



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

*AGENDA AND MATERIAL*

## **POLICY COMMITTEE MEETING**

**TUESDAY, SEPTEMBER 29, 2015  
4:00 P.M.**

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



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- |    |   |     |
|----|---|-----|
| 1. | Opening Prayer – Trustee Burtnik                    | -   |
| 2. | Attendance  | -   |
| 3. | Approval of Agenda                                  | -   |
| 4. | Declaration of Conflict of Interest                 | -   |
| 5. | Minutes of Policy Committee Meeting of May 26, 2015 | 5   |
| 6. | Policies  |     |
|    | <i><u>Action Required</u></i>                       |     |
|    | <b>POLICIES – UNDER REVIEW</b>                      |     |
|    | 6.1 Attendance Support Program Policy (201.16)      | 6.1 |
|    | <b>POLICIES – PRIOR TO VETTING</b>                  |     |
|    | 6.2 Asthma Policy (New)                             | 6.2 |
|    | <i><u>Information</u></i>                           |     |
|    | 6.3 Policy and Guideline Review 2015-2016 Schedule  | 6.3 |
| 7. | Date of Next Meeting                                |     |
|    | October 27, 2015 – 4:30 p.m.                        |     |
| 8. | Adjournment   | -   |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
September 29, 2015**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
May 26, 2015**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of May 26, 2015, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, MAY 26, 2015

Minutes of the Policy Committee Meeting held on Tuesday, May 26, 2015 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:05 p.m. by Policy Committee Chairperson Burtnik.

1. **Opening Prayer**

The meeting was opened with a prayer by Trustee Sicoli

2. **Attendance**

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Kathy Burtnik (Committee Chair)	✓		
Frank Fera	✓		
Dino Sicoli	✓		

**Trustees:**

*Maurice Charbonneau*

*Pat Vernal*

*Father Paul MacNeil*

**Student Trustees:**

*Chloe Demizio*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Giancarlo Vetrone*, Superintendent of Business & Finance

*Linda Marconi*, Recording Secretary/Executive Assistant – Director of Education.

3. **Approval of Agenda**

Moved by Trustee Fera

**THAT** the May 26, 2015, Policy Committee Agenda be approved, as presented.

**APPROVED**

4. **Declaration of Conflict of Interest**

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

5. **Minutes of the Policy Committee Meeting of April 28, 2015**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of April 28, 2015, as presented.

**APPROVED**

6. **Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO JUNE 9, 2015 COMMITTEE OF THE WHOLE MEETING**

6.1 **Progressive Student Discipline – Safe Schools Policy (302.6.9)**

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted amendments to the Progressive Student Discipline – Safe Schools Policy (302.6.9) following the vetting process.

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

**POLICY STATEMENT**

- Page 1, Paragraph 1 replace “*academic and spiritual potential*” with “*potential and become living witnesses of Christ*”.

**ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 9, 2015 Committee of the Whole Meeting to approve the revisions to the Progressive Student Discipline – Safe Schools Policy (302.6.9), as amended.

**APPROVED**

**6.2 Admission of Elementary & Secondary Students Policy (301.1)**

Superintendent Forsyth-Sells presented feedback received from the vetting process and highlighted amendments to the Admission of Elementary & Secondary Students Policy (301.1) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 9, 2015 Committee of the Whole Meeting to approve the revisions to the Admission of Elementary & Secondary Students Policy (301.1), as presented.

**APPROVED**

**6.3 Safe Physical Intervention with Students Policy (301.8)**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted amendments to Safe Physical Intervention with Students Policy (301.8) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- Page 2, Paragraph 3 remove the word “reasonable” and the word “may also”
- Page 3, Paragraph 6 remove the word “reasonable”

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the June 9, 2015 Committee of the Whole Meeting to approve the revisions to the Safe Physical Intervention with Students Policy (301.8), as amended.

**APPROVED**

#### **6.4 Equity and Inclusive Education Policy (100.10)**

Superintendent Baldasaro presented feedback received from the vetting process and highlighted amendments to the Equity and Inclusive Education Policy (100.10) following the vetting process.

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

##### **POLICY STATEMENT**

- No amendment

##### **ADMINISTRATIVE GUIDELINES**

- Pages 3-9 replace “*The Board will endeavour to*” with “*The Board is committed to*”
- Pages 3-9 replace “*Staff will endeavour to*” with “*Staff will be committed to*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 9, 2015 Committee of the Whole Meeting to approve the revisions to the Equity and Inclusive Education Policy (100.10), as amended.

**APPROVED**

#### **6.5 Purchasing/Supply chain Management Policy (600.1)**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted amendments to the Purchasing/Supply chain Management Policy (600.1) following the vetting process.

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

##### **POLICY STATEMENT**

- No amendment

##### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the June 9, 2015 Committee of the Whole Meeting to approve the revisions to the Purchasing/Supply chain Management Policy (600.1), as presented.

**APPROVED**

## **6.6 Retirement & Service Recognition Celebration Policy (201.2)**

Frank Iannantuono, Superintendent of Education presented feedback received from the vetting process and highlighted amendments to the Retirement & Service Recognition Celebration Policy (201.2) following the vetting process.

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

### **POLICY STATEMENT**

- Page 1, Paragraph 2 replace “*the Board will host*” with “*the Board will invite its partners, OECTA, CUPE, and the Diocese of St. Catharines to co-host*”

### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee

**THAT** the Policy Committee recommend to the June 9, 2015 Committee of the Whole Meeting to approve the revisions to the Retirement & Service Recognition Celebration Policy (201.2), as amended.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

Nil

## **POLICIES – UNDER REVIEW**

### **6.7 Attendance Support Program Policy (201.6)**

John Crocco, Director of Education and Frank Iannantuono, Superintendent of Education presented revisions to the Attendance Support Program Policy Statement as requested at the April 28, 2015 Policy Committee Meeting.

Following a discussion the Policy Committee requested that the draft Administrative Guidelines be revised in accordance with the latest revisions to the Policy Statement and that both the revised draft Policy Statement and the revised draft Administrative Guidelines be presented to the September 29, 2015 Policy Committee Meeting for review by the Policy Committee.

Based on Policy Committee decisions at previous meetings and at the May 26, 2015 meeting, to meet Ministry of Education requirements on the Pupil Accommodation Review, at the September 29, 2015 Policy Committee Meeting, a revised Pupil Accommodation Review Policy will be the only Policy presented under Prior to Vetting for the consideration of the Policy Committee. The revised draft Administrative Guidelines for the Attendance Support Program Policy will be the only Policy presented under Policies Under Review.

Policy Committee members agreed to the two item Agenda for the September 29, 2015 Policy Committee Meeting.

***INFORMATION***

6.8 ***Policies Currently Being Vetted***

Nil

6.9 ***Policy and Guideline Review 2014-2015 Schedule***

Trustee Burtnik presented the Policy and Guideline Review 2014-2015 Schedule.

7. ***Date of Next Meeting***

September 29, 2015 – 4:00 p.m.

8. ***Adjournment***

The meeting adjourned at 5:53 p.m.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 29, 2015**

**TITLE: POLICIES – UNDER REVIEW  
ATTENDANCE SUPPORT PROGRAM POLICY (201.16)**

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Prepared by: Frank Iannantuono, Superintendent of Education  
Presented by: Frank Iannantuono, Superintendent of Education  
Date: September 29, 2015



Niagara Catholic District School Board

***ATTENDANCE SUPPORT PROGRAM***

STATEMENT OF POLICY

200 – Human Resources

Policy No 301.3

Adopted Date: June 23, 1998

Latest Reviewed/Revised Date: January 28, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision and Values for students and the families it serves.

To achieve the Mission of the Board, the Board is committed to creating and maintaining a healthy workplace for all employees as both individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

To achieve the Board's Mission, Vision, and Values regular attendance by all employees is an essential expectation. It is the responsibility of all employees to manage their regular attendance in order to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues. All employees have a responsibility to ensure their optimal and consistent regular and prompt attendance at work so as to fulfill their duties and responsibilities. Through a supportive process, the Board will ensure the regular monitoring of attendance of all employees as part of the board's duties and fiscal responsibilities

The Attendance Support Program (ASP) is a non-disciplinary, supportive program that respects and protects the confidentiality and privacy of employee information. Throughout all aspects of the phased program, the Board is committed to establishing healthy relationships and working together in a mutually respectful environment that is caring of all employees. The focus of the Attendance Support Program is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace, wellness and promoting a healthy workplace.

This Attendance Support Program combines prevention, intervention and supportive assistance to achieve the goals of personal and workplace wellness.

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To encourage optimal and consistent attendance at work by supporting all staff in a sensitive, caring and compassionate manner.
- b. To provide assistance to all employees who are absent from work by utilizing effective practices, supports and return to work procedures.
- c. To hold all staff accountable through a subsidiary approach for responding to absenteeism by an employee's immediate supervisor.
- d. The Attendance Support Program (ASP) will comply with the legislated Short Term Sick Leave and Disability Plan.
- e. Through objective standards, culpable absences will be managed through the independent process of progressive discipline.
- f. To apply this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.

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

***References:***

- [\*Employment Standards Act\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Workplace Safety and Insurance Act\*](#)
- [\*Employee Assistance Program \(EAP\)\*](#)
- [\*Equity and inclusive Education Policy\*](#)
- [\*Accessibility Standards\*](#)
- [\*Collective Agreements\*](#)
- [\*Terms and Conditions\*](#)



Niagara Catholic District School Board

**ATTENDANCE SUPPORT PROGRAM**

ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 301.3

Adopted Date: June23, 1998

Latest Reviewed/Revised Date: January 28, 2014

**ATTENDANCE SUPPORT PROGRAM : DEFINITIONS AND PROCEDURES**

**Definitions of Absenteeism**

**Non-Culpable or Innocent Absenteeism** occurs when an employee, through no fault of his/her own, is absent from the workplace because of a personal illness, disease or injury. The reason for the absence is not the concern; rather, it is the need to meet attendance expectations.

The Attendance Support Program (ASP) recognizes that employees with non-culpable absenteeism may require assistance to attend work regularly and meet attendance expectations.

**Culpable or Responsible Absenteeism** refers to absences from work for which the employee is found to be accountable. Some examples of culpable absences are: failure to attend work without notifying the employer; late for work or leaving early; and abuse of leave. Employees with culpable absences are subject to progressive discipline in accordance with associated Board Policies, Administrative Guidelines, Procedures, Collective Agreements and Terms of Employment. It is required that culpable absences be directed to Human Resource Services for further direction and advice and are not intended to be addressed in the Attendance Support Program (ASP).

**Absence Reporting**

Employees are required to attend work as scheduled, with the understanding that there will be times when employees are unable to attend work due to a legitimate personal illness, or injury.

In order to ensure a consistent and equitable approach throughout the Board, all employees are required to report his/her own absences for all vacancies through the normal reporting procedures (Smartfind Express) within the required timeframe.

**Process of Addressing Absenteeism**

The process of addressing absenteeism is supportive in nature. The intent is to understand the absences, provide support, discuss the impact the absences are having on the specific school, department or location, and identify support services that are available to the employee. This process of addressing absenteeism will allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

## **ABSENCE THRESHOLD INDICATORS**

Attendance threshold indicators to address attendance concerns are defined as a rate of absenteeism equivalent to 3.5% of the total working days of the employee (i.e. 3.5% of 194/3.5% of 260).

It is the responsibility of all supervising administrators (Director of Education, Superintendent of Education, Controller of Facilities Services, Principal, Vice-Principal and Managers) to identify the absences and/or circumstances which may necessitate a meeting with the employee when;

- i. the Attendance Support Program threshold has been reached or exceeded and/or;
- ii. the types of absences include, but are not limited to:
  - A pattern of absenteeism (e.g. Mondays and Fridays, P.A. Days)
  - Absences due to personal illness
  - Frequent absences of short duration
  - Unclear rationale for absences
  - Unauthorized absences

## **HEALTH AND MEDICAL INFORMATION**

Health and medical information is among the most sensitive information that employees provide to the employer, the Board. All health and medical information will be treated with the utmost respect and confidentiality. The Board acknowledges and shall strictly adhere to the legislation pertaining to personal information under the Personal Health Information Act.

If the employee indicates at any step that there is a medical condition or disability contributing to their attendance challenges then the supervising administrator should discuss the situation with the Coordinator of Attendance Support Program so that appropriate steps can be taken.

Medical information is required for several reasons:

1. To provide the Human Resources Services Department with the necessary information to ensure that appropriate accommodation strategies can be explored and to ensure compliance with the Human Rights and Workplace Safety Insurance Legislation.
2. To medically verify absences as outlined in the respective Collective agreements or Terms and Conditions for employees.
3. To verify that the employee is sick or fit to return to work.
4. To staff and replace personnel appropriately.

The Human Resource Services Department may request medical confirmation of illness or injury confirming the dates of the absence, the reason, (omitting a diagnosis), the employee's prognosis and any limitations or restrictions. Medical confirmation will be required to be provided by the employee as determined by the Human Resource Services Department for absences of five (5) consecutive days or greater. The Human Resource Services Department is entitled to make reasonable follow up requests and seek periodic updates. Requests shall be sent to the employee who shall be responsible for authorizing the medical practitioner to respond in a timely fashion. The medical confirmation and follow up requests will be required to be provided in the attached Medical Certificate form (Appendix A).

**SUPPORTIVE INTERVENTION HAS TWO (2) DISTINCT STAGES**

**Stage 1**

1. Employees who have attendance related concerns may be identified by either the supervising administrator or as a result of the attendance monitoring of the Coordinator of Attendance Support.
2. The supervising administrator who has a concern with the employee's attendance will arrange a meeting to review the attendance concern with the employee under their supervision.
3. The areas of concern discussed at the meeting will include, but not be limited to;
  - a. Employee absences which may have a negative impact on the learning environment;
  - b. identified patterns of absence.
4. The meeting shall include the employee, the supervising administrator, union/association representative and other administrative staff as required to support the process.
5. The supervising administrator will determine whether the attendance concerns are such that they should progress to the Superintendent of Human Resources.
6. The supervising administrator will have access to attendance records of their staff.
7. The Coordinator of Attendance Support will have access to the attendance information for all employees of the Board and will provide this information to supervising administrators as required.

**Stage 2**

1. When the attendance concern is brought forward to the Superintendent of Human Resources, a meeting will occur with the employee, the supervising administrator, union/association representative and other administrative staff as required to support the process.
2. The Superintendent of Human Resources may notify the employee that a medical note for each absence in the future will be required until the Superintendent of Human Resources and the supervising administrator deem that the attendance has been corrected.
3. The monitoring of absences will be deemed disciplinary and will be managed through the process of progressive discipline.
4. The Superintendent of Human Resources will inform the employee that the appropriate sections of the Collective Agreement and/or Terms and Conditions will apply.
5. A record of the meeting will be issued to the employee via a letter and will be filed in the employee's personnel file.

## **ROLES AND RESPONSIBILITIES**

### **Employer – Niagara Catholic District School Board**

- Expects that employees will attend work regularly as they fulfill the services they were hired to provide
- Promotes and foster the expectation of regular attendance in the work environment
- Promotes and maintain a work environment that promotes overall health, safety and wellness of all employees
- Advocates that the Attendance Support Program be administered in a fair and consistent manner.
- Provides employee training and orientation on the program, attendance expectations, supports and resources

### **Employee**

- Attends work as scheduled and actively participate in managing his/her attendance
- Maintains a record of all absences due to personal illnesses and be familiar with the attendance process
- Reports all absences in Smartfind Express, in accordance with his/her appropriate Employee group procedure
- Seeks and actively participate in appropriate Counselling (Employee and Family Assistance Program) and/or medical attention to address health concerns
- Cooperates in setting personal attendance goals
- Promotes timely and successful return to work transitions
- Maintains regular contact with the Supervising Administrator during extended absences
- Contacts union representative
- Provides any appropriate documentation and relevant health information, during any level of the process, in a timely manner, or upon request.

### **Senior Administration**

- Acts as positive role models for employees and provides support to supervisors
- Promotes and maintains a work environment which protects the overall health, safety and wellness of all Employees
- Demonstrates a commitment to the Attendance Support Program
- Ensures all Supervisors act consistently in dealing with attendance issues at all levels of the organization
- Communicates expectations for attendance at work.

### **Supervising Administrator**

- The supervising administrator includes the Director of Education, Superintendents of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers. The supervisors are responsible for the promotion of a positive work environment and to ensure employees are aware that their contributions are valued. As well, supervisors are responsible for;

#### Communication

- Communicates attendance expectations to all employees and ensure that they understand the principles of the Attendance Support Program
- Advises employees of available resources (i.e. Employee and Family Assistance program (EFAP), Ontario Teachers Insurance Plan (OTIP))
- Maintains professional confidentiality
- Participates in all meetings as outlined in the Attendance Support Program and provide input into the development of individualized attendance goals for each employee involved in the program

#### Monitoring Attendance

- Accesses and reviews monthly attendance reports from Smartfind Express for all Employees under his/her supervision
- Ensures all employees are treated fairly and equitably when monitoring attendance
- Provides assistance and support to all employees as necessary
- Maintains regular contact with absent employees
- Ensures a consistent and timely application of the Attendance Support Program

#### Attendance Recognition

- Practices, expects and promotes regular attendance of all employees as advocated by the employer
- Provides positive reinforcement to employees who are progressing and reaching their attendance goals.

### **Coordinator of Attendance Support Program**

- Safeguards employee confidentiality
- Supports and offers guidance with return to work transitions
- Supports Supervisors to follow the Attendance Support Program process
- Offer support and resources to assist employees to meet attendance goals, as necessary
- Supports and promotes regular and improved attendance
- Monitor and report regularly on attendance
- To provide information to employees and their respective unions or employee group representatives about excessive absenteeism and or any reoccurring attendance patterns and advise on expectations.
- To monitor the consistent application of the Attendance support Program.
- To maintain appropriate documentation throughout the Attendance Support program.





Niagara Catholic District School Board

**ATTENDANCE SUPPORT PROGRAM**

STATEMENT OF POLICY

200 – Human Resources

Policy No 301.3

Adopted Date: June 23, 1998

Latest Reviewed/Revised Date: January 28, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision and Values for students and the families it serves.

To achieve the Mission of the Board, the Board is committed to creating and maintaining a healthy workplace for all employees as both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

To achieve the Board's Mission, Vision, and Values, regular attendance by all employees is an essential expectation. It is the responsibility of all employees to manage their regular attendance in order to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues. All employees have a responsibility to ensure their optimal and consistent regular and prompt attendance at work to fulfill their duties and responsibilities. Through a supportive process, the Board will ensure the regular monitoring of attendance of all employees as part of the Board's duties and fiscal responsibilities.

The Attendance Support Program (ASP) is a non-disciplinary, supportive program that respects and protects the confidentiality and privacy of employee information. Throughout all aspects of the phased program, the Board is committed to establishing health relationships and working together in a mutually respectful environment that is caring of all employees. The focus of the Attendance Support Program is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace wellness and promoting a healthy workplace.

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To provide a program that combines prevention, intervention and supportive assistance to achieve the goals of personal and workplace wellness.
- b. To encourage optimal and consistent attendance by supporting all staff in a sensitive, caring and compassionate manner.
- c. To provide assistance to all employees who are absent from work by utilizing effective practices, supports and return to work procedures.
- d. To hold all staff accountable through a subsidiarity approach for responding to absenteeism by an employee's immediate supervisor.
- e. To comply with the legislated Short Term Sick Leave and Disability Plan.
- f. To manage, through the independent process of progressive discipline and objective standards, culpable absences.
- g. To apply this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.

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

**References:**

- [\*Employment Standards Act\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Workplace Safety and Insurance Act\*](#)
- [\*Employee Assistance Program \(EAP\)\*](#)
- [\*Equity and inclusive Education Policy\*](#)
- [\*Accessibility Standards\*](#)



Niagara Catholic District School Board

## ATTENDANCE SUPPORT PROGRAM

### ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 301.3

Adopted Date: June 23, 1998

Latest Reviewed/Revised Date: January 28, 2014

## GUIDING PRINCIPLES

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To encourage regular ~~optimal and consistent~~ attendance at work through the proactive use of preventative measures.
- b. ~~To raise awareness of the importance of optimal and consistent attendance.~~
- c. To provide assistance to employees who are absent from work and to enable them to attend work regularly and productively.
- d. To utilize effective and successful practices, supports and return to work procedures.
- e. To apply the application of this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.
- f. ~~To provide a framework for responding to absenteeism.~~
- g. The Attendance Support Program (ASP) will comply with the ~~legislated~~ Short Term Sick Leave and Disability Plan.

## ATTENDANCE SUPPORT PROGRAM : DEFINITIONS AND PROCEDURES

### Definitions of Absenteeism

**Non-Culpable or Innocent Absenteeism** occurs when an Employee, through no fault of his/her own, is absent from the workplace because of a personal illness, disease or injury. The reason for the absence is not the concern; rather, it is the need to meet attendance expectations.

The Attendance Support Program (ASP) recognizes that employees with non-culpable absenteeism may require assistance to attend work regularly and meet attendance expectations.

**Culpable or Responsible Absenteeism** refers to absences from work for which the employee is found to be accountable. Some examples of culpable absences are: failure to attend work without notifying the employer; late for work or leaving early; and abuse of leave. Employees with culpable absences are subject to progressive discipline in accordance with associated Board Policies, Administrative Guidelines, Procedures, Collective Agreements and Terms of Employment. It is required that culpable absences be directed to Human Resources Services for further direction and advice and are not intended to be addressed in the Attendance Support Program (ASP).

~~Culpable absences will be managed through the process of progressive discipline.~~

## **Absence Reporting**

Employees are required to attend work as scheduled, with the understanding that there will be times when employees are unable to attend work due to a legitimate personal illness, disease or injury.

In order to ensure a consistent and equitable approach throughout the Board, all employees are required to report his/her own absences for all vacancies through the normal reporting procedures (Smartfind Express), within the required timeframe.

## **Process of Addressing ~~Non-Culpable Absenteeism/Innocent~~ Absenteeism**

The process of addressing ~~non-culpable~~ absenteeism is supportive in nature. The intent is to understand the absences, provide support, discuss the impact the absences are having on the specific school, department or location, ~~provide support~~ and identify support services that are available to the employee. This process of addressing absenteeism will allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

## **ABSENCE THRESHOLD INDICATORS**

~~Absence Threshold is the established number of occurrences over a rolling 12 working month period. When an employee's absences reach the determined threshold, the process of supportive intervention with administration will commence to discuss the level of absenteeism, having regard for the personal circumstances of the employee.~~

~~Identified Absence Thresholds are as follows:-~~

~~Partial (0.5) or full day (1.0): An equivalent of 10 occurrences for 10 and 12 month employees~~

~~Absences beyond 9 occurrences will follow the requirements as per legislation and Board Policy.~~

~~The Absence threshold will be reviewed every two years by Senior Administration. Employees will be notified of the initial threshold and any subsequent changes thereafter.~~

~~The goals that are set within any phase of the multi-level process are specific and unique to each employee's circumstances.~~

Attendance threshold indicators to address attendance concerns are defined as a rate of absenteeism equivalent to 3.5% of the total working days of the employee (i.e. 3.5% of 194/3.5% of 260).

It is the responsibility of all supervising administrators (Director of Education, Superintendent of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers) to identify the absences and/or circumstances which may necessitate a meeting with the employee when;

- i. the Attendance Support Program threshold has been reached or exceeded and/or;
- ii. the types of absences include, but are not limited to:
  - A pattern of absenteeism (e.g. Mondays and Fridays, PA Days)
  - Absences due to personal illness, personal appointments, ~~and leaves related to personal or family matters~~
  - ~~Absences due to workplace injury and/or illness~~
  - Frequent absences of short duration
  - Unclear rationale for absences
  - Unauthorized absences

**2. SUPPORTIVE INTERVENTION HAS FOUR (4) DISTINCT PHASES**

~~Prior to any Support Phase Meeting, consultation will occur between Human Resources Services and the Supervisor.~~

~~When attendance goals have been achieved, within any of the review periods, the employee remains in the Attendance Support Program (ASP), and their absences are monitored by the Coordinator of Attendance Support for a period of up to 12 working months.~~

~~Employees who do not reach or exceed the established threshold during the 12 working month review period will exit from the Attendance Support Program.~~

~~To provide consistency, an interview check list must be completed, during the meeting/interview, at every phase of the process.~~

**HEALTH AND MEDICAL INFORMATION**

Health and Medical information is among the most sensitive information that employees provide to the employer, Board. All health and medical information will be treated with the utmost respect and confidentiality. The Board acknowledges and shall strictly adhere to the legislation pertaining to personal information under the Personal Health Information Act.

If the employee indicates at any step that there is a medical condition or disability contributing to their attendance challenges then the supervising administrator should discuss the situation with the Coordinator of Attendance Support Program so that appropriate steps can be taken.

Medical information is required for several reasons:

1. To provide Human Resources Services Department with the necessary information to ensure that appropriate accommodation strategies can be explored and to ensure compliance with the Human Rights and Workplace Safety Insurance Legislation.
2. To medically verify absences as outlined in the respective collective agreements or terms and conditions for employees.
3. To verify that the employee is sick or fit to return to work.
4. To staff and replace personnel appropriately.

The Human resources services Department may request medical confirmation of illness or injury confirming the dates of the absence, the reason therefore (omitting a diagnosis), the employee's prognosis and any limitations or restrictions. Medical confirmation will be required to be provided by the employee as determined by the Human Resources Services Department for absences of five (5) consecutive days or greater. The board is entitled to make reasonable follow up requests and seek periodic updates. Requests shall be sent to the employee who shall be responsible for authorizing the medical practitioner to respond in a timely fashion. The medical confirmation and follow up requests will be required to be provided in the attached Medical Certificate Form (Appendix A)

**SUPPORTIVE INTERVENTION HAS TWO(2) DISTINCT PHASES**

**Stage 1**

1. Employees who have attendance related concerns may be identified by either the supervising administrator or as a result of the attendance monitoring of the Coordinator of Attendance Support.
2. The supervising administrator who has a concern with the employee's attendance will arrange a meeting to review the attendance concern with the employee under their supervision.
3. The areas of concern discussed at the meeting will include, but not be limited to;
  - a. Employee absences which may have a negative impact on the learning environment;
  - b. Identified patterns of absence.
4. The meeting shall include the employee, the supervising administrator, union/association representative and other administrative staff as required to support the process.
5. The supervising administrator will determine whether the attendance concerns are such that they should progress to the Superintendent of Human Resources.
6. The supervising administrator will have access to attendance records of their staff.
7. The Coordinator of Attendance Support will have access to the attendance information for all employees of the Board and will provide this information to supervising administrators as required.

**Stage 2**

1. When the attendance concern is brought forward to the Superintendent of Human Resources, a meeting will occur with the employee, the supervising administrator, union/association representative and other administrative staff as required to support the process.
2. The Superintendent of Human Resources may notify the employee that a medical note for each absence in the future will be required until the Superintendent of Human Resources and the supervising administrator deem that the attendance has been corrected.
3. The monitoring of absences will be deemed disciplinary and will be managed through the process of progressive discipline.
4. The Superintendent of Human Resources will inform the employee that the appropriate sections of the Collective Agreement and/or Terms and Conditions will apply.
5. A record of the meeting will be issued to the employee via a letter and will be filed in the employee's personnel file.

~~**Support Phase 1**—When the employee reaches the determined Absence threshold, the Supervising Administrator will arrange a meeting to initiate discussions related to the employee’s absence level, gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, offer support and guidance, as well as set attendance goals for the next four (4) months. **the Coordinator of the Attendance Support Program will outline the goals of Phase 1 of the ASP.** A letter will be issued to the employee acknowledging entry into the Attendance Support Program. During the four (4) month period, if the Supervising Administrator **Coordinator of the Attendance Support Program** determines that the employee has met the goals set, then an “Improvement Letter” will be issued. **The immediate supervisor will be informed of the Support Phase 1 written notification to the employee.** The Phase 1 meeting shall include: the employee, Supervising Administrator, union/association representative (per employee request) and other administrative staff as required to support the process.~~

~~**Support Phase 2**—When the employee has been unable to meet the attendance goals established in Phase 1 or the prorated threshold is reached or exceeded during the first phase review period, the employee will enter into Phase 2. A letter will be issued to the employee acknowledging entry into Phase 2 of the Attendance Support Program. Attendance goals will again be set with the employee that will apply for the next four (4) months. During the next four (4) months, if the Supervising Administrator **Coordinator of the Attendance Support Program** determines that the employee has met the goals set, then an “Improvement Letter” will be issued (Appendix A). **The immediate supervisor will be informed of the Support Phase 2 written notification to the employee.** The Phase 2 meeting shall include: the employee, Supervising Administrator, **Coordinator of Attendance Support**, union/association representative (per employee request) and other administrative staff as required to support the process.~~

~~**Support Phase 3**—When the employee has been unable to meet the attendance goals established in Phase 2 or the prorated threshold is reached or exceeded during the Phase 2 review period, the employee will enter into Phase 3. Attendance goals will again be set with the employee that will apply for the next four (4) months. The employee will be advised that failure to meet the attendance goals set in Phase 3 may result in termination of employment. During the next four (4) months, if the **Coordinator of the Attendance Support Program in conjunction with the** Supervising Administrator determines that the employee has met the goals set, then an “Improvement Letter” will be issued (Appendix A). The Phase 3 meeting shall include: the Employee, Supervising Administrator and next level Supervisor or Family of Schools Superintendent, **Coordinator of Attendance Support**, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be issued to the employee acknowledging entry into Phase 3 of the Attendance Support Program.~~

~~**Support Phase 4**—When the employee has been unable to meet the attendance goals established in Phase 3 or the prorated threshold is reached or exceeded during the Phase 3 review period, the employee will enter into Phase 4. **The employee will be advised that failure to meet the attendance goals set in Phase 4 may result in termination of employment.** The Phase 4 meeting shall include: the Employee, Supervising Administrator, next level Supervisor or Family of Schools Superintendent, union/association representative (per employee request), **Coordinator of Attendance Support and Superintendent of Human Resources or designate** **resulting in a plan of action to address the employee’s attendance.**~~

~~**Following the Support Phase 4 Meeting, an Employer/Employee Agreement may be developed. If the terms of the agreement are not upheld by the employee** the employee progresses to Phase 4 and the Employer determines, that there are no conditions which would suggest the need for reconsidering termination, the employee may be advised that his/her employment is being terminated on a non-disciplinary basis due to “frustration of contract”. If the decision is to terminate employment, the formal request of such is made to the Director of Education.~~

### **3. ROLES AND RESPONSIBILITIES**

#### **Employer – Niagara Catholic District School Board**

- Expects that employees will attend work regularly as they fulfill the services they were hired to provide
- Promotes and foster the expectation of regular attendance in the work environment
- Promotes and maintain a work environment that promotes overall health, safety and wellness of all employees
- Advocates that the Attendance Support Program be administered in a fair and consistent manner.
- Provides employee training and orientation on the program, attendance expectations, supports and resources

#### **Employee**

- Attends work as scheduled and actively participate in managing his/her attendance
- Maintains a record of all absences due to personal illnesses and be familiar with the attendance process
- Reports all absences in Smartfind Express, in accordance with his/her appropriate Employee group procedure
- Seeks and actively participate in appropriate Counselling (Employee and Family Assistance Program) and/or medical attention to address health concerns
- Cooperates in setting personal attendance goals
- Promotes timely and successful return to work transitions
- Maintains regular contact with the Supervising Administrator during extended absences
- Contacts union representative
- Provides any appropriate documentation and relevant health information, during any level of the process, in a timely manner, or upon request.

#### **~~Supervisory Officer~~ Senior Administration**

- Acts as positive role models for employees and provides support to supervisors
- Promotes and maintains a work environment which protects the overall health, safety and wellness of all Employees
- Demonstrates a commitment to the Attendance Support Program
- Ensures all ~~Supervising Administrators~~ Supervisors act consistently in dealing with attendance issues at all levels of the organization
- Communicates expectations for attendance at work.
- ~~In conjunction with Human Resources Services, reviews the data of those employees who have not met attendance goals following the completion of the 4 phases to determine ongoing employability.~~



**Supervising Administrator–**

- The supervising administrator **includes** the Director of Education, Superintendents of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers. The supervisors are responsible for the **promotion of a positive work environment and to ensure employees are aware that their contributions are valued. As well, supervising administrators are responsible for;**

**Communication**

- Communicates attendance expectations to all employees and ensure that they understand the principles of the Attendance Support Program
- Advises employees of available resources (i.e. Employee and Family Assistance program (EFAP), Ontario Teachers Insurance Plan (OTIP)
- Maintains professional confidentiality
- Participates in all meetings as outlined in the Attendance Support Program and provide input into the development of individualized attendance goals for each employee involved in the program

**Monitoring Attendance**

- Accesses and reviews monthly attendance reports from Smartfind Express for all Employees under his/her supervision
- Ensures all employees are treated fairly and equitably when monitoring attendance
- Provides assistance and support to all employees as necessary
- Maintains regular contact with absent employees
- Ensures a consistent and timely application of the Attendance Support Program

**Attendance Recognition**

- Practices, expects and promotes regular attendance of all employees as advocated by the employer
- Provides positive reinforcement to employees who are progressing and reaching their attendance goals.

**Coordinator of Attendance Support Program**

- ~~Provides training and support to Supervising Administrator~~ **Supervisors** regarding **throughout the various phases of the** Attendance Support Program
- ~~Manages the implementation of the Attendance Support Program~~
- Safeguards employee confidentiality
- Supports and offers guidance with return to work transitions
- Supports ~~Supervising Administrator~~ **supervising administrators** to follow the Attendance Support Program process
- Offer support **and resources** to assist employees to meet attendance goals, as necessary
- Supports and promotes regular and improved attendance
- ~~Assists in setting attendance standards and protocols~~
- ~~Monitors, evaluates and recommends revisions to the Attendance Support Program on an annual basis and/or as necessary.~~
- ~~Identifies employees who exceed the attendance support threshold level of absences(10)~~
- ~~Provides assistance in the development of individual goals at the conclusion of each meeting, taking into account circumstances identified at each meeting~~



CONFIDENTIAL

2. Is this condition the result of: (check one)

Non-occupational illness/injury

Occupational illness/injury

3. Is he/she receiving treatment:  Yes  No

4. Has or will a referral to a specialist been made?  Yes  No

If yes, date of referral: \_\_\_\_\_  
(dd/mm/yyyy)

5. Have you discussed return to work with your patient?  Yes  Not at this time

6. Is the patient able to return to work:  with accommodation  without accommodation

Expected date of return: \_\_\_\_\_  
(dd/mm/yyyy)

unable to return to work at this time

7. Date of next assessment: \_\_\_\_\_  
(dd/mm/yyyy)

Health Care Practitioner Signature:	Date Completed: _____ dd/mm/yyyy
Health Care Practitioner Name and Address:	

**Part 3 and/or 4 need only be completed for a return to work that requires an accommodation.**

**Part 3 – Medical Practitioner – please complete the following:**

**COGNITIVE LIMITATIONS AND/OR RESTRICTIONS**  N/A

Please describe **cognitive** limitations and/or restrictions. Physical limitations and/or restrictions, if any, can be detailed in Part 4. These cognitive restrictions will be assessed when determining modified work either in the employee's own position or another suitable position.

**Date of Assessment:** \_\_\_\_\_  
(dd/mm/yyyy)

Level of Functioning (Please circle which level applies for each task)	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Supervision Required</b>	needs constant supervision	needs frequent supervision	needs limited supervision	requires no supervision
<b>Supervision of Others</b>	not able to supervise others	can meet demands of or for occasional supervision	can meet demands of or for regular supervision	can meet demands of full supervision
<b>Tolerance to Deadlines</b>	cannot deal with deadline pressures	occasionally deal with deadlines	can deal with deadlines that are reoccurring	can deal with strict deadlines
<b>Attention to Detail</b> (Indicate maximum time the individual can concentrate)	concentration on detail is severely limited	concentrate on detail is limited	can concentrate on details, needs occasional breaks of non detailed work	able to concentrate intensely on detailed work
<b>Performance of Multiple Tasks</b>	can deal with one task at a time	can handle more than 1 task but requires cues as to when to do task	can handle multiple tasks requires some time management assistance	fully able to handle multiple tasks without difficulty
<b>Tolerance to External Stimulus</b>	needs quiet, non distracting work environment	can cope with small degree of distraction	can cope with distracting stimuli for portion of day	fully able to cope with multiple stimuli without negative effect
<b>Ability to Work with Others Cooperatively</b>	tolerates working alone	can tolerate others within vicinity, but needs to perform independent tasks	can work with others cooperatively when required	fully able to work in close cooperation with others
<b>Confrontational Situations</b>	unable to cope with confrontational situations	can cope with exposure to confrontational situations with back-up available	moderate ability to cope with confrontational situations	able to deal with confrontational situations with tact and control
<b>Responsibility and Accountability</b>	errors in judgment or attention likely to occur	can exercise a moderate level of responsibility with occasional need for support	can accept responsibility including the responsibility for the safety of others	can accept a high level of responsibility including sensitive situations

**Prognosis** (based on objective assessments)  
**From the date of this assessment, the above will apply for approximately:**

1-2 weeks  
  3-5 weeks  
  6-8 weeks  
  2-3 months  
  4-6 months  
 6+ months  
 Unknown

**Recommendations for work hours and start date:**

Regular full time hours  
 Modified hours  
 Graduated hours

Start Date: \_\_\_\_\_  
(dd/mm/yyyy)

**Next appointment date to review Limitations and/or Restrictions:** \_\_\_\_\_  
(dd/mm/yyyy)

**Part 4 - Medical Practitioner – please complete the following:**

<b>PHYSICAL LIMITATIONS AND/OR RESTRICTIONS</b> <input type="checkbox"/> N/A															
Please describe <b>physical</b> limitations and/or restrictions only. <b>Cognitive</b> limitations and/or restrictions, if any, can be detailed in Part 3. These physical restrictions will be assessed when determining modified work either in the employee's own position or another suitable position.															
<b>Date of Assessment:</b> _____ (dd/mm/yyyy)															
<b>Walking:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (please specify) _____	<b>Standing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (please specify) _____	<b>Sitting:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (please specify) _____	<b>Lifting from floor to waist:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify) _____												
<b>Lifting from Waist to Shoulder:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify) _____	<b>Stair Climbing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 - 10 steps <input type="checkbox"/> Other (please specify) _____														
<input type="checkbox"/> <b>Bending/twisting repetitive movement of (please specify):</b> _____	<input type="checkbox"/> <b>Work at or above shoulder activity:</b> _____	<input type="checkbox"/> Limited pushing / pulling with: <input type="checkbox"/> Left Arm <input type="checkbox"/> Right Arm <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Limited use of hand(s): <table style="width:100%; border: none;"> <tr> <td style="text-align: center;">Left</td> <td style="width: 50px;"></td> <td style="text-align: center;">Right</td> </tr> <tr> <td><input type="checkbox"/> Gripping</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Pinching</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Left		Right	<input type="checkbox"/> Gripping		<input type="checkbox"/>	<input type="checkbox"/> Pinching		<input type="checkbox"/>	<input type="checkbox"/> Other		<input type="checkbox"/>
Left		Right													
<input type="checkbox"/> Gripping		<input type="checkbox"/>													
<input type="checkbox"/> Pinching		<input type="checkbox"/>													
<input type="checkbox"/> Other		<input type="checkbox"/>													
<input type="checkbox"/> <b>Operating motorized Equipment</b>	<input type="checkbox"/> <b>Environmental Exposure to: (heat, cold, noise)</b>	<input type="checkbox"/> <b>Chemical exposure to:</b> _____	<input type="checkbox"/> <b>Exposure to Vibration:</b> <input type="checkbox"/> Whole body <input type="checkbox"/> Hand/arm												
<b>Other (Please describe)</b> _____															
<b>Prognosis - From the date of this assessment, the above will apply for approximately:</b> <input type="checkbox"/> 1-2 weeks <input type="checkbox"/> 3-5 weeks <input type="checkbox"/> 6-8 weeks <input type="checkbox"/> 2-3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 6+ months <input type="checkbox"/> Unknown															
<b>Recommendations for work hours and start date:</b> <input type="checkbox"/> Regular full time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours			<b>Start Date:</b> _____ (dd/mm/yyyy)												
<b>Next appointment date to review Limitations and/or Restrictions:</b> _____ (dd/mm/yyyy)															

Please provide any additional information/comments/findings/limitations (ex. Physical, Cognitive) which you feel would assist our employee in a safe and timely return to work.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 29, 2015**

**TITLE: POLICIES – PRIOR TO VETTING  
ASTHMA POLICY (NEW)**

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: September 29, 2015



Niagara Catholic District School Board

**ASTHMA**

STATEMENT OF POLICY

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board and its staff, work cooperatively with families, health care providers, and community partners in order to provide a safe, inclusive, and healthy educational environment for all students. The Board recognizes that students diagnosed with asthma achieve at their fullest potential when their needs are met at school.

This policy is intended to meet the needs of students diagnosed with asthma in compliance with *Ryan's Law - Ensuring Asthma Friendly Schools- 2015*.

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

*References:*

- Ryan's Law, Ensuring Asthma Friendly Schools-2015
- Ontario Lung Association ([www.on.lung.ca](http://www.on.lung.ca))
- *Education Act* Section 265-Duties of Principal
- Regulation 298 s20-Duties of Teachers
- Niagara Catholic Policies:
  - Anaphylaxis Policy No. 302.1
  - Administration of Oral Medication of Students Under the Age of 18 Policy No. 302.2



Niagara Catholic District School Board

**ASTHMA POLICY**

ADMINISTRATIVE GUIDELINES

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

**DEFINITIONS**

Definition of Asthma

According to the Ontario Lung Association ([www.on.lung.ca](http://www.on.lung.ca)), asthma is very common chronic (long-term) lung disease making it difficult for a person to breathe. Persons with asthma have sensitive airways that react to triggers; such as poor air quality, mold, dust, pollen, viral infections, animals, smoke and cold air. When the airways react to a trigger, they become narrow due to swelling and squeezing of the airways resulting in less air getting through to the lungs and less air getting out.

Symptoms of Asthma

Symptoms of asthma include acute episodes of coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. Symptoms can vary in severity, as they can be mild or moderate and affect activity levels, or they can be severe and life threatening.

Medication

“Medication” refers to any medication prescribed by a health care provider and may be administered to a student or taken by the student during school hours or school related activities.

Emergency Medication and Administration of Medication

“Emergency Medication” refers to medication that is administered by a staff member to a student at the time of an asthma exacerbation; i.e. reliever inhaler or stand-by-medication.

Employees of the Board may be preauthorized to administer medication or supervise a student while the student takes medication in response to an asthma exacerbation with the consent of the parent/ guardian or student.

If an employee of the Board has reason to believe that a student is experiencing an asthma exacerbation, the employee may administer asthma medication even if there is no authorization.

Immunity

*The Act to Protect Pupils with Asthma* states that “No action or other proceeding for damages shall be commenced against a Board employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”



## **PURPOSE**

The procedures outlined will establish an appropriate response when a parent/guardian or adult student indicates to the Principal, in writing, that a student/adult student has been diagnosed with asthma and that the student/adult student will require assistance or will have easy access to their prescribed reliever inhaler(s) medication at the first sign of an asthma attack with consent from the parent/guardian/student.

## **PROCEDURES**

The Board shall:

- Ensure that all schools identify students with asthma as part of the registration process or following a diagnosis, to gather necessary asthma related information from parents/guardians and the student.
- Provide asthma education and regular training opportunities for all staff, employees and others, in direct contact with students on a regular basis, on recognizing and preventing asthma triggers, recognizing when symptoms are worsening, and managing asthma exacerbations. The Board will ensure that all administrative, teaching, support staff and others are familiar with the *Asthma Policy* and with students and staff who have been diagnosed with asthma.
- Review the Board's Asthma Policy as part of the Board's regular policy review cycle.

## **SCHOOL STAFF TRAINING**

All administrative, teaching, support staff and others at the school must familiarize themselves with students and staff members with asthma and the Board Asthma Policy.

A Niagara Region Public Health Nurse from the School Health Program shall be contacted to provide training to all staff on the use of reliever inhalers at the beginning of each school year or as soon as an at-risk individual(s), student/adult student has been identified at the school.

Should staff change at any time throughout the year, it is the responsibility of the Principal to inform and provide training for new staff member(s), occasional teachers and support staff.

**APPENDIX A**

**DIVISION OF RESPONSIBILITIES**

**RESPONSIBILITIES OF THE PARENTS/GUARDIANS OF A STUDENT DIAGNOSED WITH ASTHMA**

- Be familiar with the Board's *Asthma Policy*.
- Inform the Principal in writing that his/her student has been diagnosed with asthma and provide consent for the student to carry his/her asthma medication.
- Complete and authorize the *Student Asthma Management Plan* (Appendix A) approved by the student's physician/ health care provider.
- Continually provide the required medication to the school with administration direction provided by the student's physician/ health care provider.
- Annually review the *Student Asthma Management Plan* and procedures with school personnel and others as required.
- Provide current emergency contact information to the school.
- Ensure that their student:
  - Recognizes early warning signs and symptoms of an asthma attack
  - Carries their prescribed reliever inhaler(s) medication and understand how to take the medication
- At the end of each school year it is the responsibility of the parent/guardian to pick-up any unused medication. If unused medication is not picked-up, the Principal/Designate will take the medication to a local pharmacy for disposal.

**RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

With Parents/Guardians and students, the Principal shall:

- Ensure that, upon registration, parents/guardians or adult student shall be asked to supply information about the diagnosis of asthma.
- Develop a *Student Asthma Management Plan* (Appendix A) for each student diagnosed with asthma based on the recommendations of the student's health care provider, including details about the monitoring and avoidance strategies, appropriate treatment, a readily accessible emergency procedure for the student, and storage of the student's asthma medication.
- Inform school board personnel and others who are in direct contact on a regular basis with a student diagnosed with asthma about the contents of the student's *Student Asthma Management Plan*.
- Allow students to carry his/her own asthma medication with the consent of his/her parents/guardians. If the student 16 years or older, he/she is not required to have parental consent.
- Require that all school staff ensure that all students have easy access to their prescribed reliever inhaler(s) medication at all times in the schools of the Board.
- Identify each student diagnosed with asthma in Maplewood.

- Maintain a file for each student diagnosed with asthma, including current treatment and other information, a copy of the prescription and instructions from the student's physician, and a current emergency contact list.
- Inform the Executive Director, Niagara Student Transportation Services of any problems reported regarding busing and the safety of students diagnosed with asthma.
- In conjunction with the Controller of Facilities Services and the Board's Facilities Services' Department, identify asthma triggers in school to reduce the risk of exposure, and to set and monitor consistent standards for school maintenance, ventilation, indoor air quality, and dust control at all Board sites. In addition, Facilities Services will ensure that repairs, renovations and cleaning will be scheduled to avoid exposing students and staff to dust and other irritants, with major projects scheduled when schools are not in operation.

**RESPONSIBILITIES OF THE CLASSROOM TEACHER**

- Participate in the review of the *Student Asthma Management Plan* (Appendix B) for each student diagnosed with asthma in his/her classroom.
- Conduct spot checks to reinforce the student's responsibility to carry their prescribed reliever inhaler(s) medication.
- Participate in regular training on recognizing asthma symptoms and managing asthma exacerbations.
- Discuss signs and symptoms of asthma with the class in age-appropriate terms.
- Provide Student Asthma Management Plans to occasional teachers, parent/guardian volunteers, or others who are in direct contact with the student when required.
- Plan for field trips by communicating with parents/guardians/students prior to the activity.

**RESPONSIBILITIES OF STUDENTS DIAGNOSED WITH ASTHMA**

The student shall:

- Take age-appropriate responsibility for avoiding asthma triggers.
- Recognize early warning signs and symptoms of an asthma attack.
- Carry their prescribed reliever inhaler(s) medication and understand how to take the medication with parental permission under the age of sixteen (16) years.

**RESPONSIBILITY OF EXECUTIVE DIRECTOR, NIAGARA STUDENT TRANSPORTATION SERVICES**

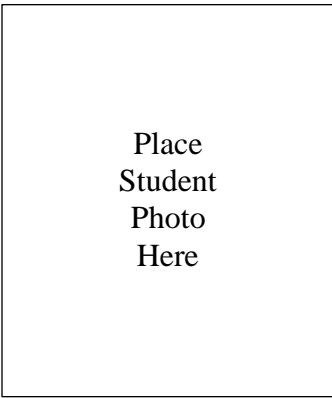
- Ensure that all bus drivers are familiar with the Board's *Asthma Policy* and Administrative Guidelines Policy No. -----

**RESPONSIBILITIES OF BUS OPERATORS AND BUS DRIVERS**

- Be familiar with the Board's *Asthma Policy* No. -----
- Participate in training offered by the bus company.

**RESPONSIBILITIES OF PUBLIC HEALTH/SCHOOL NURSE**

- Consult with and provide information to parents/guardians, students, and school personnel.
- Participate and/or conduct in-services, including training, on the use of reliever inhalers.
- Assist in developing the *Student Asthma Management Plan* (Appendix A) as required.
- Be available as a school resource.



**APPENDIX B**

**DR**



**NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD**

**Niagara Catholic Student Asthma Management Plan**

Name of Student: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Contact Information (List in priority of contact)			
Name	Relationship	Daytime Phone	Alternate Phone
1.			
2.			
3.			

**Known Asthma Triggers**

- Cold/flu  Physical Activities  Hot or cold weather  Strong Smells  Pollen  Allergies (specify) \_\_\_\_\_
- Anaphylaxis (specify allergy) \_\_\_\_\_  Other (specify) \_\_\_\_\_

**RELIEVER INHALER**

\_\_\_\_\_ has been diagnosed with asthma and has been prescribed a reliever inhaler.  
(Name of student)

**Instructions/Dosage:** \_\_\_\_\_

**Name of Physician:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Signature of Physician:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT/GUARDIAN CONSENT**

I, \_\_\_\_\_ confirm that my son/daughter \_\_\_\_\_  
(Print Name) (Print Name of Student)

is responsible and has permission to carry his/her reliever inhaler at all times including outdoor activities and field trips.

**Please Check One:**

- Student will be responsible to carry and administer his/her own reliever inhaler.
- Student requires assistance to use his/her reliever inhaler. Make sure it is readily accessibility by teacher/supervisor.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 29, 2015**

**TITLE: POLICY AND GUIDELINE REVIEW 2015-2016 SCHEDULE**

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

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Secretary-Treasurer

Date: September 29, 2015



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2015 - JUNE 2016

*Updated: September 25, 2015*

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
<b>NEW</b>		<b>NEW</b>	Asthma	Sept. 2015
1998	2010	701.2	Pupil Accommodation Review	Oct. 2015
2010	2010	800.6	Facility Partnerships	Oct. 2015
<b>NEW</b>		<b>NEW</b>	Standardized Dress Code/Uniform	Oct. 2015
<b>NEW</b>		<b>NEW</b>	French Immersion	Oct. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Jan. 2015
1998	2010	701.2	Pupil Accommodation Review	Feb. 2015
2010	2010	800.6	Facility Partnerships	Feb. 2015
<b>NEW</b>		<b>New</b>	Standardized Dress Code/Uniform	Feb. 2015
<b>NEW</b>		<b>NEW</b>	French Immersion	Feb. 2015
2012	2014	201.16	Attendance Support Program	
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

<i><b>SORTED BY CW/BOARD MEETING DATE</b></i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
<b>NEW</b>		<b>NEW</b>	Asthma	Feb. 2015
1998	2010	701.2	Pupil Accommodation Review	March 2015
2010	2010	800.6	Facility Partnerships	March 2015
<b>NEW</b>		<b>New</b>	Standardized Dress Code/Uniform	March 2015
<b>NEW</b>		<b>NEW</b>	French Immersion	March 2015
2012	2014	201.16	Attendance Support Program	
<b>NEW</b>		<b>NEW</b>	Anti-Spam	



Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Name</i>				
<i>Updated: September 25, 2015</i>				

1	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
3	2009	2015	800.8.1	Accessibility Customer Service	YB
4	2012	2013	800.8	Accessibility Standards	YB
5	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
6	1998	2015	301.1	Admission of Elementary & Secondary Students	LAFS
7	2007	2014	600.5	Advertising Expenditures	GV
8	2007	2014	100.9	Advocacy Expenditures	GV
9	1998	2014	302.1	Anaphylaxis	YB
10	2014	NEW	NEW	Anti-Spam	JC
11	1998	2014	701.1	Architect Selection	SW
12	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
13	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
14	2015	NEW	NEW	Asthma	LAFS
14	1998	2012	301.3	Attendance Areas	TF
15	2012	2014	201.16	Attendance Support Program	FI
16	1997	2010	100.1	Board By-Laws	JC
17	2012	2012	701.5	Bottled Water	LAFS
18	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
19	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
20	1998	2013	800.1	Catholic School Councils	LAFS
21	2001	2012	400.3	Christian Community Service	ML
22	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
23	1998	2013	800.2	Community Use of Facilities	SW
24	1998	2011	800.3	Complaint Resolution	JC
25	2014	NIL	303.1	Concussion	ML
26	1998	2013	400.1	Continuing Education	FI
27	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
28	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
29	2002	2013	201.5	Death Benefit	FI
30	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
31	2012	2012	302.8	Diabetes Management	YB
32	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
33	1998	2015	400.2	Educational Field Trips	ML
34	1998	2012	800.5	Education-Based Research	LAFS
35	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
36	2006	2012	301.5	Electronic Communications Systems (Students)	TF
37	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
38	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
39	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
40	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
41	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
42	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
43	1998	2013	201.1	Employee Leaves of Absence	FI
44	2007	2013	201.14	Employee Meals & Hospitality	GV
45	2002	2015	201.7	Employee Workplace Harassment *	FI
46	2002	2015	201.11	Employee Workplace Violence *	FI
47	2011	2011	400.6	Environmental Stewardship	SW
48	2010	2015	100.10	Equity and Inclusive Education	YB
49	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC

50	2010	2010	800.6	Facility Partnerships	SW
51	2002	2012	301.4	Fundraising	GV
52	2013	2013	203.4	Leadership Pathways	FI
53	1998	2010	600.3	Monthly Financial Reports	GV
54	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
55	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
56	2005	2011	302.7	Nutrition	ML
57	2002	2015	201.6	Occupational Health & Safety *	FI
58	2006	2014	301.7	Ontario Student Record (OSR)	ML
59	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
60	1998	2012	702.1	Playground Equipment	SW
61	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
62	2008	2015	302.6.9	Progressive Student Discipline - Safe Schools	LAFS
63	1998	2010	701.2	Pupil Accommodation Review	SW
64	1998	2015	600.1	Purchasing/Supply Chain Management	GV
65	1998	2011	600.2	Records and Information Management	JC
66	1998	2014	201.4	Reimbursement of Travel Expenses	GV
67	2010	2010	100.10.1	Religious Accommodation	YB
68	1998	2014	201.3	Religious Education Courses for Staff	FI
69	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
70	1999	2010	302.3	Safe Arrival	LAFS
71	2009	2015	301.8	Safe Physical Intervention with Students	YB
72	2001	2013	302.6	Safe Schools	LAFS
73	2006	2014	301.6	School Generated Funds	GV
74	2006	2014	201.13	Sexual Misconduct	FI
75	2001	2015	302.6.5	Student Expulsion - Safe Schools	LAFS
76	2011	2011	301.11	Student Fees	GV
77	2001	2012	302.5	Student Parenting	ML
78	2013	2013	100.6.2	Student Senate - Elementary	JC
79	2000	2013	100.6.1	Student Senate - Secondary	JC
80	2001	2015	302.6.4	Student Suspension - Safe Schools	LAFS
81	2007	2014	500.2	Student Transportation	GV
82	1998	2012	100.4	Student Trustees	JC
83	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
84	2010	2010	100.12	Trustee Code of Conduct	JC
85	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
86	2010	2010	100.11	Trustee Honorarium	JC
87	2014	NIL	100.14	Use of Corporate Logo	JC
88	2002	2013	701.3	Video Security Surveillance	SW
89	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
90	2001	2015	302.4	Volunteer Driver	ML
91	2007	2015	800.4	Volunteer Recognition	JC
92	2013	2013	800.9	Volunteering in Catholic Schools	FI

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Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Number</i>				
<i>Updated: September 25, 2015</i>				

1	1997	2010	100.1	Board By-Laws	JC
2	2010	2015	100.10	Equity and Inclusive Education	YB
3	2010	2010	100.11	Trustee Honorarium	JC
4	2010	2010	100.12	Trustee Code of Conduct	JC
5	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
6	2014	NIL	100.14	Use of Corporate Logo	JC
7	1998	2012	100.4	Student Trustees	JC
8	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
9	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
10	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
11	2007	2014	100.9	Advocacy Expenditures	GV
12	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
13	1998	2013	201.1	Employee Leaves of Absence	FI
14	2002	2015	201.11	Employee Workplace Violence *	FI
15	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
16	2006	2014	201.13	Sexual Misconduct	FI
17	2007	2013	201.14	Employee Meals & Hospitality	GV
18	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
19	2012	2014	201.16	Attendance Support Program	FI
20	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
21	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
22	1998	2014	201.3	Religious Education Courses for Staff	FI
23	1998	2014	201.4	Reimbursement of Travel Expenses	GV
24	2002	2013	201.5	Death Benefit	FI
25	2002	2015	201.6	Occupational Health & Safety *	FI
26	2002	2015	201.7	Employee Workplace Harassment *	FI
27	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
28	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
29	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
30	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
31	2013	2013	203.4	Leadership Pathways	FI
32	1998	2015	301.1	Admission of Elementary & Secondary Students	LAFS
33	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
34	2011	2011	301.11	Student Fees	GV
35	1998	2012	301.3	Attendance Areas	TF
36	2002	2012	301.4	Fundraising	GV
37	2006	2012	301.5	Electronic Communications Systems (Students)	TF
38	2006	2014	301.6	School Generated Funds	GV
39	2006	2014	301.7	Ontario Student Record (OSR)	ML
40	2009	2015	301.8	Safe Physical Intervention with Students	YB
41	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
42	1998	2014	302.1	Anaphylaxis	YB
43	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
44	1999	2010	302.3	Safe Arrival	LAFS
45	2001	2015	302.4	Volunteer Driver	ML
46	2001	2012	302.5	Student Parenting	ML
47	2001	2013	302.6	Safe Schools	LAFS
48	2005	2011	302.7	Nutrition	ML
49	2012	2012	302.8	Diabetes Management	YB
50	2014	NIL	303.1	Concussion	ML

51	1998	2013	400.1	Continuing Education	FI
52	1998	2015	400.2	Educational Field Trips	ML
53	2001	2012	400.3	Christian Community Service	ML
54	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
55	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
56	2011	2011	400.6	Environmental Stewardship	SW
57	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
58	2007	2014	500.2	Student Transportation	GV
59	1998	2015	600.1	Purchasing/Supply Chain Management	GV
60	1998	2011	600.2	Records and Information Management	JC
61	1998	2010	600.3	Monthly Financial Reports	GV
62	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
63	2007	2014	600.5	Advertising Expenditures	GV
64	1998	2014	701.1	Architect Selection	SW
65	1998	2010	701.2	Pupil Accommodation Review	SW
66	2002	2013	701.3	Video Security Surveillance	SW
67	2012	2012	701.5	Bottled Water	LAFS
68	1998	2012	702.1	Playground Equipment	SW
69	1998	2013	800.1	Catholic School Councils	LAFS
70	1998	2013	800.2	Community Use of Facilities	SW
71	1998	2011	800.3	Complaint Resolution	JC
72	2007	2015	800.4	Volunteer Recognition	JC
73	1998	2012	800.5	Education-Based Research	LAFS
74	2010	2010	800.6	Facility Partnerships	SW
75	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
76	2012	2013	800.8	Accessibility Standards	YB
77	2013	2013	800.9	Volunteering in Catholic Schools	FI
78	2010	2010	100.10.1	Religious Accommodation	YB
79	2000	2013	100.6.1	Student Senate - Secondary	JC
80	2013	2013	100.6.2	Student Senate - Elementary	JC
81	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
82	2012	2012	302.6.10	Elementary Standardized Dress Code - Safe Schools	LAFS
83	2001	2013	302.6.2	Code of Conduct - Safe Schools	LAFS
84	2001	2013	302.6.3	Access to Board Premises - Safe Schools	LAFS
85	2001	2015	302.6.4	Student Suspension - Safe Schools	LAFS
86	2001	2015	302.6.5	Student Expulsion - Safe Schools	LAFS
87	2001	2012	302.6.6	Dress Code - Secondary Uniform - Safe Schools	LAFS
88	2001	2014	302.6.7	Criminal Background Check - Safe Schools	LAFS
89	2003	2014	302.6.8	Bullying Prevention & Intervention - Safe Schools	LAFS
90	2008	2015	302.6.9	Progressive Student Discipline - Safe Schools	LAFS
91	2009	2015	800.8.1	Accessibility Customer Service	YB
92	2014	NEW	NEW	Anti-Spam	JC
93	2015	NEW	NEW	Asthma	LAFS

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Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Review Date</i>				
<i>Updated: September 25, 2015</i>				

1	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
2	1997	2010	100.1	Board By-Laws	JC
3	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
4	2010	2010	800.6	Facility Partnerships	SW
5	1998	2010	600.3	Monthly Financial Reports	GV
6	1998	2010	701.2	Pupil Accommodation Review	SW
7	2010	2010	100.10.1	Religious Accommodation	YB
8	1999	2010	302.3	Safe Arrival	LAFS
9	2010	2010	100.12	Trustee Code of Conduct	JC
10	2010	2010	100.11	Trustee Honorarium	JC
11	1998	2011	800.3	Complaint Resolution	JC
12	2011	2011	400.6	Environmental Stewardship	SW
13	2005	2011	302.7	Nutrition	ML
14	1998	2011	600.2	Records and Information Management	JC
15	2011	2011	301.11	Student Fees	GV
16	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
17	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
18	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
19	1998	2012	301.3	Attendance Areas	TF
20	2012	2012	701.5	Bottled Water	LAFS
21	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
22	2001	2012	400.3	Christian Community Service	ML
23	2012	2012	302.8	Diabetes Management	YB
24	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
25	1998	2012	800.5	Education-Based Research	LAFS
26	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
27	2006	2012	301.5	Electronic Communications Systems (Students)	TF
28	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
29	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
30	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
31	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
32	2002	2012	301.4	Fundraising	GV
33	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
34	1998	2012	702.1	Playground Equipment	SW
35	2001	2012	302.5	Student Parenting	ML
36	1998	2012	100.4	Student Trustees	JC
37	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
38	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
39	2012	2013	800.8	Accessibility Standards	YB
40	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
41	1998	2013	800.1	Catholic School Councils	LAFS
42	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
43	1998	2013	800.2	Community Use of Facilities	SW
44	1998	2013	400.1	Continuing Education	FI
45	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
46	2002	2013	201.5	Death Benefit	FI
47	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
48	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
49	1998	2013	201.1	Employee Leaves of Absence	FI
50	2007	2013	201.14	Employee Meals & Hospitality	GV

51	2013	2013	203.4	Leadership Pathways	FI
52	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
53	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
54	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
55	2001	2013	302.6	Safe Schools	LAFS
56	2013	2013	100.6.2	Student Senate - Elementary	JC
57	2000	2013	100.6.1	Student Senate - Secondary	JC
58	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
59	2002	2013	701.3	Video Security Surveillance	SW
60	2013	2013	800.9	Volunteering in Catholic Schools	FI
61	2007	2014	600.5	Advertising Expenditures	GV
62	2007	2014	100.9	Advocacy Expenditures	GV
63	1998	2014	302.1	Anaphylaxis	YB
64	1998	2014	701.1	Architect Selection	SW
65	2012	2014	201.16	Attendance Support Program	FI
66	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
67	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
68	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
69	2006	2014	301.7	Ontario Student Record (OSR)	ML
70	1998	2014	201.4	Reimbursement of Travel Expenses	GV
71	1998	2014	201.3	Religious Education Courses for Staff	FI
72	2006	2014	301.6	School Generated Funds	GV
73	2006	2014	201.13	Sexual Misconduct	FI
74	2007	2014	500.2	Student Transportation	GV
75	2009	2015	800.8.1	Accessibility Customer Service	YB
76	1998	2015	301.1	Admission of Elementary & Secondary Students	LAFS
77	1998	2015	400.2	Educational Field Trips	ML
78	2002	2015	201.7	Employee Workplace Harassment *	FI
79	2002	2015	201.11	Employee Workplace Violence *	FI
80	2010	2015	100.10	Equity and Inclusive Education	YB
81	2002	2015	201.6	Occupational Health & Safety *	FI
82	2008	2015	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
83	1998	2015	600.1	Purchasing/Supply Chain Management	GV
84	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
85	2009	2015	301.8	Safe Physical Intervention with Students	YB
86	2001	2015	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
87	2001	2015	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
88	2001	2015	302.4	Volunteer Driver	ML
89	2007	2015	800.4	Volunteer Recognition	JC
90	2014	NIL	303.1	Concussion	ML
91	2014	NIL	100.14	Use of Corporate Logo	JC
92	2014	NEW	NEW	Anti-Spam	JC
93	2015	NEW	NEW	Asthma	LAFS

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