	
Capital Grants	225,624,275	227,489,620	(1,865,345)	
School Facilities Renewal	733,750	733,750	-	
Interest on Capital Debt	4,437,432	4,530,224	(92,792)	Decrease is mainly due to changes in debentures
Depreciation & Amortization	7,708,684	7,708,684	-	
Other Capital Expenditures	0	0	-	
Subtotal - Capital Grants	12,879,866	12,972,658	(92,792)	
Total Funding Allocations	238,504,141	240,462,278	(1,958,137)	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions
Funding Lines - Net Revenue & Net Expenditures

	ANNUAL BUDGET 2012-13			REVISED BUDGET 2011-12		
	Net Revenue 2012-13	Net Expenditures 2012-13	Variance 2012-13	Net Revenue 2011-12	Net Expenditures 2011-12	Variance 2011-12
Classroom						
Classroom Teachers	128,506,406	126,550,713	1,955,693	128,954,031	130,043,209	(1,089,178)
Occasional / Supply Teachers	2,705,540	4,511,222	(1,805,681)	2,706,310	4,760,146	(2,053,836)
Educational Assistants & Early Childhood Educators	15,789,099	16,223,063	(433,964)	15,995,289	17,053,982	(1,058,693)
Textbooks, Learning Materials & Equip.	5,879,279	6,792,297	(913,018)	6,146,881	6,200,037	(53,156)
Classroom Computers	1,040,799	1,661,526	(620,727)	1,045,615	922,211	123,404
Professionals & Paraprofessionals	6,726,469	5,587,209	1,139,260	6,702,021	5,240,219	1,461,802
Library & Guidance	4,812,165	4,901,076	(88,911)	4,846,084	4,882,536	(36,453)
Staff Development	401,482	238,486	162,996	410,585	238,431	172,154
Program Chairs	368,758	375,198	(6,440)	376,435	373,615	2,820
Adjustment for Minor Tangible Capital Assets	0	0	-	-	-	-
	166,229,967	166,840,789	(610,822)	167,183,251	169,714,388	(2,531,137)
Non-Classroom						
Principals, Vice-Principals	10,671,354	10,425,815	245,539	10,825,807	10,352,439	473,368
School Office Administration	6,009,571	5,232,305	777,266	6,084,342	5,149,937	934,405
Coordinators & Consultants	1,619,307	1,840,881	(221,575)	1,624,117	1,694,488	(70,371)
Board Administration	6,155,183	7,149,775	(994,592)	6,272,238	7,585,825	(1,313,587)
Operations & Maintenance - Schools	21,647,217	21,522,294	124,923	21,796,012	21,014,810	781,202
Continuing Education, Summer School	2,576,630	2,093,868	482,762	2,848,403	2,702,005	146,398
Pupil Transportation	10,597,559	9,662,208	935,351	10,737,963	10,102,840	635,123
	59,276,821	57,927,147	1,349,673	60,188,882	58,602,344	1,586,538
	225,506,788	224,767,937	738,851	227,372,133	228,316,732	(944,599)
Capital & Other						
School Facilities Renewal	733,750	733,750	-	733,750	733,750	-
Interest on Capital Debt	4,437,432	4,437,432	-	4,530,224	4,530,224	-
Depreciation & Amortization	7,708,684	8,447,535	(738,851)	7,708,684	8,343,292	(634,608)
Non-Operating Expenditures	117,487	117,487	-	117,487	117,487	-
	12,997,353	13,736,204	(738,851)	13,090,145	13,724,753	(634,608)
Total	238,504,141	238,504,141	0	240,462,278	242,041,485	(1,579,207)

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Funding Allocations & Budget Restrictions
Budget Restrictions on Special Education Funding Envelope**

	Annual Budget 2012-13	Revised Budget 2011-12	Comments on Major Changes
Special Education Funding Allocations			
SEPPA Grants - Elementary JK-3	5,645,014	5,585,622	
SEPPA Grants - Elementary 4-8	5,729,873	5,808,632	
SEPPA Grants - Secondary 9-12	3,683,101	3,735,386	
Approved Specialized Equipment - Elementary	441,085	398,287	
Approved Specialized Equipment - Secondary	238,777	216,799	
High Needs Amount (HNA) - Elementary	8,250,000	8,019,080	
High Needs Amount (HNA) - Secondary	2,200,050	2,463,116	
Measures of Variability Amount (MOV) - Elementary	500,000	500,000	
Measures of Variability Amount (MOV) - Secondary	283,290	315,107	
Section 23 Education Programs	86,000	86,237	
Behavioural Expertise	145,867	144,980	
Other Revenue - ELKP & Other	619,135	3,232	
	<u>27,822,192</u>	<u>27,276,478</u>	
Special Education Expenditures			
Classroom Teachers	7,910,074	7,851,877	
Occasional / Supply Teachers	122,014	116,783	
Educational Assistants	15,623,145	15,184,798	
Textbooks, Learning Materials, Classroom Supplies	960,000	960,000	
Classroom Computers & Networks	-	-	
Professionals, Paraprofessionals & Team Teachers	3,906,154	3,730,938	
Library & Guidance	-	-	
Staff Development	10,000	10,000	
Coordinators	316,990	300,880	
	<u>28,848,377</u>	<u>28,155,276</u>	
Total Expenditures for Special Education			
Add (Less) Revenue & Adjustments for Special Ed.	(483,775)	(483,775)	
Total Special Education Net Expenditures	<u>28,364,602</u>	<u>27,671,501</u>	
Unspent (Overspent) Special Education Funding Allocations	-542,410	-395,023	

The Board is in compliance with the regulations because it spends more than the funding allocation

Note: Unspent Funding Allocations must be placed in the Special Education Reserve Fund

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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Analysis of Funding Allocations & Budget Restrictions
Budget Restrictions on Board Administration Funding Envelope

	Annual Budget 2012-13	Revised Budget 2011-12	Comments on Major Changes
Board Administration Funding Allocation			
Total Funding Allocation for Board Administration	6,155,183	6,337,159	
Add: Additional Funding Allocations	0	0	
Less: Other Adjustments	0	0	
	<u>6,155,183</u>	<u>6,337,159</u>	
Board Administration Expenditures			
Net Expenditures relating to Board Administration	7,624,775	8,010,825	
Add: Net strike savings attributable to Administration	0	0	
Less: Transfer from Reserve Funds	0	0	
Less: Other Revenue Attributable to Administration	-475,000	-425,000	
Less: Other Adjustments	0	0	
	<u>7,149,775</u>	<u>7,585,825</u>	
Unspent (Overspent) Board Admin. Funding	<u>(994,592)</u>	<u>(1,248,666)</u>	

Note: if the Funding Allocation is overspent, then the Board may have to submit a plan to reduce the expenditures within two years.

The Board is not in compliance and may have to submit a plan to reduce the overexpenditure within two years.



NIAGARA CATHOLIC
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Analysis of Expenditures by Department

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department

Total Board Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Operating Expenditures				
Board Administration	7,624,710	8,010,824	-386,113	See comments on page 2
Elementary Schools	123,883,247	122,343,045	1,540,202	See comments on page 3
Secondary Schools	69,102,436	68,803,010	299,426	See comments on page 4
Adult & Continuing Education	5,833,655	6,131,132	-297,477	See comments on page 5
Plant Operations	18,864,258	18,577,907	286,351	See comments on page 6
Plant Maintenance	3,057,903	2,810,845	247,058	See comments on page 7
Student Transportation	9,662,205	10,102,840	-440,635	See comments on page 8
	<u>238,028,414</u>	<u>236,779,603</u>	<u>1,248,811</u>	
Capital & Other Expenditures				
Facility Renewal	733,750	733,750	0	See comments on page 10
Interest on Capital Debt	4,437,432	4,530,224	-92,792	See comments on page 11
Depreciation & Amortization	8,447,555	8,343,292	104,243	See comments on page 12
Non-Operating Expenditures	117,487	117,487	0	See comments on page 13
	<u>13,736,204</u>	<u>13,724,753</u>	<u>11,451</u>	
Total Board Operating Expenditures	251,764,618	250,504,356	1,260,262	

Amortization of Future Benefits 586612

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Expenditures by Department
Board Administration Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	4,653,628	4,942,461	-288,833	Decrease is mainly due to changes in staff deployment and contracts
Employee Benefits	1,003,582	998,363	5,220	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	92,500	90,000	2,500	
Supplies & Services General Administration	117,500	127,500	-10,000	Decrease is mainly due to changes in the purchase of supplies
Business Administration	862,500	862,500	0	
Program Administration	0	0	0	
Computers	50,000	125,000	-75,000	Decrease is mainly due to changes in the purchase of computers
Furniture & Equipment	10,000	30,000	-20,000	Decrease is mainly due to changes in the purchase of office equipment
Fees & Contracts	835,000	835,000	0	
Total Administration Expenditures	7,624,710	8,010,824	-386,113	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Expenditures by Department
Elementary School Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	102,700,285	102,941,518	-241,233	Decrease is mainly due to changes in staff deployment due to enrolment
Employee Benefits	15,313,008	14,416,440	896,568	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	430,000	430,000	0	
Supplies & Services				
School Instruction Budgets	1,492,869	1,490,196	2,673	Increase is mainly due to changes in the purchase of central supplies & materials
Central Instruction Budgets	1,555,000	1,125,000	430,000	Increase is mainly due to changes in the purchase of supplies & materials for ELKP
Central Other Budgets	575,000	605,000	-30,000	Decrease is mainly due to changes in the purchase of supplies
Computers	1,169,932	688,103	481,829	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	647,153	646,788	365	Increase is mainly due to changes in the purchase of equipment
Fees & Contracts	0	0	0	
Total Elementary School Expenditures	123,883,247	122,343,045	1,540,202	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department
Secondary School Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	56,537,992	57,297,413	-759,421	Decrease is mainly due to changes in staff deployment due to enrolment
Employee Benefits	7,983,428	7,534,993	448,435	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	120,000	120,000	0	
Supplies & Services				
School Instruction Budgets	1,370,614	1,401,631	-31,017	Decrease is mainly due to changes in the purchase of supplies
Central Instruction Budgets	2,076,227	1,685,000	391,227	Increase is mainly due to changes in the purchase of central supplies & materials
Central Other Budgets	271,091	276,000	-4,909	Decrease is mainly due to changes in the purchase of supplies
Computers	570,476	313,060	257,416	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	100,609	102,913	-2,304	Decrease is mainly due to changes in the purchase of equipment
Fees & Contracts	72,000	72,000	0	
Total Secondary School Expenditures	69,102,436	68,803,010	299,426	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department
Adult & Continuing Education Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	3,925,024	4,498,573	-573,549	Decrease is mainly due to changes in staff deployment due to enrolment
Employee Benefits	687,702	692,487	-4,785	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	15,000	8,000	7,000	Increase is mainly due to changes in professional development programs
Supplies & Services				
School Instruction Budgets	1,159,429	925,072	234,357	Increase is mainly due to changes in the purchase of learning materials
Central Instruction Budgets	0	0	0	
Central Other Budgets	0	0	0	
Computers	40,000	4,000	36,000	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	0	0	0	
Fees & Contracts	6,500	3,000	3,500	
Total Adult & Cont. Ed. Expenses	5,833,655	6,131,132	-297,477	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Expenditures by Department
Plant Operations Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	8,446,974	8,441,897	5,077	Increase is mainly due to changes in staff deployment
Employee Benefits	2,384,783	2,377,009	7,774	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	10,000	10,000	0	
Supplies & Services Utilities	4,570,000	4,600,000	-30,000	Decrease is mainly due to changes in consumption and utility costs
Cleaning & Operating	1,162,500	1,112,500	50,000	Increase is mainly due to a higher estimate of operating costs
Sites & Grounds Maintenance	1,055,000	950,000	105,000	Increase is mainly due to a revision of the cost of snow removal and utilities
Computers	30,000	1,500	28,500	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	645,000	525,000	120,000	Increase is mainly due to changes in the purchase and lease of equipment
Fees & Contracts	560,000	560,000	0	
Total Plant Operations Expenditures	18,864,258	18,577,907	286,351	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Expenditures by Department
Plant Maintenance Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	1,321,110	1,321,110	0	
Employee Benefits	346,292	331,734	14,558	Increase is mainly due to changes in benefit rates
Professional Development	7,500	7,500	0	
Supplies & Services Department Operation	169,000	159,000	10,000	Increase is mainly due to additional maintenance projects
Mechanical & Electrical	577,500	475,000	102,500	Increase is mainly due to additional maintenance projects
Building Maintenance	525,000	405,000	120,000	Increase is mainly due to additional maintenance projects
Computers	1,500	1,500	0	
Furniture & Equipment	35,000	35,000	0	
Fees & Contracts	75,000	75,000	0	
Total Plant Maintenance Expenditures	3,057,903	2,810,845	247,058	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Expenditures by Department
Student Transportation Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	236,365	250,798	-14,433	Decrease is mainly due to changes in the deployment of staff
Employee Benefits	72,369	66,815	5,554	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	0	0	0	
Supplies & Services	75,707	74,278	1,429	Increase is mainly due to changes in the purchase of operating supplies
Computers	12,675	12,675	0	
Furniture & Equipment	0	0	0	
Fees & Contracts				
Bus Transportation	8,326,866	8,760,051	-433,185	Decrease is mainly due to changes in transportation routes & contracts
Taxi & Minivan	180,145	180,145	0	
Other Transportation	758,078	758,078	0	
Total Student Transportation Exp.	9,662,205	10,102,840	-440,635	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET**

**Analysis of Expenditures by Department
School Facilities Renewal Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
School Facilities Renewal Expenses	733,750	733,750	0	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department
Interest on Capital Debt

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Interest on Long Term Debentures	4,437,432	4,530,224	-92,792	Decrease is mainly due to changes in debentures and capital loans
Interest on Short Term Capital Loans	0	0	0	
Total Interest on Capital Debt	4,437,432	4,530,224	-92,792	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department
Annual Depreciation Expenditure

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Annual Depreciation	8,447,535	8,343,292	104,243	Increase is mainly due to the completion of additional capital projects
Total Annual Depreciation Exp.	8,447,535	8,343,292	104,243	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department
Non-Operating Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Other Non-Operating Expenditures	117,487	117,487	0	
Total Non-Operating Exp.	117,487	117,487	0	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department
Provision for Contingencies

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Provision for Contingencies for this year	0	0	0	
Total Provision for Contingencies	0	0	0	No significant changes in this envelope

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information

Prepared by: Larry Reich, Superintendent of Business and Financial Services
Presented by: Larry Reich, Superintendent of Business and Financial Services
Approved by: John Crocco, Director of Education
Date: June 5, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

Appendix A	Blessed Trinity Catholic Secondary School (Gr.)
Appendix B	Cardinal Newman Catholic Elementary School (NF)
Appendix C	Mary Ward Catholic Elementary School (NF)
Appendix D	Our Lady of Fatima Catholic Elementary School (Gr.)
Appendix E	Sacred Heart Catholic Elementary School
Appendix F	Saint Michael Catholic High School (NF)
Appendix G	St. Alfred Catholic Elementary School (SC)
Appendix H	St. Anthony Catholic Elementary School (SC)
Appendix I	St. Charles Catholic Elementary School
Appendix J	St. Joseph Catholic Elementary School (Gr.)
Appendix K	St. Martin Catholic Elementary School
Appendix L	St. Michael Catholic Elementary School (NOTL)

The Capital Projects Progress Report is presented for information.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Presented by: Larry Reich, Superintendent of Business & Financial Services
Recommended by: John Crocco, Director of Education
Date: June 5, 2012



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX A

BLESSED TRINITY CATHOLIC SECONDARY SCHOOL, GRIMSBY



Scope of Project: Design and construction of a twenty-three classroom addition to the existing facility under the Energy Efficient Funding Program

Current Status: Construction is proceeding according to schedule. Cost savings in phase 2 has allowed additional renovations (Phase 3 - new Chapel, office & guidance renovations) to be completed over the summer vacation.

Project Information:

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students

Project Funding:

Energy Efficiency	11,000,000
Board Reserves	329,915

\$11,329,915

Project Costs:

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,440,130
Contract, Phase 2	7,873,905	4,825,670	6,835,375
Contract, Phase 3	0	0	700,808
Fees & Disbursements	880,000	1,020,659	1,144,790
Furniture & Equipment	700,085	60,706	176,816
Other Project Costs	440,000	276,215	1,031,996
	\$11,329,915	\$7,623,380	\$11,329,915

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	2 November 2009	26 January 2010
Contract Documents, Phase 1	8 April 2010	18 June 2010
Tender & Approvals, Phase 1	25 May 2010	7 July 2010
Construction, Phase 1	27 August 2010	27 September 2010
Contract Documents, Phase 2	24 March 2011	16 March 2011
Tender & Approvals, Phase 2	29 March 2011	12 April 2011
Construction, Phase 2 & 3	17 August 2012	
Occupancy	4 September 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Ted Farrell



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX B

CARDINAL NEWMAN CATHOLIC ELEMENTARY SCHOOL

Scope of Project: design and construction of a single classroom addition, and expansion of an existing classroom to be a full day early learning kindergarten classroom



Current Status:
Construction is underway and on schedule.

Project Information:

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	39,729	sq. ft.
Total Site Area	4.27	acres
Pupil Places Added	44	students
New Facility Capacity	518	students

Project Funding:		Project Costs:			
		Budget	Paid	Forecast	
FDK Grant	434,584	Construction Contract	350,000	64,892	403,483
Facilities Renewal	53,483	Fees & Disbursements	70,000	59,848	70,000
	\$488,067	Furniture & Equipment	5,000	0	5,000
		Other Project Costs	9,584	5,316	9,584
			\$434,584	\$130,056	\$488,067

Project Timelines:	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	July 19, 2011	July 19, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	January 27, 2010
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	King Contractors of Niagara Ltd.
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	Chris Kerho



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX C

MARY WARD CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition, and renovation of the existing library to be a new full day early learning kindergarten classroom.

Current Status: Tender documents are being finalized for distribution to general contractors.

Project Information:

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	37,034	sq. ft.
Total Site Area	4	acres
Pupil Places Added	38	students
New Facility Capacity	400	students



Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000	0	350,000
Fees & Disbursements	50,000	28,733	50,000
Furniture & Equipment	10,000	0	10,000
Other Project Costs	24,584	8,825	24,584
	\$434,584	\$37,558	\$434,584

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	August 12, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 17, 2012
Tender & Approvals	February 2012	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing	November 2013	

Project Team:

Architect	Svedas Koyanagi Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX D

OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, GRIMSBY



Scope of Project:

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.

Current Status:

Solar panel installation is complete and the system is ready for connection to the power grid.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	460,000

\$1,409,373

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,200,000	1,043,137	1,200,000
Fees & Disbursements	78,250	81,860	78,250
Other Project Costs	130,900	97,028	130,900

\$1,409,150 \$1,222,025 \$1,409,150

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	August 31, 2011
Operation	March 31, 2012	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX E

SACRED HEART CATHOLIC ELEMENTARY SCHOOL

Scope of Project: expansion of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Construction is now underway and on schedule.



Project Information:

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	25,258	sq. ft.
Total Site Area	5.2	acres
Pupil Places Added	32	students
New Facility Capacity	328	students

Project Funding:

FDK Grant	434,584
Facilities Renewal	143,433
	\$578,017

Project Costs:

	Budget	Paid	Forecast
Contract	350,000	96,205	493,433
Fees & Disbursements	50,000	32,709	50,000
Furniture & Equipment	10,000	0	10,000
Other Project Costs	24,584	4,787	24,584
	\$434,584	\$133,701	\$578,017

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	September 21, 2011
Design Development	September 2011	October 21, 2011
Contract Documents	February 2012	January 30, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Chapman Murray Associates Architects Inc
General Contractor	Brouwer Construction
Project Manager	Tunde Labbanicz
Superintendent	Mark Lefebvre
Principal	Lisa Selman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX F

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a ten classroom addition.

Current Status:

Schematic Designs are being prepared.

Project Information:

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



Project Funding:

Capital Priorities 5,527,880

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,450,000	0	4,450,000
Fees & Disbursements	500,000	0	500,000
Furniture & Equipment	50,000	0	50,000
Other Project Costs	527,880	1,131	527,880
	\$5,527,880	\$1,131	\$5,527,880

\$5,527,880

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2013	
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architect Inc.
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX G

ST. ALFRED CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a new full day early learning kindergarten classroom.

Current Status:

Construction is now underway and on schedule.

Project Information:

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,524	sq. ft.
Total Site Area	6.84	acres
Pupil Places Added	38	students
New Facility Capacity	492	students



Project Funding:

FDK Grant	434,584
Facilities Renewal	88,164
	\$522,748

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000	80,226	438,164
Fees & Disbursements	40,000	40,520	40,000
Furniture & Equipment	5,000	0	5,000
Other Project Costs	39,584	5,510	39,584
	\$434,584	\$126,256	\$522,748

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 9, 2011	August 9, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 3, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Macdonald Zuberec Ensslen Architects Inc.
General Contractor	T.R. Hinan Inc.
Project Manager	Tunde Labbanicz
Superintendent	Mario Ciccarella
Principal	Ken Czaplicki



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX H

ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of 3 new classrooms for Early Learning, plus renovations to provide additional general classrooms within the existing building.

Current Status:

New addition is occupied. Portables have been removed
Exterior site work is in progress.

Project Information:

New Area to be Constructed	6,588	sq. ft.
Existing Area to be Renovated	2,400	sq. ft.
Total New Facility Area	50,777	sq. ft.
Total Site Area	5.04	acres
Pupil Places Added	124	students
New Facility Capacity	602	students



Project Funding:

Primary Class Size	1,077,869
Early Learning	434,585
Facilities Renewal	166,750
Energy Funding	550,000
	\$2,229,204

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,396,000	1,660,558	1,396,000
Fees & Disbursements	146,700	196,232	150,556
Furniture & Equipment	15,000	65,491	15,000
Other Project Costs	671,504	87,629	667,648
	\$2,229,204	\$2,009,910	\$2,229,204

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	17 February 2011
Tender & Approvals	22 February 2011	8 March 2011
Construction	16 December 2011	16 December 2011
Occupancy	9 January 2012	9 January 2012
Official Opening & Blessing	28 May 2012	28 May 2012

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Merit Contractors Niagara
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarella
Principal	Anne Marie Crocco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX I

ST. CHARLES CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion and renovation of six classrooms to be full day early learning kindergarten classrooms.

Current Status:

Construction is now underway.

Project Information:

New Area to be Constructed	3,600	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,125	sq. ft.
Total Site Area	3.5	acres
Pupil Places Added	18	students
New Facility Capacity	442	students



Project Funding:

FDK Grant	1,086,462
Facilities Renewal	110,736
	\$1,197,198

Project Costs:

	Budget	Paid	Forecast
Construction Contract	870,000	131,527	980,736
Fees & Disbursements	100,000	83,508	100,000
Furniture & Equipment	20,000	2,027	20,000
Other Project Costs	96,462	16,456	96,462
	\$1,086,462	\$233,518	\$1,197,198

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	June 29, 2011	June 29, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 3, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	Bromac Construction
Project Manager	Tunde Labbanicz
Superintendent	Mario Ciccarelli
Principal	Kim Kuchar



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX J

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL, GRIMSBY



Scope of Project:

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.

Current Status:

Solar panel installation is complete. Approval to tie in to the power grid has not yet been obtained.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	355,000
	<u>\$1,304,373</u>

Project Costs:

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract	1,041,818	1,012,206	1,041,818
Fees & Disbursements	78,250	75,989	78,250
Other Project Costs	184,305	61,951	184,305
	<u>\$1,304,373</u>	<u>\$1,150,146</u>	<u>\$1,304,373</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	August 31, 2011
Operation		

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Lori Spadafora



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX K

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school on a new site.

Current Status:

Client-architect agreement is being prepared for signature.

Project Information:

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students



Project Funding:

Capital Priorities	9,430,364
Reserve for Property	250,000
	\$9,680,364

Project Costs:

	Budget	Paid	Forecast
Purchase of Site	250,000	10,030	250,000
Construction Contract	7,479,925		7,479,925
Fees & Disbursements	900,000	41,408	900,000
Furniture & Equipment	100,000		100,000
Other Project Costs	950,439		950,439
	\$9,680,364	\$51,438	\$9,680,364

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender & Approvals	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2013	
Official Opening & Blessing		

Project Team:

Architect	MMMC Inc Architects
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Dean Stunt



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 5, 2012**

APPENDIX L

ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a new full day early learning kindergarten classroom.

Current Status:

Construction is now underway.

Project Information:

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	27,906	sq. ft.
Total Site Area	6.45	acres
Pupil Places Added	38	students
New Facility Capacity	343	students



Project Funding:

FDK Grant	434,584
Facilities Renewal	116,405
	\$550,989

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000	0	461,405
Fees & Disbursements	50,000	51,627	55,000
Furniture & Equipment	10,000	0	10,000
Other Project Costs	24,584	6,362	24,584
	\$434,584	\$57,989	\$550,989

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 11, 2011	August 11, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	January 30, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Quartek Group Inc.
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Brian Palujanskas

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – MAY 22, 2012**



Spotlight

on

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

May 22, 2012

St. Ann Catholic Elementary School Excellence Program Presented to Board



St. Ann Catholic Elementary School in St. Catharines presented its School Excellence Presentation to the Board of Trustees during the May 22nd Board Meeting. Trustees and Senior Staff received special Niagara Catholic tiles and crosses created by Grade 5 students. Read St. Ann Catholic Elementary School's School Excellence Presentation on pages 3 and 4 of Spotlight on Niagara Catholic.

Niagara Catholic Trustees Approve 2012-2013 Strategic Directions System Priorities at Board Meeting

Trustees approved the 2012-2013 Strategic Directions System Priorities during the May 22nd Board Meeting.

Based on the expectations of the Board's Vision 2020 Strategic Plan, the Niagara Catholic Strategic Directions System Priorities build upon the 2011-2012 System Priorities.

The 2012-2013 System Priorities for the Strategic Direction *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education* are:

- To conduct a Student Conference by April 2013 focusing on the theme, *Growing in Wisdom*;
- To enhance our distinctive Catholic Education System by implementing the first year of the Board's Faith Formation

Program, *Growing in Wisdom to Worship and Witness* by June 2013;

- To enhance our Elementary Chaplaincy Leader program in elementary schools;
- To enhance local, national and international social justice experiences for elementary and secondary students by June 2013.
- There are 12 System Priorities for the Strategic Direction *Advance Student Achievement for All*. The complete report, which includes all Strategic Directions and Enabling Strategies, can be found in the May 22nd Board Agenda on the Board website, niagaracatholic.ca.

Board Approves Revised Playground Equipment Policy



Niagara Catholic has updated the Board's Playground Equipment Policy. Read the updated Policy in the Policies section of the Board's website, niagaracatholic.ca.

During the May 22nd Board Meeting, Niagara Catholic Trustees passed an amendment to the Board's Playground Equipment Policy (702.1).

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes that playground equipment on its school sites has been provided through the participation of school and community groups in raising funds for its purchase, installation, inspection and maintenance, in accordance with the guidelines on playground equipment.

The Board also encourages the formation of community partnerships to assist in the purchase, installation and maintenance of playground equipment, in accordance with the guidelines on playground equipment.

Read the amended Policy in the May 22nd Board agenda at niagaracatholic.ca.

St. Anthony Student Signs Modelling Contract

Congratulations to Chelsea DerNederlanden, a Grade 8 student at St. Anthony Catholic Elementary School in St. Catharines and the school's 2012 Catch the Spirit Award recipient, who recently signed a contract with the Ford Model Agency.

In addition to being an exemplary student, Chelsea is also a motivational speaker, promoting self-esteem among young girls and women.

Students Compete in Nationals

Blessed Trinity Catholic Secondary School students Rebekka Schmitt and Joshua Rampersaud recently competed at the Skills Canada competition in Edmonton, Alberta.

The duo earned admission into the national competition after gold medal finishes in their respective categories of Culinary Arts and Carpentry.

Niagara Catholic Submits Capital Funding Requests to Ministry

On March 29th, the Ontario Ministry of Education announced that up to \$350 million has been made available for school board Capital Priorities to address accommodation pressure, facility condition and/or school consolidation, and needed by 2015-2016.

Niagara Catholic has submitted three proposed projects to the Ministry for consideration. Those proposed projects, in order of priority, are:

- **St. James Catholic Elementary School** - \$1.5 million for addition and renovations to address facility condition and consolidation with Michael J. Brennan Catholic Elementary School
- **Our Lady of Mount Carmel Catholic Elementary School** - \$2 million for alterations and renovations to address facility condition and consolidation with St. Thomas More Catholic Elementary School
- **Lakeshore Catholic High School** - \$5.5 million to address accommodation pressures.

The Ministry has already approved a portion of the Board's submission, pledging \$479,925 to fund the replacement of 16 child care spaces at St. Martin Catholic Elementary School in Smithville.

Celebrations abound

As we move forward into June, many of our students will mark milestones as they graduate from Kindergarten to Grade 1, from elementary school to secondary school and from high school to apprenticeship, college, university or the world of work.

The staff and students at St. Anthony Catholic Elementary School in St. Catharines will celebrate the completion of additions and renovations to their school with the Official Blessing and Opening on May 28th at 7 p.m. Most Rev. Bishop Gerard Bergie, D.D., Bishop of St. Catharines, will officially bless the new areas of the school.

Niagara Catholic high schools will all host graduations. For dates and times, visit the June calendar, found at niagaracatholic.ca.



Niagara Catholic District School Board

2nd Annual Family Picnic

Sunday, June 3, 2012
9:00 a.m. to 1:00 p.m.

Queenston Heights Bandshell
Mass begins at 10:00 a.m.

With Bishop Gerard Bergie

Collection to be taken for the **Niagara Catholic Helping Hands Fund**.

Bring lawn chairs, blankets and your family picnic to enjoy.

Interactive games for young children!



School Excellence Program

FOCUS on

St. Ann Catholic Elementary School St. Catharines

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one "extraordinary item or initiative that makes the school an indispensable choice for parents."

St. Ann Catholic Elementary School first opened its doors across from Star of the Sea Church on Elgin Street in Port Dalhousie in 1915. In those days, Port Dalhousie was a town in its own right, based on the shipping through the Welland Canal.

Port Dalhousie became a neighbourhood within the City of St. Catharines in 1961 and has since become one of the highest growth sections in the city. To accommodate this growth, a new St. Ann Catholic Elementary School opened its doors on Main Street in September 1993.

Today, 310 students attend class at St. Ann Catholic Elementary School, where they bring to life the school motto, "Experience the integration of God's truth and His life, as revealed in Christ through the Holy Spirit, and in the entire curriculum and life of the school."

During the May 22nd Board Meeting, Principal Victoria Wegelin shared the many ways in which God's presence is shown at St. Ann Catholic every day.

Mrs. Wegelin said the school continues to build upon a strong foundation of academics, athletics, arts, community and, most importantly, faith, noting staff, students and parents are "committed to finding Jesus in everyone we meet." Staff help develop a social conscience in students through the school's involvement in a number of initiatives, including the Holy Childhood Walkathon, Terry Fox Run and Rankin Cancer Run, food drives for the St. Vincent de Paul Society, and clothing collections for a variety of groups and organizations within the community.

Although no longer located across the road from Star of the Sea Church, St. Ann staff and students maintain a strong tie to the parish. Two classes attend Mass at the church each week, the Rosary Club meets weekly and the St. Ann Choir leads staff and students in song at Mass and all religious celebrations.



Top: Catholic School Council Chair Lynesy Gregoire is one of many parents who frequently contribute to life at St. Ann Catholic Elementary School, as parents truly are partners in Catholic education.

Below: The St. Ann's Boys' Basketball Team were champions this season. Basketball is one of many sports and co-curricular activities St. Ann Catholic Elementary students enjoy.

St. Ann Catholic Elementary School St. Catharines *Continued*



Top: Father Peter Walton, Pastor of Star of the Sea Church, is a regular presence at St. Ann Catholic Elementary School.
Centre and bottom: Students enhance their learning by participating in a number of educational activities, such as the annual Heritage Fair, Gauss Math Test, Mathletes competition and the annual Medieval Feast, where Grade 4 students bring the Middle Ages to life. Guest speakers, as shown in the photo at left, also offer enhanced learning to students.

Mrs. Wegelin said teachers are committed to helping students reach their full academic potential. Staff share the learning goals with students, so students understand what is expected of them. They receive ongoing feedback from their teachers so they are able to achieve a higher level.

There are many co-curricular activities for students to enjoy, including sports teams and clubs for students interested in Scrabble, chess and dance. The Girlie Girl Club for Grade 5 girls meets weekly to discuss social issues important to students that age. The SMILE Club (Support Many in Little Exclusions) is a peer mentorship program, where students assist other students with disagreements at recesses to promote better understanding and prevent bullying.

There are also many opportunities to participate in activities that enhance the core curriculum, including the Heritage Fair, the Gauss Math Test and Mathletes competition, a school-wide French Day and the annual Grade 4 Medieval Feast.

Staff and students at St. Ann Catholic have embraced technology. Six classrooms have received new technology, and the goal is to equip each classroom with a Smartboard by 2013.

Parents are partners in Catholic education at St. Ann. The volunteers who run the SNAC program provide healthy snacks and special treats throughout the year.

Catholic School Council Chair Lynsey Gregoire said parents are strong contributors to school events and fundraisers each year, which help enhance learning opportunities for students. The 15-member Catholic School Council meets monthly to discuss ways to continue to support the children at the school, including running the annual Open House barbecue in September and other special events at the school, such as author visits and guest speakers.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JUNE 5, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – JUNE 2012**

June 2012

SUN MON TUE WED THU FRI SAT

Celebrate Canada

An eleven-day celebration which takes place from June 21 to July 1.



3	4	5	6	7	8	9
2nd Annual Niagara Catholic Staff, Family Mass & Picnic		CW Meeting	SEAC Meeting		Elem PA Day	
10	11	12	13	14	15	16
		BD Meeting				
17	18	19	20	21	22	23
Father's Day						Retirement & Service Recognition Celebration
24	25	26	27	28	29	30
	Graduation: - Saint Paul	Graduation: - Denis Morris - Holy Cross - Notre Dame	Graduation: - Blessed Trinity - St Francis	Sec PA Day Graduation: - Saint Michael	Elem & Sec PA Day Graduation: - Lakeshore Catholic	
... Secondary Exams				Secondary Exams ...		



Niagara Catholic
District School Board
Events posted at
niagaracatholic.ca