



*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, NOVEMBER 24, 2015
4:30 P.M.**

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



- | | |
|--|-----|
| 1. Opening Prayer – Trustee Burtnik | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of October 27, 2015 | 5 |
| 6. Policies | |
| <u>Action Required</u> | |
| POLICIES – FOR RECOMMENDATION TO DECEMBER 1, 2015 COMMITTEE OF THE WHOLE | |
| 6.1 Attendance Support Program Policy (201.16) | 6.1 |
| 6.2 Asthma Policy (NEW) | 6.2 |
| POLICIES – PRIOR TO VETTING | |
| 6.3 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6) | 6.3 |
| 6.4 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10) | 6.4 |
| 6.5 French Immersion Policy (NEW) | 6.5 |
| <u>Information</u> | |
| 6.6 Policies Currently Being Vetted until January 14, 2016 | - |
| • Facility Partnerships Policy (800.6) | - |
| • Pupil Accommodation Review Policy (701.2) | - |
| 6.7 Policy and Guideline Review 2015-2016 Schedule | 6.7 |
| 7. Date of Next Meeting | |
| January 26, 2016 – 4:30 p.m. | |
| 8. Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 24, 2015**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
OCTOBER 27, 2015**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 27, 2015, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 27, 2015

Minutes of the Policy Committee Meeting held on Tuesday, October 27, 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 4:30 p.m. by Policy Committee Chairperson Burtnik.

6 Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

7 Attendance

Moved by Trustee Sicoli

THAT the Policy Committee excuse Trustee Fera from attending the Policy Meeting of October 27, 2015.

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)	✓		
Frank Fera			✓
Dino Sicoli	✓		

Trustees:

Pat Vernal

Student Trustees:

Michaela Bodis, Trustee

Aidan Harold, Trustee

Staff:

John Crocco, Director of Education

Ted Farrell, Superintendent of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Scott Whitwell, Controller of Facilities Services

Kathy Levinski, Manager of Facilities Services

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

8 Approval of Agenda

Moved by Trustee Sicoli

THAT the October 27, 2015, Policy Committee Agenda be approved, as presented.

APPROVED

9 Declaration of Conflict of Interest

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

10 Minutes of the Policy Committee Meeting of September 29, 2015

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 29, 2015, as presented.

APPROVED

11 Policies

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the draft Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- Page 2 bullet #1 reinstate the word “and”
- Page 3 1.1 bullet #2 remove the words “(females only)”
- Page 3 1.1 bullet #3 remove the remove first two sentences
- Page 3 Paragraph #3 replace “Shorts must be worn according to sizing provided by the Board uniform supplier. Shorts may not be shortened or altered” with “Shorts that have been improperly altered may not be worn.”
- Move “Body Piercing, Hair Styles and Colour and Tattoos” from Accessories to the Secondary Uniform heading.
- Include revisions as discussed at the Policy Committee Meeting and revisions following discussions with Student Senate and administrators at the November Director’s Meeting.

The Policy Committee requested that the revised draft Dress Code – Secondary Uniform – Safe Schools Policy continue to be reviewed at the November 24, 2015 Policy Committee Meeting prior to vetting.

6.2 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10)

Superintendent Forsyth-Sells, presented the Elementary Standardized Dress Code – Safe Schools Policy (302.6.10)

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that similar revisions be made to Body Piercing, Hair Styles and Colour and Tattoos as discussed with the Secondary Uniform Policy. Following discussions with administrators and Student Senate, the Policy Committee requested that a revised draft of the Elementary Standardized Dress Code – Safe Schools Policy continue to be reviewed at the November 24, 2015 Policy Committee Meeting prior to vetting.

6.3 Pupil Accommodation Review Policy (701.2)

Ted Farrell, Superintendent of Education, presented the Pupil Accommodation Review Policy (701.2)

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Page 1 Paragraph #2 make note that the Board values community consultation and historical value of the school.

ADMINISTRATIVE GUIDELINES

- Page 8 Paragraph #2 Bullet #2 remove “*declining*” and “*pressures*”

The Policy Committee requested that the draft Pupil Accommodation Review Policy be vetted until January 14, 2016 with a recommended deadline for presentation to the Policy Committee in January, 2016.

6.4 Facility Partnerships Policy (800.6)

Scott Whitwell, Controller of Facilities Services, and Kathy Levinski, Manager of Facilities Services presented the Facility Partnerships Policy (800.6)

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Page 1 Paragraph #1 replace “*the community*” with “*community partners who support Catholic education*”
- Remove bullets from Ontario Regulation 444/98 – Disposition of Surplus Real Property reference.

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the draft Facility Partnerships Policy be vetted until January 14, 2016 with a recommended deadline for presentation to the Policy Committee in January, 2016.

INFORMATION

6.5 Policies Currently Being Vetted (September 30, 2015 – November 12, 2015)

- Attendance Support Program Policy (201.16)
- Asthma Policy (NEW)

6.6 Policy and Guideline Review 2015-2016 Schedule

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

7. Date of Next Meeting

November 24, 2015 at 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:35 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 24, 2015**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ATTENDANCE SUPPORT PROGRAM POLICY (201.16)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Attendance Support Program Policy (201.16), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Date: November 24, 2015



Niagara Catholic District School Board

ATTENDANCE SUPPORT PROGRAM

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.16

Adopted Date: June23, 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*](#)
- [*Employee Code of Conduct Policy*](#)
- [*Employee Workplace Harassment Policy*](#)
- [*Accessibility Standards*](#)
- [*Collective Agreements*](#)
- [*Terms and Conditions*](#)
- [*Education Act and Regulations*](#)



Niagara Catholic District School Board

ATTENDANCE SUPPORT PROGRAM

ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 201.16

Adopted Date: June 23, 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 UnAccountable Absenteeism refers to absences from work for which the employee is found to be accountable **and within the employee's control**. 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). **Board approved Leaves of Absence are excluded from 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 reasons for 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).~~

11 days per year. Board approved leaves are excluded from the absence threshold.

Notwithstanding the above threshold, it is the responsibility of all immediate 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. **As per the Collective Agreement and/or Terms and Conditions of an employee**, 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 Superintendent of Human Resources, the employee, the supervising administrator, non-union or union or 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 may be deemed disciplinary and if so will be managed through the process of progressive discipline.
4. The Superintendent of Human Resources will determine if absences will be deemed disciplinary and 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

Personnel involved in the Attendance Support Program will respect and protect the confidentiality and privacy of employee information.

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
- Promotes timely and successful return to work transitions

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~~ **obligatory** 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 direct 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.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 24, 2015**

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

RECOMMENDATION

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

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: November 24, 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 and be 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)
- *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), 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~~ including but not limited to poor air quality, allergies, cold/flu, physical activity, mold, dust, and 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.”

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 **by the Principal/Vice-Principal or designate** 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 B) approved by the student’s physician/ health care provider. **Any changes to the student’s medication will require a revised Student Asthma Management Plan (Appendix B) to be completed and authorized by the students’ physician/health care provider and parent/guardian.**
- Continually provide the required medication to the school with administration direction provided by the student’s physician/ health care provider.
- **Ensure that any devices that are necessary for the administration of the prescribed medication are clean and free from defects.**
- 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 B) 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* (Appendix B).
- 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 AND SUPPORT STAFF

- 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* (Appendix B) 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 provide training for bus drivers.

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 B) as required.
- Be available as a school resource.

APPENDIX B

Place Student Photo Here

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

- Air Quality Allergies (specify) _____ Cold/flu Physical Activities Pollen
- Anaphylaxis (specify allergy) _____ Other (specify) _____

RELIEVER INHALER

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

Instructions/Dosage: _____ **Expiry Date:** _____

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
NOVEMBER 24, 2015**

**TITLE: POLICIES – PRIOR TO VETTING
DRESS CODE – SECONDARY UNIFORM – SAFE SCHOOLS
POLICY (302.6.6)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: November 24, 2015



Niagara Catholic District School Board

DRESS CODE – SECONDARY UNIFORM POLICY ***(Safe Schools Policy)***

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and **in accordance with** 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 **that recognizes the uniqueness and gifts of all students.**

~~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 **safe, inclusive and accepting** 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.** #

The secondary uniform creates a unified sense of belonging for all students **from** Grades 9 to **Grade** 12 **and** ~~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.

~~This 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 \(1\) \(f\)**](#)
- [**Ontario Human Rights Code**](#)
- [**Safe Schools Act, 2007. Education Act S. 301 \(1\) \(3\), 302 \(3\) \(5\)**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Purchasing / Supply Chain Management Policy \(600.1\)**](#)
 - [**Religious Accommodation Policy #100.10.1**](#)



Niagara Catholic District School Board

***DRESS CODE – SECONDARY UNIFORM POLICY
(Safe Schools Policy)***

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: June 12, 2012

1. It is the expectation that all secondary students, **and** 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.
9. 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.
10. All students are expected to wear the secondary uniform when on field trips unless **otherwise** approved by the Principal.
11. 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
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.
- ~~Kilts/Skorts /Kilts (females only)~~
The kilt or skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform ~~knee socks or tights or knee socks~~ must be worn with the school kilt.
- ~~Walking Shorts (September, October, April, May and June only)~~
~~Walking 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. Walking shorts that have been improperly altered may not be worn.~~

The following statement will be copied into the Student Agenda:

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 ~~kilts, pants and shorts 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~~. ~~Soeks~~ 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 shirts, 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.

In addition, Board uniform approved sweaters and hoodies embroidered with the school logo are permitted to be worn **as part of the secondary uniform**.

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.

1.4 The following items may not be worn with the uniform: bandanas, distracting belt buckles, hats, hoods, jewellery with spikes and studs.

1.5 Grooming: Hair must be of natural colour and styled in a tasteful fashion.

1.6 Piercing and Tattoos: Visible facial piercing (excluding a small nose stud), excessive piercing, ear expanders and visible tattooing and branding which is inappropriate, excessive, is directed at an individual group/culture, which contains an offensive, inappropriate message, advertisement, slogan are prohibited.

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 Niagara Catholic uniform/dress code items.
 - 5.3 All secondary schools ~~will~~, with the voluntary-assistance of ~~the~~ Catholic School Council ~~members~~ ~~will set up~~ facilitate donations of gently used uniforms items and hold ~~an~~ 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

~~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~~

HAIR STYLES AND COLOUR:	may not be covered by a bandage. Ear expanders and excessive piercing are prohibited. 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 **are to** 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 **issued** consequences according to school guidelines ~~and will either:~~

- ~~• Prohibit the school registration as a secondary student;~~
- ~~• Loss of privilege to wear an approved uniform item; or~~
- ~~• 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/Vice-Principal, or designate **will communicate** to parents/ ~~or~~ guardians regarding the ~~breach~~ **non-compliance** of the Board's Secondary Uniform Policy. The communication will outline the following consequences ~~for further non-compliance:~~

- ~~• Loss of school privileges, and/or;~~
- ~~• Student receives~~ Detention/age appropriate discipline assignment, and/or;
- ~~• Parents/ or guardians are~~ **will be** contacted to pick up the student from school, and/or
- ~~• Parents/guardians and student will be contacted for a meeting with the Principal/Vice-Principal, and/or~~
- ~~• Possible suspension from school.~~ 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
POLICY COMMITTEE MEETING
NOVEMBER 24, 2015**

**TITLE: POLICIES – PRIOR TO VETTING
ELEMENTARY STANDARDIZED DRESS CODE – SAFE
SCHOOLS POLICY (302.6.10)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: November 24, 2015



Niagara Catholic District School Board

ELEMENTARY STANDARDIZED DRESS CODE POLICY **(Safe Schools Policy)**

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.10

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and **in accordance with** the dress code requirements of the Safe Schools Act, ~~commencing September 1st, 2013~~ all elementary schools within the Niagara Catholic District School Board will implement an elementary standardized dress code. ~~Upon registration in an elementary school, parents will be made aware of the Elementary Standardized Dress Code expectation of all elementary students.~~

~~As a fully inclusive Board, the Elementary Standardized Dress Code Policy~~ **that** 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 **safe, inclusive and accepting** school climates ~~which seek to 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.

~~an~~ **The** elementary standardized dress code creates a unified sense of belonging for all students ~~from~~ Early Learning Kindergarten to Grade 8,

~~The elementary standardized dress code is designed to building~~ **ing** community ~~as it and promoting~~ an environment of belonging, school identity, pride and spirit, by identifying with a Catholic elementary school community. The elementary standardized dress code ~~is inclusionary by striving~~ **ing** to equalize peer pressure through proper and respectful dress which is intended to be economical for families.

All Niagara Catholic elementary standardized dress code items as defined in the Administrative Guidelines ~~—Elementary Standardized Dress Code~~ can be purchased either through Board suppliers or ~~through~~ **parent/guardian selected** retail stores who supply the acceptable elementary standardized dress code clothing items.

~~This Dress Code —Elementary Standardized Dress Code~~ 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 **and** for the purpose of this Policy, the term standardized elementary dress code 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 \(1\) \(f\)**](#)
- [**Ontario Human Rights Code**](#)
- [**Safe Schools Act, 2007. Education Act S. 301 \(1\) \(3\), 302 \(3\) \(5\)**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Purchasing / Supply Chain Management Policy \(600.1\)**](#)
 - [**Religious Accommodation Policy \(100.10.1\)**](#)



Niagara Catholic District School Board

**ELEMENTARY STANDARDIZED DRESS CODE POLICY
(Safe Schools Policy)**

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.10

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

~~Commencing September 2013, it is the expectation that all elementary students, parents and guardians within the Niagara Catholic District School Board comply with the expectations of the Elementary Standardized Dress Code Policy and Administrative Guidelines. Elementary students entering Grade 8 in September 2013 have the option to participate in the required elementary standardized dress code for their final year of elementary school.~~

1. Compliance with the ~~Niagara Catholic~~ Elementary Standardized Dress Code Policy and Administrative Guidelines is a condition of registration and attendance in an elementary school within the Niagara Catholic District School Board.
2. The Principal, in consultation with the Catholic School Council, will annually review the elementary standardized dress items as part of the Student Code of Conduct.
3. The elementary standardized dress code requirements and expectations will be communicated annually to all families through school agendas, newsletters, school websites or correspondence from the school Principal.
4. It is the expectation that students wear the elementary standardized dress code items properly and in compliance with expectations throughout the school day and at all activities and events as representatives of the school and/or Board.
5. ~~Commencing January 2013, all newly purchased~~ Student co-curricular clothing items, spirit wear or athletic uniforms, will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the item. Advertisement on any school-based co-curricular clothing item or uniform is prohibited.
6. No advertisement of any kind is permitted on any elementary standardized dress code item.
7. Alternate Dress Days will be determined by the school Principal for specific events or activities and communicated in advance to students, parents/ ~~and~~ guardians.
8. All elementary standardized dress code 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. 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 elementary standardized dress code ~~when~~ on field trips unless **otherwise** approved by the Principal.
10. Appropriate dress will be required for specialized activities, including physical education and play days. 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.

11. As part of the elementary standardized dress code, elementary students are required to wear appropriately chosen physical education clothing items.

ELEMENTARY STANDARDIZED DRESS CODE ITEMS

1. Designated Board suppliers and/or retail stores as selected by parents/ ~~and~~ guardians will make available for purchase by parents/ ~~and~~ guardians the following minimum elementary standardized dress code items required of every elementary school student.

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

- Navy Blue sweat pants/~~leggings??~~ for students in Early Learning Kindergarten to Grade 3 or;
- Navy Blue Pants (~~Dress~~, Cargo, **Corduroy**, Denim, **Dress**, Kobe, ~~Corduroy~~ styles permitted) or;
- Navy Blue **Dresses or Skorts** ~~or Dresses~~ or;
- Navy Blue **Capris** or Walking Shorts ~~or Capris~~ or;
- Grade 8 students have the option to wear grey secondary uniform pants.

Pant, skirt or dress length must be appropriate and modest. Only knee length capris or shorts are permitted. All clothing must be in good repair.

Socks must be worn with the elementary standardized dress code ~~pants or shorts~~ at all times.

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

- Navy Blue or White Oxford shirt (short or long sleeve) or;
- Navy Blue or White Polo shirt (short or long sleeve) or;
- School designed spirit wear polo shirt.

The elementary standardized dress code shirts, either polo or oxford must be buttoned in a respectable manner. Visible t-shirts worn under the elementary standardized dress code top must be either navy blue or white.

In addition, approved ~~Board or retail supplied~~ sweaters and hoodies embroidered and/or screened with the school logo are permitted to be worn as part of the elementary standardized dress code.

- 1.3 Running shoes are the recommended footwear with a full back and a closed toe for the health and safety of the entire school community. It is recommended that parents/guardians provide a pair of indoor shoes for physical education and indoor wear.

- 1.4 The following items may not be worn with the elementary standardized dress code: **bandanas, distracting belt buckles, hats, hoods, jewellery with spikes and studs.**

- 1.5 Grooming: **Hair must be of natural colour and styled in a tasteful fashion.**

- 1.6 Piercing and Tattoos: **Visible facial piercing (excluding a small nose stud), excessive piercing, ear expanders and visible tattooing and branding which is inappropriate, excessive, is directed at an individual group/culture, which contains an offensive, inappropriate message, advertisement, slogan are prohibited.**

2. Designated Board suppliers will make available for purchase optional spirit wear, including current spirit wear, sweaters and hoodies as part of the elementary standardized dress code. 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 elementary standardized dress code. These items are not mandatory and can supplement the minimum elementary standardized dress code items required of every elementary school student. Non-mandatory optional items are determined by the Principal in consultation with the Catholic School Council.

3. To assist families with the purchase of elementary standardized dress code items throughout the year, the following will be implemented with Board approved dress code suppliers through the Board's Request for Proposal process and within every Niagara Catholic elementary school:
 - 4.1 Board approved suppliers will provide a discount to families to assist with initial purchases.
 - 4.2 Board approved 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 clothing items.
 - 4.3 All elementary schools ~~will~~, with the voluntary assistance of ~~the~~ Catholic School Council ~~members~~ **will set up facilitate** donations of gently used uniforms items and hold **an** annual or semi-annual "Dress Code Trade Days".
 - 4.4 ~~All elementary schools will, with the assistance of Catholic School Council members facilitate donations of outgrown dress code items.~~
4. Note – Above items 4.1 and 4.2 do not apply to parent/ ~~and~~ guardian selected retail stores for the purchase of elementary standardized dress code items.

ACCESSORIES TO THE ELEMENTARY STANDARDIZED DRESS CODE

~~Accessories not in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the expectations of the elementary standardized dress code, 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 elementary standardized dress code:~~

- | | |
|------------------------------------|--|
| 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 colours will be deemed acceptable. Shaved symbols or designs are not acceptable. |
| HATS / HOODS:- | May not be worn inside the school building. |
| JEWELERY / BELTS:- | 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. |

ACCEPTANCE OF THE STANDARDIZED ELEMENTARY STANDARDIZED DRESS CODE COMPLIANCE

~~The elementary standardized dress code requires that~~ **All elementary students will** arrive at school daily and/or for special school related community events dressed in the required elementary standardized dress code. Compliance by all elementary 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 elementary standardized dress code expectations will be issued consequences** & according to school guidelines, ~~and will either:~~

1. ~~Loss of privilege to wear an approved elementary standardized dress code item; or~~
2. ~~Result in progressive disciplinary consequences.~~

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic elementary 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 elementary student is not in compliance with the mandatory elementary standardized dress code, parents and guardians will be contacted to bring the required dress code items to school.

PROGRESSIVE DISCIPLINE

Through open communication with parents/ and guardians, staff will review the elementary standardized dress code expectations of all elementary students in Niagara Catholic and consider family circumstances as presented. Staff will implement a progressive discipline process, as required, to ensure acceptance of the standardized elementary dress code. **At a minimum, the Principal/Vice-Principal will contact the parents/guardians to bring the required dress code items to school.**

In addition, the progressive discipline process includes, but is not limited to;

1. Three reminders
 - 1.1 The first reminder will be made by the classroom teacher, ~~Vice Principal/~~ **Vice-Principal** to the student and **will be** recorded.
 - 1.2 The second reminder will be made by the classroom teacher, ~~Vice Principal/~~ **Vice-Principal** to the student's parent or guardian through a telephone call and **is will be** recorded.
 - 1.3 The third reminder will be made by the classroom teacher through a note in the agenda and/or a phone call to the student's parent/ ~~or~~ guardian inviting the parent/ ~~or~~ guardian to a meeting ~~to discuss the dress code requirements.~~ The notification will indicate that **any further non-compliance** the next breach of the expectations of the elementary standardized dress code will result in the student and parent/**guardian** meeting with the Principal/ ~~or~~ Vice-Principal.
2. ~~Written or verbal communication by~~ **The teacher, Principal/Vice-Principal or designate will communicate** to parents/**guardians** ~~or~~ regarding **the further non-compliance** ~~persistent opposition~~ to the Board's Elementary Standardized Dress Code Policy. The communication will outline the following consequences for further non-compliance:
 - Loss of school privileges, and/or
 - ~~Student receives~~ detention/age appropriate discipline assignment, and/or
 - Parents/ ~~or~~ guardians **are will be** contacted to pick up the student from school, and/or
 - **Parents/guardians and student will be contacted for a meeting with the Principal/Vice-Principal, and/or**
 - **Possible suspension from school**
- 2.1 ~~Student may be suspended in the event the student attends without proper elementary standardized dress code 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 elementary students in the Board.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 24, 2015**

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

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Date: November 24, 2015



Niagara Catholic District School Board

French Immersion Policy

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, it is the policy of the Board to allow students access to French Immersion programming from grade to grade in accordance with their individual performance.

Students will generally be placed in classes with their age appropriate peers. The placement of students must be based on all the factors influencing the student's progress including academic, social, emotional and physical growth considerations.

The location of French Immersion Programs in the Board will be determined by the Director of Education and the Superintendent of Education, Program.

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

References:

Niagara Catholic Admission of Elementary and Secondary Students Policy	No. 301.1
Niagara Catholic Attendance Area Policy	No. 301.3
Niagara Catholic Student Transportation Policy	No. 500.2



Niagara Catholic District School Board

French Immersion Policy

ADMINISTRATIVE GUIDELINES

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

The French Immersion procedures outlines the application, registration and program requirements for the Niagara Catholic District School Board French Immersion Programs.

Stakeholder Groups with Responsibilities under the French Immersion Administrative Guidelines:

- Director of Education
- Superintendent of Education, Program
- Superintendent of Education, Human Resource Services
- Family of Schools Superintendents of Education
- Student Achievement Department: Program
- Principals
- Teachers
- Parents/Guardians
- Student

PROCEDURES

The procedure outlines processes and requirements for the Niagara Catholic District School Board French Immersion (FI) Program.

Rationale

French Immersion (FI) is an optional program in which students receive their instruction in French for a variety of subjects from a teacher who speaks the language fluently. The program is designated for children whose first language is *not* French. Parents/guardians do not need to have knowledge of the French language or culture. Communication with parents/guardians is or can be in English including, but not limited to, report cards, newsletters and parent-teacher interviews depending on parent/caregiver(s) level of French proficiency.

In Niagara Catholic schools, the FI program begins in ELKP or Grade 1, depending on school site entry point, and is based on grade appropriate Ontario Curriculum expectations. The Program operates similarly to the program in English classrooms with instruction provided in French.

Participation in the FI program reflects the diversity of the student population. Appropriate accommodations are made for students, and special education support for formally identified students with special education needs, as outlined in the Board Special Education Plan, are available for students participating in the French Immersion Program.

Entry Point

Niagara Catholic District School Board offers early immersion in which the expected entry point is ELKP or Grade 1. Under special circumstances, after consultation with parents and with the approval of the school Principal, the appropriate Family of Schools Superintendent and the Superintendent of Education, Program, a student may be allowed to enter the program at another point provided the students accumulated hours in the French Immersion Program qualifies them for successful graduation from this program.

Attendance

French Immersion students may attend the French Immersion site closest to their home address. Any out of boundary requests will follow the Board's Admission of Students Policy, and transportation will be the sole responsibility of the parent/caregiver(s).

Registration Processes

As there is a provincially mandated hard cap in all primary grade class sizes as well as an aggregate class size cap in all other elementary grades, here are a limited number of spots available for students entering the FI Program. The class enrollment cap is set at 26 (Board aggregate) for ELKP and 20 (hard cap) for all other primary grades.

Siblings of current French Immersion students that are entering ELKP or Grade 1 in the Niagara Catholic School Board for the first time are provided with the first opportunity to pre-register for available French Immersion Programs at their local site by December 15th of the year preceding the September enrollment in French Immersion of the following year. Should the sibling not pre-register for any reason, application for the Program will be on-line and enrollment in the program will not be guaranteed.

Registration for the Niagara Catholic French Immersion Program is on-line at a time and date communicated to all interested parent/guardian(s) at a date advertised at least two months in advance. Electronic registration is time stamped (day, hour, minute and seconds) rank ordered by time. Parents will receive notification by email to inform them if their child has been placed in the grade appropriate French Immersion class or if they have been placed on the school's French Immersion Class Waitlist. On-line registration is the sole avenue to enroll students in the Niagara Catholic French Immersion Program. It is the sole responsibility of the parent/guardian(s) to ensure that they have registered their child at the correct site and grade. Errors in registration will not be considered at an alternative grade or French Immersion site when a waitlist exists for that specific entry point.

The specific French Immersion school site will contact successful applicants via e-mail and telephone to complete the registration process. Should a family fail to register a child by June 1st of the current school year for a September start in the next school year; the next qualified student registered electronically in rank order will be offered the available classroom position by the French Immersion site principal.

Transportation

All students enrolled in the French Immersion Program will be provided with transportation to their local Family of Schools designated French Immersion School site in accordance with the Board's Transportation of Students Policy #500.2. Designated Family of Schools French Immersion schools can be located at the following link: www.niagaracatholic.ca. Siblings of French Immersion students will not be considered for transportation in accordance with these Administrative Guidelines.

EQAO Participation

The Ministry of Education currently allows school boards to select participation in EQAO assessments in English or French (or both). All Niagara Catholic Elementary French Immersion students will participate in the Language component of the EQAO assessment in French in Grade 6. The EQAO assessment of Mathematics will be in French for Grades 3 and 6.

For all Niagara Catholic French Immersion Secondary Students, participation in the Ontario Secondary Schools Literacy Test (OSSLT) and the Grade 9 EQAO Assessment of Mathematics will be in English or French at the discretion of the individual secondary school Principal, in consultation with staff, where French Immersion courses are being offered.

Support for Instruction

Staff Development

Niagara Catholic District School Board recognizes that second language instruction requires specific teaching methodology. In keeping with the provincial guidelines and the standards of excellence used by Niagara Catholic District School Board, French Immersion teachers must have:

- Professional development appropriate to their grade and subject;
- Professional development specific to immersion teaching; and
- An excellent command of oral and written French
- Professional qualifications in French under the Ontario College of Teachers Act

Resources

The Board's Student Achievement – Program Department will provide the necessary human resources (administrative, teaching and support staff), material (print and non-print), and information technology resources to deliver an effective program in French.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the French Immersion Program.

Family of Schools Superintendents of Education shall:

- review French Immersion attendance areas and determine program locations in accordance with Policy and Procedure #108.0, Student Accommodation – Attendance Areas and Student Transfers; and
- provide leadership and support to French Immersion site principals, as required, in implementing the French Immersion Program.

Superintendent of Education, Program shall:

- provide leadership and support the high-quality implementation of the elementary and secondary Ontario French Immersion Curriculum.

Superintendent of Human Resource Services shall:

- ensure that selection processes for French Immersion (FI) teaching staff are aligned with legislation and all applicable Board policies and procedures;
- ensure that FI teachers hold additional qualifications to teach in French as a Second Language programs in English schools, and where teachers do not have additional qualifications in French, apply to the Ministry of Education for a Temporary Letter of Approval; and
- administer language assessments for FI teacher candidates.

Student Achievement Staff shall:

- provide leadership and support to schools in implementing appropriate supports for students with special education needs

Principals of Schools with French Immersion shall:

- adhere to the Board’s French Immersion (FI) Program ensuring integrity and consistency are maintained across the system;
- ensure that French is the language of instruction in all subjects taught in French;
- adhere to the Board’s protocol for hiring FI teaching staff;

Elementary Schools with French Immersion shall:

- support the FI registration process,
- host an information night for parents/guardians interested in enrolling their child(ren) in the FI program and share the following:
 - Upcoming space accommodations if applicable, and
 - The registration process,

For late registrations:

- advise parents/guardians that students may be required to overflow due to staffing or accommodation considerations, and
- consider admission to the program on a first come, first served basis,

For delayed entry students:

- consider, in consultation with parents/guardians whether enrolment in the FI program is in the best interest of the student,
- monitor the student during the first six weeks, as required, with the classroom teacher and/or the special education resource teacher to ensure the student is progressing appropriately, and
- ensure parents/guardians are informed of the child's performance at regular intervals,
- determine for Grades 4 to 8 which of Health and Physical Education and/or the Arts subjects will be taught in French and which in English, meeting program requirements and ensuring consistency within the school including, but not limited to,
- Not changing the subject language mid-year, and
- Not offering one subject in both languages,
- ensure FI-qualified staff teaches all French subjects,
- avoid having one teacher teach both French and English to the same class,
- for students entering the Board from a different Board's FI program or returning to FI after an extended absence, consider whether FI is an appropriate choice for the student by;
- ensuring that the Student Record of Accumulated Instruction in French over their previous schooling includes at least 70 per cent of the total accumulated by Niagara Catholic students in the grade they are entering,
- reviewing other relevant information, including student report cards,
- recommending a curriculum-based assessment, as appropriate,
- communicating the final decision about student's participation in FI to parents/guardians, and
- consulting with the superintendent of schools, as required,
- for English language learners (ELLs) entering Grade 1, update the English as a Second Language (ESL) information in Maplewood, as outlined in the Entering English as a Second Language/English Literacy Development Data document,
- For English language learners (ELL) in Grades 4 to 8:
- For subjects taught in English, ensure teachers determine the students' level of English language proficiency and communicate this information to the principal,
- ensure that the student's level of English language proficiency is noted in Trillium as outlined in the Entering English as a Second Language/English Literacy Development Data document, and
- support the implementation of Board and Ministry policies and procedures for programming, and for tracking of ELLs' language proficiency; and

Secondary Schools with French Immersion shall:

- ensure the most appropriate Core French placement for students who graduate from the Grade 8 FI program but do not continue with FI in secondary school,
- ensure that all required courses and a variety of other courses are available to students enrolled in the FI program in order to satisfy the requirements of the French Immersion Certificate upon graduation.

Teachers of French Immersion shall:

- recognize that the French Immersion (FI) program operates similarly to the program offered in English, and that all curriculum expectations and relevant Board policies and procedures apply;
- adhere to the Board Special Education Plan as it relates to FI;
- use French as the language of instruction for subjects taught in French;
- ensure students use French at all times in subjects taught in French;
- foster, model and encourage the use of French outside the classroom;
- For delayed entry students, inform parents/guardians of the child's performance at regular intervals; and
- For English language learners (ELLs) in Grades 4 to 8 for subjects taught in English;
- determine the level of English language proficiency and communicate this information to the principal,
- provide the necessary program adaptations for ELLs as they acquire English proficiency, and
- monitor the ELLs' level of English proficiency on an ongoing basis.

Parent(s)/guardian(s) shall register their children for French Immersion (FI) by:

- for Kindergarten students in the Board, providing the child's Student Index Card signed by the current principal to the FI school,
- for students new to the Board, providing completed registration package as outlined in Policy and Procedure #163.0, School Admission, and
- presenting the appropriate documentation at the FI school to register;
- understand that students who register late may be overflowed to another site due to staffing issues or accommodation;
- understand that delayed entry students will need additional support at home to catch up on missed learning;
- understand that students who have not been in FI will not be accepted in the program after the last Friday in November of their Grade 1 year;
- communicate concerns about their child's progress or any additional information relevant to the student's learning, achievement and well-being with school staff;
- understand that learning materials will be in French including, but not limited to, homework assignments, assessment criteria and learning goals; and
- understand that school boundaries are subject to review and may change.

French Immersion Students shall:

- use French at all times in subjects taught in French.

It is the expectation of the Niagara Catholic District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term “parents” refers to both biological/adoptive parents and guardians in all Board policies and procedures.

Progression of Niagara Catholic French Immersion Program Possible Entry Points Over Time

(Individual entry point dependant on location)

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
French Immersion	ELKP, 1	ELKP, 1, 2	ELKP, 1, 2, 3	ELKP, 1, 2, 3, 4	ELKP, 1, 2, 3, 4, 5	ELKP, 1, 2, 3, 4, 5, 6	ELKP, 1, 2, 3, 4, 5, 6, 7	ELKP, 1, 2, 3, 4, 5, 6, 7, 8

Elementary French Immersion Programming

French must be the language of instruction for a minimum of **50 per cent** of the total instructional time at every grade level of the program. FI programs must include the study of French as a second language and the study of at least two other subjects taught in French.

Subjects must be selected from the following: The Arts, Social Studies (Grades 1 to 6) or History and Geography (Grades 7 and 8), Mathematics, Science and Technology, and Health and Physical Education. The minimum requirement for French language instruction Immersion is 3800 hours at the end of Grade 8.

Niagara Catholic Elementary French Immersion Programs

French Instructional time

English Language Instructional time in shaded area

<i>ELKP - Gr. 1</i>	<i>90% French Language 274 Minutes</i>	<i>Religion 10% 30 minutes</i>
---------------------	--	--

<i>Grade 2 - 3</i>	<i>80% French Language 243 Minutes</i>	<i>English Language Arts is introduced 20% 61 minutes</i>
--------------------	--	---

<i>Grade 4 - 5</i>	<i>75% French Language 228 Minutes</i>	<i>Additional subjects taught in English are introduced 25% 76 minutes</i>
--------------------	--	--

<i>Grade 6 - 8</i>	<i>50% French Language 152 minutes</i>	<i>50% English Language 152 minutes</i>
--------------------	--	---

Subjects that *may* be taught in French are: French Language Arts, Religion, Math, Science and Technology, Social Studies (History & Geography in the Intermediate grades), Music, Visual Arts, Drama/Dance, Health and Physical Education.

Choice of subjects to teach in French may depend on the availability of staff able to teach that subject in French (i.e. Phys. Ed Specialist)

French Immersion Secondary School Credits

All Niagara Catholic students are required to successfully complete 30 credits in order to complete the requirements for the Ontario Secondary School Graduation Diploma. Niagara Catholic will offer enough credits in French (14 credits) to enable a student to graduate with a French Immersion Diploma.

Secondary French Immersion Program

Each secondary school will offer the following courses in French:

- Four required language courses (FIF)
- Grade 9 Geography
- Grade 10 History
- Grade 10 Civics and Careers; and
- at least three other courses taught in the French language (excluding third language since the language of instruction should be in the third language).

Secondary school students must accumulate at least 10 French Immersion credits to qualify for the French Immersion Certificate upon graduation.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 24, 2015**

TITLE: POLICY AND GUIDELINE REVIEW 2015-2016 SCHEDULE

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

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

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

Date: November 24, 2015



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2015 - JUNE 2016

Updated: October 27, 2015

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2012	2014	201.16	Attendance Support Program	Sept. 2015
NEW		NEW	Asthma	Sept. 2015
2010	2010	800.6	Facility Partnerships	Oct. 2015
1998	2010	701.2	Pupil Accommodation Review	Oct. 2015
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Nov. 2015
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Nov. 2015
NEW		NEW	French Immersion	Nov. 2015
2012	2014	201.16	Attendance Support Program	Nov. 2015
NEW		NEW	Asthma	Nov. 2015
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	Jan. 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	Jan. 2016
2010	2010	800.6	Facility Partnerships	Jan. 2016
1998	2010	701.2	Pupil Accommodation Review	Jan. 2016
1997	2010	100.1	Board By-Laws	Feb. 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	Feb. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Feb. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Feb. 2016
NEW		NEW	French Immersion	Feb. 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	March 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	March 2016
1997	2010	100.1	Board By-Laws	April 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	April 2016
NEW		NEW	Anti-Spam	

SORTED BY CW/BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2012	2014	201.16	Attendance Support Program	Dec. 2015
NEW		NEW	Asthma	Dec. 2015
2010	2010	800.6	Facility Partnerships	Feb. 2016
1998	2010	701.2	Pupil Accommodation Review	Feb. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Mar. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Mar. 2016
NEW		NEW	French Immersion	Mar. 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	Apr. 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	Apr. 2016
1997	2010	100.1	Board By-Laws	May 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	May 2016
NEW		NEW	Anti-Spam	

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Name</i> <i>Updated: October 27, 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
15	1998	2012	301.3	Attendance Areas	TF
16	2012	2014	201.16	Attendance Support Program	FI
17	1997	2010	100.1	Board By-Laws	JC
18	2012	2012	701.5	Bottled Water	LAFS
19	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
20	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
21	1998	2013	800.1	Catholic School Councils	LAFS
22	2001	2012	400.3	Christian Community Service	ML
23	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
24	1998	2013	800.2	Community Use of Facilities	SW
25	1998	2011	800.3	Complaint Resolution	JC
26	2014	NIL	303.1	Concussion	ML
27	1998	2013	400.1	Continuing Education	FI
28	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
29	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
30	2002	2013	201.5	Death Benefit	FI
31	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
32	2012	2012	302.8	Diabetes Management	YB
33	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
34	1998	2015	400.2	Educational Field Trips	ML
35	1998	2012	800.5	Education-Based Research	LAFS
36	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
37	2006	2012	301.5	Electronic Communications Systems (Students)	TF
38	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
39	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
40	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
41	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
42	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
43	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
44	1998	2013	201.1	Employee Leaves of Absence	FI
45	2007	2013	201.14	Employee Meals & Hospitality	GV
46	2002	2015	201.7	Employee Workplace Harassment *	FI
47	2002	2015	201.11	Employee Workplace Violence *	FI
48	2011	2011	400.6	Environmental Stewardship	SW
49	2010	2015	100.10	Equity and Inclusive Education	YB
50	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC

51	2010	2010	800.6	Facility Partnerships	SW
52	2015	NEW	NEW	French Immersion	ML
53	2002	2012	301.4	Fundraising	GV
54	2013	2013	203.4	Leadership Pathways	FI
55	1998	2010	600.3	Monthly Financial Reports	GV
56	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
57	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
58	2005	2011	302.7	Nutrition	ML
59	2002	2015	201.6	Occupational Health & Safety *	FI
60	2006	2014	301.7	Ontario Student Record (OSR)	ML
61	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
62	1998	2012	702.1	Playground Equipment	SW
63	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
64	2008	2015	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
65	1998	2010	701.2	Pupil Accommodation Review	SW
66	1998	2015	600.1	Purchasing/Supply Chain Management	GV
67	1998	2011	600.2	Records and Information Management	JC
68	1998	2014	201.4	Reimbursement of Travel Expenses	GV
69	2010	2010	100.10.1	Religious Accommodation	YB
70	1998	2014	201.3	Religious Education Courses for Staff	FI
71	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
72	1999	2010	302.3	Safe Arrival	LAFS
73	2009	2015	301.8	Safe Physical Intervention with Students	YB
74	2001	2013	302.6	Safe Schools	LAFS
75	2006	2014	301.6	School Generated Funds	GV
76	2006	2014	201.13	Sexual Misconduct	FI
77	2001	2015	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
78	2011	2011	301.11	Student Fees	GV
79	2001	2012	302.5	Student Parenting	ML
80	2013	2013	100.6.2	Student Senate - Elementary	JC
81	2000	2013	100.6.1	Student Senate - Secondary	JC
82	2001	2015	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
83	2007	2014	500.2	Student Transportation	GV
84	1998	2012	100.4	Student Trustees	JC
85	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
86	2010	2010	100.12	Trustee Code of Conduct	JC
87	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
88	2010	2010	100.11	Trustee Honorarium	JC
89	2014	NIL	100.14	Use of Corporate Logo	JC
90	2002	2013	701.3	Video Security Surveillance	SW
91	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
92	2001	2015	302.4	Volunteer Driver	ML
93	2007	2015	800.4	Volunteer Recognition	JC
94	2013	2013	800.9	Volunteering in Catholic Schools	FI

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Number</i> <i>Updated: October 27, 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
94	2015	NEW	NEW	French Immersion	ML

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Review Date</i> <i>Updated: October 27, 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 - Safe Schools	LAFS
67	2001	2014	302.6.7	Criminal Background Check - Safe Schools	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 - Safe Schools	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 - Safe Schools	LAFS
87	2001	2015	302.6.4	Student Suspension - Safe Schools	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
94	2015	NEW	NEW	French Immersion	ML

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW