



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

*AGENDA AND MATERIAL*

## **POLICY COMMITTEE MEETING**

**TUESDAY, OCTOBER 27, 2015  
4:30 P.M.**

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



- |   |     |
|---|-----|
| 1. Opening Prayer – Trustee Fera  | -   |
| 2. Attendance   | -   |
| 3. Approval of Agenda   | -   |
| 4. Declaration of Conflict of Interest                                  | -   |
| 5. Minutes of Policy Committee Meeting of September 29, 2015            | 5   |
| 6. Policies   |     |
| <i><u>Action Required</u></i>   |     |
| <b>POLICIES – PRIOR TO VETTING</b>                                      |     |
| 6.1 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)      | 6.1 |
| 6.2 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10) | 6.2 |
| 6.3 Facility Partnerships Policy (800.6)                                | 6.3 |
| 6.4 Pupil Accommodation Review Policy (701.2)                           | 6.4 |
| <i><u>Information</u></i>   |     |
| 6.5 Policies Currently Being Vetted                                     |     |
| <i>Due Date – November 12, 2015</i>                                     |     |
| • Attendance Support Program Policy (201.16)                            | -   |
| • Asthma Policy (NEW)   | -   |
| 6.6 Policy and Guideline Review 2015-2016 Schedule                      | 6.6 |
| 7. Date of Next Meeting   | -   |
| November 24, 2015 4:30 p.m.   | -   |
| 8. Adjournment  | -   |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 27, 2015**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
SEPTEMBER 29, 2015**

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**RECOMMENDATION**

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



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, SEPTEMBER 29, 2015

Minutes of the Policy Committee Meeting held on Tuesday, September, 2015 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:09 p.m. by Policy Committee Chairperson Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik

**2. Attendance**

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

**Trustees:**

*Fr. Paul MacNeil*  
*Pat Vernal*

**Student Trustees:**

*Michaela Bodis*, Trustee  
*Aidan Harold*, Trustee

**Staff:**

*John Crocco*, Director of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Anna Pisano*, Administrative Assistant, Corporate Services & Communications Department  
/Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Fera

**THAT** the September 29, 2015, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of May 26, 2015**

Moved by Trustee Fera

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

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES – UNDER REVIEW**

**6.1 Attendance Support Program Policy (201.16)**

John Crocco, Director of Education and Frank Iannantuono, Superintendent of Education presented draft revisions to the Administrative Guidelines.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- Page 3 Paragraph 1 remove the word *disease* and the sentence *The reason for the absence is not the concern...*
- Page 3 Paragraph 3 change the word *Responsible* to *Unaccountable*.
- Page 4 Paragraph 2 add the word *immediate*.
- Page 5 Stage 2 bullet 1 after *a meeting will occur with* insert *the Superintendent of Human Resources* and change *union/association representative* to *non-union or union or association representative*.
- Page 5 Stage 2 bullet 3 change the word *will* to *may* and add the words *if so*.
- Page 5 Stage 2 bullet 4 after *The Superintendent of Human Resources* add the words *will determine if absences will be deemed disciplinary and*.
- Page 6 add confidentiality section.
- Page 7 Paragraph 3 after *his/her* add the word *direct*.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend the Attendance Support Program Policy (201.16) be vetted from September 30, 2015 to November 12, 2015 with a recommended deadline for presentation to the Policy Committee in November, 2015, for consideration to the Committee of the Whole and Board in December 2015.

**APPROVED**

Director Crocco recommended to the Policy Committee that until the Board considers and approves the recommended revisions to the Attendance Support Program Policy and Administrative Guidelines following the vetting process that Human Resource Services will continue to track staff absences but no employee will move through any of the current phases in the Administrative Guidelines.

The Policy Committee supported the recommendation.

## **POLICIES - PRIOR TO VETTING**

### **6.2 Asthma**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Asthma Policy.

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Page 1 Paragraph 2 after *asthma* insert *and be*.

#### **ADMINISTRATIVE GUIDELINES**

- Page 5 add *and provide training for bus drivers* to the Responsibility of Executive Director, Niagara Student Transportation Services bullet and remove Responsibilities of Bus Operations and Bus Drivers heading and all bullets.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend the Asthma Policy be vetted from September 30, 2015 to November 12, 2015 with a recommended deadline for presentation to the Policy Committee in November, 2015, for consideration to the Committee of the Whole and Board in December, 2015.

**APPROVED**

## ***INFORMATION***

### **6.3 Policy and Guideline Review 2015-2016 Schedule**

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

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

October 27, 2015 at 4:30 p.m.

**8. Adjournment**

The meeting adjourned at 6:00 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 27, 2015**

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

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: October 27, 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)*****ADMINISTRATIVE GUIDELINES**

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, 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~~)  
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.

**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 pants that have been improperly altered may not be worn.

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

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

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

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

Uniform 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.

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

~~Any~~ Accessories ~~that are~~ 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~~ ~~are~~ not permitted and ~~or~~ will be required to be removed.

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

- |                         |   |
|-------------------------|---|
| BELTS:                  | <del>No</del> Distracting buckles are <b>not</b> permitted.   |
| BANDANAS:               | Prohibited and will be confiscated.   |
| BODY PIERCING:          | Visible body piercing, such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited. |
| HAIR STYLES AND COLOUR: | Must be styled in a way that is not distracting or conspicuous. Only natural hair colour will be deemed acceptable. Shaved symbols or designs are not acceptable.   |
| HATS / HOODS:           | May not be worn inside the school building.   |
| JEWELLERY:              | Must be neat, respectable, inoffensive and non-distracting. Jewellery, including spiked or studded bracelets and necklaces, earrings, chains and expanders are considered safety hazards and are not permitted.       |

**TATTOOS:** Visible tattooing and branding which is inappropriate, excessive or is directed at an individual, group, culture or which contains an offensive or inappropriate message, advertisement or slogan are prohibited.

## STANDARDIZED SECONDARY STUDENT UNIFORM COMPLIANCE

Niagara Catholic's secondary uniform requires that All students 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  
OCTOBER 27, 2015**

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

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: October 27, 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)**

## ADMINISTRATIVE GUIDELINES

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 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.

2. 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.
3. 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.
4. 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.~~

5. 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**

~~Any~~ Accessories **that are** 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~~ **are** 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: **including, but not limited to:**

- BELTS:** **Distracting buckles are not permitted.**
- BANDANAS:** Prohibited and will be confiscated.
- BODY PIERCING:** Visible body piercing, such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited.
- HAIR STYLES AND COLOUR:** Must be styled in a way that is not distracting or conspicuous. Only natural hair colours will be deemed acceptable. Shaved symbols or designs are not acceptable.
- HATS / HOODS:** May not be worn inside the school building.
- JEWELLERY / 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 ~~and~~ 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  
OCTOBER 27, 2015**

**TITLE: POLICIES – PRIOR TO VETTING  
FACILITY PARTNERSHIPS POLICY (800.6)**

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Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

Date: October 27, 2015



Niagara Catholic District School Board

**FACILITY COMMUNITY PLANNING & PARTNERSHIPS POLICY**

## STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.6

Adopted Date: May 25, 2010

Latest Reviewed/Revised Date: NIL

~~The Niagara Catholic District School Board recognizes its primary responsibility to support the achievement and safety of students, and its authority to make decisions regarding its school facilities and the use of its facilities that are consistent with its Mission, Vision and Values.~~

**In keeping with its Mission, Vision and Values, Niagara Catholic District School Board is committed to working with the community to make the best use of its facilities.**

The Niagara Catholic District School Board ~~also~~ recognizes its responsibility to provide, operate and maintain school facilities as effectively and efficiently as possible, while ~~taking into account~~ **providing** the best education of students, as well as recognizing the value of Catholic schools in fostering a spirit of cooperation between the home, the school and the church. **Offering space in schools to partners can also strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.**

**The Board will build its success with community partners by putting measures in place to increase the opportunities to expand the number of partnerships as well as long-term planning in a way that is well-informed, well-coordinated, transparent, sustainable and supportive of student achievement in its Catholic schools.**

Where opportunities exist to ~~form partnerships~~ **share facilities with community partners** -that ~~complement~~ **enhance** Catholic Education ~~or~~ **and the union-partnership between** ~~of~~ the home, school and church, the Niagara Catholic District School Board may enter into license or joint-use agreements for unused space in open and operating facilities ~~during school hours~~, or may co-build a new school or addition with such partners.

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

**References**

- ~~Ministry of Education – Facility Partnerships Guideline~~ **Community Planning and Partnerships Guideline (March 2015)**
- **Ontario Regulation 444/98 – Disposition of Surplus Real Property**
  - *Paragraph 44 on subsection 171(1)*
  - *Paragraphs 48 & 49 of subsection 171(1)*
  - *Paragraph 4 of subsection 171.1(2)*
  - *Section 183*
  - *Section 196-4*
  - *Section 1946*
- ***Niagara Catholic District School Board Policies/Procedures***
  - **Attendance Areas Policy (301.3)**
  - **Pupil Accommodation Review Policy (701.2)**



Niagara Catholic District School Board

## ~~FACILITY~~ **COMMUNITY PLANNING & PARTNERSHIPS POLICY**

ADMINISTRATIVE GUIDELINES

800 – Schools and Community Councils

Policy No. 800.6

Adopted Date: May 25, 2010

Latest Reviewed/Revised Date: NIL

### BACKGROUND

The *Facility Partnerships Policy and Administrative Guidelines* implements the ~~Facility Partnerships Guideline~~ **Community Planning and Partnerships Guideline** released by the Ministry of Education ~~in on February 11, 2010~~ **March 2015**. A copy of the Policy and Guidelines as well as a list of available space and/or co-building opportunities ~~are~~ **will be** posted on the Niagara Catholic District School Board website and ~~made~~ available, through the ~~Plant~~ **Facilities Services** Department, at the Catholic Education Centre, 427 Rice Road, Welland, Ontario.

The Niagara Catholic District School Board, while supporting the achievement and safety of students, through community planning and partnerships, strives to:

- Reduce facility operating costs;
- Improve services and supports available to students;
- Strengthen relationship between the Board, community partners and the public;
- Maximize the use of public infrastructure through increased flexibility and utilization;
- and
- Provide a foundation for improved service delivery for communities.

The Board will continue to follow Ontario Regulation 444/98 – Disposition of Surplus Real Property regarding the lease or sale of surplus assets, to co-build facilities with other entities, and to enter into a variety of facility partnerships through a licence or a joint use agreement.

### FACILITY PARTNERSHIPS AND BOARD PLANNING

~~The Controller of Plant shall report annually to the Director of Education identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in open and operating schools and administrative buildings. The information will be provided to potential partners through the notification process outlined below.~~

The Niagara Catholic District School Board will undertake long-term capital and accommodation planning informed by relevant information obtained from local municipal governments and potential community partners. Long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools will take into account opportunities for partnerships with other school boards and appropriate organizations. Such partnerships must be financially sustainable, safe for students, and protect the core values and objectives of the Board.

The Controller of Facilities Services shall report annually to the Board identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in open and operating schools and administrative buildings.

The Board will share planning information with potential community partners in a timely manner to allow external entities sufficient time to respond to presented opportunities. These opportunities may include

participation in a facility partnership or contribution to land-use or green space/park plans. The Board will include information related to the Community Planning and Partnerships Policy and discussions with community organizations in

Facility partnership information will also be included in School Information Profiles when the Board is undertaking accommodation review processes.

## SUITABILITY OF FACILITY PARTNERSHIPS

The suitability of facility partners shall be determined by criteria including the following:

- The use of facilities is consistent with the Board Mission, Vision and Values;
- The use of facilities is in compliance with the Education Act and Board policy;
- ~~The use of facilities is consistent with the Board Mission, Vision and Values;~~
- ~~The partnership adds value for Niagara Catholic students and staff;~~
- ~~The health and safety of students is protected;~~
- ~~The partnership is appropriate for a school setting;~~
- ~~The partnership does not compromise the student achievement strategy;~~
- ~~The partner does not provide competing education services.~~
- The health and safety of students must be protected;
- The partnership must be appropriate for school setting;
- The partnership must not compromise student achievement.

Entities that provide competing education services such as tutoring services, ELKP to Grade 12, private schools or private colleges and credit offering entities that are not government funded are not eligible partners.

The Board, in compliance with local bylaws, may consider both for-profit and non-profit entities.

## NOTIFICATION PROCESS

### Facilities

The ~~Controller of Plant~~ Board will post information on the ~~its~~ Board website, under the Facilities tab, regarding ~~its~~ the intention to build new schools and to undertake significant renovations, as well as information regarding unused space, in open and operating ~~facilities~~ schools and administrative buildings, that is available for facility partnerships. This information will be updated at least once per year in the case of space in existing facilities, and as needed in the case of co-building opportunities. The Board will post the name and contact information of the staff member who will respond to questions regarding facility partnerships throughout the year ~~will also be posted~~.

### Facilities – Surplus Space

For surplus space being offered for sale the Board will follow the circulation process outlined in O. Reg. 444/98.

### Facilities – Non-Surplus Space

Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined below. The notification should be supported by a Board resolution.

1. The Controller of Facilities Services will create a notification list of Potential Partners who will be notified when key information regarding community planning or facility partnerships is changed or updated. The notification list will address the following requirements:
  - Entities listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property, and will include:
    - All applicable levels of municipal government (upper, lower tiers)
    - Consolidated Municipal Service Manager(s)
    - Public Health Boards, Local Health Integration Networks and Children’s Mental Health Centres
    - Child care operators or government-funded organizations, if requested
    - Other entities as determined by Board staff
2. The Board will provide information about the available space to the entities on the notification list including size, location, facility amenities and required renovations, if needed.
3. Entities may then express their interest in using the space. The Board will evaluate the expressions of interest to select partner(s) based on the Community Planning and Partnerships Policy. The Board may enter into a license or joint use agreement. Approval from the Minister of Education may be required depending on the provision under the Education Act allowing the transaction.

## Potential Partners

~~The Controller of Plant will create a notification list of Potential Partners who will be notified when information about facility partnership opportunities is updated on the Board website. This list, at a minimum, will reflect the potential listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property. If childcare operators and government funded agencies request it, they will be added to the notification list.~~

## Public Meeting

The Controller of ~~Plant~~ **Facilities Services or designate** will coordinate a public meeting **at least** once per year to discuss potential **community facility** partnership opportunities. ~~with the community and/or to listen to what needs or plans community partners may have.~~ The potential partners on the notification list and the general public will be notified about the meetings through the Board website and three (3) local newspapers: the St. Catharines Standard, the Niagara Falls Review, and the Welland Tribune. **Additional staff level meetings may also be held if required.**

During the annual meeting, Board staff will present all or a portion of the Board’s capital plan, details of any schools deemed eligible for community partnerships, relevant information available on the Board’s website and any supplementary community planning and partnership information. This information will be shared during the public meeting and any staff level meetings as appropriate.

When inviting entities on the notification list to the annual meeting and/or staff level meeting, Board staff will clearly request that organizations be prepared to share planning information including population projections, growth plans, community needs, land-use and green space/park requirements. The invitation list, the entities in attendance at the public meeting and any information exchanged will be formally documented by Board staff.

In addition to the annual Community Planning and Partnership meeting, the Board will continue discussions with affected municipalities and community organizations as it explores options to address underutilized space issues within specific areas of the Board. These discussions will inform proposals that Board staff may present to Trustees, including recommendations to undertake a pupil accommodation review process.



**CO-BUILDING WITH COMMUNITY PARTNERS**

When considering building a new school or undertaking a significant addition or renovation, the Controller of ~~Plant~~ **Facilities Services** will inform Potential Partners on the notification list one (1) to three (3) years prior to the potential construction start date. The notification must be supported by a Board ~~approved motion~~ **resolution**. An identified source of funding or Ministry approval is not required at this point. **Senior** Administrative Council will receive and evaluate expressions of interest **to select partner(s) from select partners, based on its Community Planning and Partnership Policy.**

**The Board has the authority to co-build schools with other entities and to enter into a variety of facility partnerships through license or joint use agreement as outline in paragraph 44 of subsection 171(1), paragraph 4 of subsection 171.1(2) and sections 183, 194 and 196 of the Education Act, although Education Act required Minister approval in some circumstances. Approval by the Minister of Education may be required depending on the provision under the Education Act authorizing the transaction.**

Partnership agreements cannot be finalized until the Board and the partner(s)/s have an approved source of funding. Prior to receiving Ministry **of Education** approval to proceed with new construction or major renovation projects, the Board will be required to demonstrate that potential partnerships have been considered.

**SHARING UNUSED EXISTING SPACE WITH COMMUNITY PARTNERS**

Underutilized open and operating school and administrative facilities will be reviewed for their suitability for partnership based on the following criteria:

- **The facility is 60 percent utilized (or less) for two years and/or have 200 or more unused pupil places;**
- Space needs of existing educational programming and initiatives has been taken into consideration;
- Student safety will not be compromised;
- Student achievement ~~strategy~~ will not be compromised;
- Pupil accommodation ~~strategy~~ has been taken into consideration;
- The partnership will be in compliance with zoning and site use restrictions;
- Facility condition is suitable, or will be addressed at the partner's cost;
- Configuration of existing space is suitable or will be altered at the partner's cost; and
- There is an ability to separate the student space from the partner space.

**PARTNERSHIP AGREEMENTS**

The Board should ~~not~~ incur additional costs to support facility partnerships. On a cost-recovery basis, the fees charged to partners should cover the operations, administrative and capital cost to the Board of the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners, should be borne by the partners.

In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space. Construction is required to be within Ministry funding and space benchmarks for the Board portion of the facility.

The Director of Education shall ensure the provision of proper legal agreements to potential partners that respect the Education Act and protect the rights of the Board **and will include clauses regarding but not limited to:**



- Terms of the Agreement;
- Cost sharing;
- Hours of operation;
- Improvements to the building;
- Insurance and liability;
- Terms of termination;
- Mediation in event of conflict;
- Other clauses as deemed applicable.▬

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 27, 2015**

**TITLE: POLICIES – PRIOR TO VETTING  
PUPIL ACCOMMODATION REVIEW POLICY (701.2)**

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Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

Date: October 27, 2015



Niagara Catholic District School Board  
**PUPIL ACCOMMODATION REVIEW POLICY**  
 STATEMENT OF POLICY

700 – Building and Sites

Policy No. 701.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 23, 2010

~~The Niagara Catholic District School Board provides a Catholic atmosphere in its schools by means of its teaching staff and the fostering of a spirit of cooperation between the home, the school and the church.~~

**In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to providing the best educational facilities that advance student achievement for all and build strong Catholic identity and community.**

In accordance with the Ministry of Education, the Niagara Catholic District School Board recognizes its responsibility:

- To provide adequate accommodation and instruction for all pupils attending its schools;
- To undertake long-term capital planning;
- To operate its schools economically and efficiently, while taking into account the best education of the pupils, within the limits of the Board's available resources;
- To explore opportunities for effective, sustainable partnerships; and
- To maintain communication with stakeholders and potential partners concerning possible changes in the status of a school or of school boundaries.

The Board acknowledges that the consolidation or closure of schools may be required to meet the above objectives. The Board is committed to providing student accommodation in a responsible and organized manner considering reasonable and just alternatives.

~~The Director of Education shall make recommendations to the Board to establish an Accommodation Review Committee (ARC), which will review a school or schools for potential consolidation or closure. The process shall follow the requirements of the current Ministry of Education – Pupil Accommodation Review Guidelines.~~

**The Director of Education shall present an Initial Staff Report to the Board to review a school or schools for potential consolidation or closure. The Board may establish an Accommodation Review Committee (ARC) and provide the Terms of Reference or proceed to the Modified Accommodation Review Process.**

~~The Board shall consider the consolidation or closure of a school(s) following the submission of a report from an Accommodation Review Committee, as established in the Administrative Guidelines issued by the Director of Education. The Niagara Catholic District School Board reserves to itself the right to make the final decision on the closure of school(s).~~

**The Board shall consider consolidation or closure of a school(s) following the submission of the Final Staff Report which will contain feedback from an Accommodation Review Committee and/or a community consultation section. The Niagara Catholic District School Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome.**

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

### References

- [Ministry of Education - Administrative Review of the Accommodation Review Process](#)
- [Ministry of Education - Pupil Accommodation Review Guidelines \(Revised ~~June 2009~~ March 2015\)](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [Admission of Students Policy \(301.1\)](#)
  - [Attendance Areas Policy \(301.3\)](#)
  - [Board By-Laws \(100.1\)](#)
  - [Facility Partnership Policy \(800.6\)](#)



Niagara Catholic District School Board  
**PUPIL ACCOMMODATION REVIEW POLICY**  
 ADMINISTRATIVE GUIDELINES

700 – Building and Sites

Policy No. 701.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 23, 2010

**BACKGROUND**

~~The Pupil Accommodation Review Policy and Administrative Guidelines implements the Pupil Accommodation Review Guidelines released by the Ministry of Education on June 26, 2009. A copy of the Pupil Accommodation Review Guidelines (Revised June 2009), and the Ministry document entitled Administrative Review of the Accommodation Review Process along with this Policy and Administrative Guidelines will be posted on the Board website and will be made available at the Catholic Education Centre.~~

**CONTEXT**

~~The Board's elementary schools are organized as families of schools, generally linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.~~

~~The Niagara Catholic District School Board's long term enrolment and capital planning will provide the context for accommodation review processes and decisions. The planning will take into account opportunities for partnerships with other school boards and appropriate organizations that are financially sustainable, safe for students, and protect the core values and objectives of the Board.~~

**APPLICATION OF ACCOMMODATION REVIEW GUIDELINES**

~~The following outlines circumstances where Boards are not obliged to undertake an accommodation review in accordance with the Ministry Pupil Accommodation Review Guideline. In these circumstances, the Board will consult with local communities about proposed accommodation options for students in advance of any decisions by the Board:~~

- ~~• Where a replacement school is to be rebuilt by the Board on the existing site or located within the existing school attendance boundary as identified through the Board's existing policies;~~
- ~~• When a lease is terminated;~~
- ~~• When the Board is considering the relocation of a grade or grades, or a program, where the enrolment in the grade or grades, or program, constitutes less than 50% of the enrolment of the school;~~
- ~~• When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;~~
- ~~• Where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair.~~

**ACCOMMODATION REVIEW PROCESS****1. ~~The Preliminary Report~~**

~~The Director and/or designate will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.~~

~~A school or group of schools may be considered for study if one or more of the following conditions apply:-~~

- ~~• The school or group of schools is, currently or as projected, unable to provide a suitable and equitable range of learning opportunities for students;-~~
- ~~• The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;-~~
- ~~• Reorganization involving the school or group of schools could enhance program and learning opportunities for students;-~~
- ~~• Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;-~~
- ~~• Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;-~~
- ~~• One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;-~~
- ~~• In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;-~~
- ~~• The consolidation of schools is in the best interests of the overall school system;-~~
- ~~• It has been no less than five years since the inception of a study of the school by a Program and Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.-~~

**2. ~~Establishing an Accommodation Review Committee~~**

~~After reviewing a Preliminary Report from staff, the Board may direct the formation of an Accommodation Review Committee (ARC) to lead the review of a group of schools or a single school. The ARC will assume an advisory role and will provide recommendations that will inform the final decision made by the Board.~~

~~Parents/guardians, school staff and school council members of the affected schools will be informed by staff, within one week, in writing, through their respective schools, of the Board's decision to form an ARC. The decision will be posted on the Board website.~~

~~The ARC will consist of the following persons:-~~

- ~~• The Family of Schools Superintendent who will serve as Chair of the committee;~~
- ~~• From each school:-~~
  - ~~○ The school Principal;~~
  - ~~○ The Catholic School Council Chair or designate,;-~~
  - ~~○ A Priest from each area under review;-~~
- ~~• The Controller of Plant and / or designate;-~~
- ~~• Two community members~~
- ~~• Any other individual as deemed necessary by the Board~~

~~The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.~~

At its first meeting the ARC will agree to invite two community members to join the ARC, and using the template provided (~~Appendix A Meeting Dates and Expectation Summary~~), will prepare an outline of scheduled meetings which will be posted on the Board website. The minutes of all meetings will also be posted on the Board website.

All meetings of the ARC will be open to the public.

The ARC will liaise with municipalities throughout the process, as well as all stakeholders of joint use facilities.

### ~~3. Accommodation Review Terms of Reference~~

Senior staff will provide a completed Terms of Reference template that will describe the ARC's mandate to the Board for approval. (~~Appendix B Accommodation Review Committee, Terms of Reference Template~~).

### ~~4. School Information Profile~~

The Board, through Senior Staff, will develop a School Information Profile which will include data for the school(s) (~~Appendix C School Information Profile~~). The ARC will discuss and consult about the School Information Profile(s) and modify the Profile(s) where appropriate. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options. In carrying out its mandate the ARC will weigh the value of the schools to the student above the other factors to be assessed.

### ~~5. Accommodation Options~~

Senior staff will present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The ARC may also create alternative options. The option(s) will address the following:

Where students will be accommodated;

- Required changes to existing facilities;
- Available programs for students;
- Transportation; and
- Availability of funding if required.

### ~~6. Public Consultation Meetings~~

The ARC Chair will call the first meeting for public consultation no earlier than thirty (30) days after the date of its appointment, excluding summer vacation, Christmas break, Spring break and adjacent weekends.

The ARC will meet as often as required, and will hold at least four meetings for public consultation in accessible facilities:

- At the first meeting, the ARC will describe its mandate as outlined in the Terms of Reference, outline the pupil accommodation review, and give the public a briefing on the School Information Profile(s) and issues to be addressed. The ARC will receive public input and may make changes to the School Information Profile(s) as a result.
- At the second meeting, the ARC will present its revised School Information Profile(s) to the public and will seek information and feedback about the accommodation options prepared by staff and the Committee.

- ~~At the third meeting, the ARC will present the accommodation options to be considered which may have changed as a result of the previous consultation and will receive public input.~~
- ~~At the fourth meeting, the ARC will present its draft Accommodation Report to the public and will receive community input. Discussions will be based on the School Information Profile(s) and the ARC's Terms of Reference. The ARC may make changes to the Accommodation Report based on feedback at the meeting.~~

~~Notice of the meetings for public consultation will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number. A minimum of two weeks' notice will be provided in respect of the other public consultation meetings.~~

## **~~7. ARC Accommodation Report to the Board~~**

~~The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and reference criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the Director of Education, after which the Accommodation Report will be posted on the Board website. The ARC will present its Accommodation Report to Board. After receipt of the Report, the Board will direct Senior Staff to examine the Report and, within the required timelines, will present an analysis and recommendations to the Board through the Committee of the Whole. The Board will make the final decision regarding the future of the school(s). If the Board votes to close or consolidate a school or schools, the Board will outline clear timelines around when the school(s) will close.~~

~~The ARC will also ensure that the following issues are addressed:~~

- ~~The implications for the program for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected.~~
- ~~The effects of consolidation, closure or program relocation on the following:~~
  - ~~The attendance area defined for the schools~~
  - ~~Attendance at other schools~~
  - ~~The need and extent of bussing~~
- ~~The financial effects of consolidating or not consolidating the school, including any capital implications~~
- ~~Revenue implications as a result of the consolidation, closure or program relocation~~
- ~~Savings expected to be achieved as a result of the consolidation, closure or program relocation~~
  - ~~School operations (heating, lighting, cleaning, routine maintenance)~~
  - ~~Expenditures to address school renewal issues which will no longer be required~~
- ~~Additional expenditures, if any, at schools which will accommodate students displaced relocated as a result of a consolidation, closure or program relocation decision taken by the board~~
  - ~~School operations (heating, lighting, cleaning, routine maintenance)~~
  - ~~School administration~~
  - ~~School renewal~~
  - ~~Transportation~~
- ~~Net savings/costs associated with:~~
  - ~~Teaching staff~~
  - ~~Paraprofessionals~~
  - ~~Student transportation~~

~~—The possible alternative use or disposition of an empty building.~~

## **8. ~~Board Meeting~~**

~~Public notice of the meeting at which the Board will make its decision regarding the school accommodation report will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.~~

~~Parents/Guardians, Staff and Catholic School Council members of the affected schools, municipalities and community partners will be informed, in writing, through Principals, of the Board's decision, which will also be posted on the Board website.~~

~~The Board may make any accommodation decision that it deems advisable in relation to the schools under review by an ARC despite an ARC recommendation to the contrary~~

### **TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS**

~~After the intention to conduct an accommodation review of a school or schools has been announced by the Board, there must be no less than thirty (30) calendar days' notice prior to the first meeting for public consultation. Beginning with the first meeting, the public consultation period must be no less than ninety (90) calendar days.~~

~~After the ARC submits its Accommodation Report to the Director, there must be no less than sixty (60) calendar days' notice prior to the meeting where the Board will vote on the recommendations.~~

~~Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods.~~

### **ADMINISTRATIVE REVIEW OF THE ACCOMMODATION REVIEW PROCESS**

~~The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process – Ministry of Education, Administrative Review of the Accommodation Review Process. A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre and on the Board website.~~

### **INTEGRATION PROCESS**

~~If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the incoming and existing students and parents of the respective school communities. This process of integration should be carried out in consultation with parents and staff.~~





Niagara Catholic District School Board  
**PUPIL ACCOMMODATION REVIEW POLICY**  
ADMINISTRATIVE GUIDELINES

700 – Building and Sites

Policy No. 701.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 23, 2010

## **BACKGROUND**

The Pupil Accommodation Review Policy and Administrative Guidelines 701.2 implement the Pupil Accommodation Review Guidelines released by the Ministry of Education in March 2015. A copy of the Ministry of Education Pupil Accommodation Review Guidelines, and link to the Ministry documents entitled Administrative Review of Accommodation Review Process along with the Niagara Catholic District School Board Pupil Accommodation Review Policy and Administrative Guidelines will be posted on the Board website and will be made available at the Catholic Education Centre.

## **CONTEXT**

The Board's elementary schools are organized as families of schools, linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions to nurture the distinctiveness of Catholic Education.

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of its resources. One aspect of the Board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When the Board identifies a school that is projected to have long-term excess space, the Board will look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by the Board, the Board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the Board's student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

In some cases, to address changing student populations, decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.

## **PLANNING PRIOR TO AN ACCOMMODATION REVIEW**

The Niagara Catholic District School Board will undertake long-term capital and accommodation planning informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools. The planning will take into account

opportunities for partnerships with other school boards and appropriate organizations that are financially sustainable, safe for students, and are consistent with the core values and Mission of the Board.

A school or group of schools may be considered for an accommodation review if one or more of the following conditions apply:

- The school or group of schools is, currently or projected to be, unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staff allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant such as an unexpected economic or demographic shift or a change in a school's physical condition;
- Any other reason upon recommendation of the Director of Education and subject to the approval of the Board. Examples include, but are not limited to: unforeseen changes in funding, policy or legislation; a request from the community; etc.

## **ESTABLISHING AN ACCOMMODATION REVIEW**

The Board may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

### **Initial Staff Report**

Prior to establishing a pupil accommodation review, the Initial Staff Report to the Board must contain one or more options to address the accommodation issue(s) and each option must have supporting rationale. There must be a recommended option if more than one option is presented. The Initial Staff Report must also include information on actions taken by board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken and School Information Profile(s) (SIPs).

The option(s) included in the Initial Staff Report must address the following:

- Summary of accommodation issue(s) for the school(s) under review;
- Where students would be accommodated;
- If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- Identify any program changes as a result of the proposed option;
- How student transportation would be affected if changes take place;
- If new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund the capital investment and a proposal on how students would be accommodated if funding does not become available;
- Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each recommended option must include a timeline for implementation.

The Director and/or designate will present an Initial Staff Report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

The Initial Staff Report and School Information Profile(s) will be made available to the public and posted on the Board's website following the Board's decision to undertake an accommodation review.

Efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review will be documented and included in the Initial Staff Report.

## **NOTICE OF INITIATION OF AN ACCOMMODATION REVIEW**

Following the date of the Board's approval to initiate an accommodation review, Notice of Initiation shall be provided within 5 business days to:

1. Affected school Principal(s), Catholic School Council(s) and local Roman Catholic parishes;
2. Affected single and upper-tier municipalities through the Clerk's Office;
3. Community partners that expressed interest prior to the pupil accommodation review;
4. The general public;
5. The Directors of Education of coterminous boards; and
6. The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

Notice of Initiation shall be given as follows:

1. Posting on the Niagara Catholic District School Board website;
2. Publishing in the local newspaper(s);
3. Mailing or emailing to the Principals of the affected schools, the Catholic School Councils of affected schools, the Clerks of single and upper-tier municipalities and community partners.

Notice of Initiation will include an invitation to municipalities and community partners for a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The affected single and upper-tier municipalities, as well as community partners that expressed an interest prior to the Pupil Accommodation Review, must provide their responses, if any, on the recommended option(s) in the Initial Staff Report a minimum of two weeks prior to the final public meeting.

## **ESTABLISHING AN ACCOMMODATION REVIEW COMMITTEE**

After reviewing the Initial Staff Report, the Board may direct the formation of an Accommodation Review Committee (ARC) to lead the review of a group of schools or a single school.

### **Role of the Accommodation Review Committee**

The Board will establish an Accommodation Review Committee (ARC) that represents the school(s) under review. The ARC will act as the official conduit for information shared between the Board and the school communities. The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report. The ARC may provide accommodation options other than those in the Initial Staff Report; however, it must include supporting rationale for any option.

The ARC members do not need to achieve consensus regarding information provided to the Board.

## Membership of the Accommodation Review Committee

The Superintendent of Education or designate shall:

- a. Coordinate appointments to the ARC;
- b. Ensure that staff resources are available to the ARC to provide support;
- c. Interpret and ensure compliance with the Pupil Accommodation Review Policy;
- d. Ensure meeting records are kept;
- e. Ensure attendance registers are maintained for all meetings, and;
- f. Facilitate all ARC meetings.

The ARC will consist of the following persons:

- a. A Superintendent of Education and;
- b. From each school:
  - a parent/guardian representative chosen by their respective school communities;
  - student representatives to represent the views of the student body;
- c. a Priest or representative from each parish associated with the school(s);
- d. Principals from each of the schools under review to;
  - act as a resource;
  - coordinate appointment of parent/guardian and student representative;
  - ensure notices are posted in school communications and on the school website;
  - arrange for space for ARC meetings;
  - arrange and coordinate school staff input; and
  - respond to day to day inquires about the accommodation review.
- e. Controller of Facilities Services, or designate to act as a resource and compile feedback from the pupil accommodation process;
- f. Any other individual as deemed necessary by the Board.

The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

## Terms of Reference

Senior Administrative Council will provide the ARC with the Terms of Reference (Appendix A) that will include:

1. The ARC's Mandate:
  - The mandate of the ARC will refer to the Board's education and accommodation objectives in undertaking the ARC and reflect the Board's strategy for supporting student achievement and well-being.
2. The Roles and Responsibilities of the ARC:
  - The ARC is to act as the official conduit for information between the Board and school communities and the ARC will:
    - will review the Initial Staff Report and other information presented by staff;
    - provide feedback on the Initial Staff Report;
    - provide other accommodation options with supporting rationale if desired.
3. The Procedure of the ARCs:
  - The ARC shall hold a minimum of two working meetings.

The ARC does not need to achieve a consensus regarding information provided to the Board.

## Meetings of the Accommodation Review Committee

The ARC will meet to review materials presented by Board staff, receive public input for consideration and provide feedback to Board staff for the Final Staff Report.

The Board will ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation through consultation with municipalities local to the affected school(s), public meetings and public delegations.

## **Orientation Session**

The ARC will be formed following the Board's consideration of the Initial Staff Report and prior to the first public meeting. ARC members will be invited to an orientation session that will describe the mandate, roles and responsibilities and procedures of the ARC.

## **School Information Profile (SIP)**

Board staff will develop a School Information Profile (SIP) for each of the schools under review at the same point in time for comparison purposes as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s). The School Information Profile provides an understanding and familiarity with the facilities under review.

A facility, instructional and other school use profile will constitute the SIP. The SIP will include data for each of the following two considerations about the school(s) under review:

- Value to the student; and
- Value to the Board.

The ARC may request clarification about information provided in the School Information Profile but it is not the role of the ARC to approve the School Information Profile.

The SIP will include, at a minimum, the following data for the school(s) in the review:

### **Facility Profile:**

1. School name and address
2. Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
3. School attendance area (boundary map)
4. Context map (or air photo) of the school indicating the existing land uses surround the school
5. Planning map of the school with zoning, Official Plan or secondary plan land use designations
6. Size of school (acres or hectares)
7. Building area (square feet or square meters)
8. Number of portable classrooms
9. Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g. science lab, tech shop, gymnasium, etc.).
10. Area of hard surfaced outdoor play area and/or green space, the number of play fields and the presence of outdoor facilities (e.g. tracks, courts for basketball, tennis, etc.).
11. Ten-year history of major facility improvements (item and cost).
12. Projected five-year facility renewal needs of school (item and cost)
13. Current Facility Condition Index (FCI) with a definition of what the index represents
14. A measure of proximity of the students to their existing school, and the average distance to the school for students
15. Percentage of students that are and are not eligible for transportation under the school board policy and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
16. School utility costs (totals, per square foot, and per student).
17. Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
18. Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free).
19. On-the-ground (OTG) capacity and surplus/shortage of pupil places.

## **Instructional Profile:**

1. Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff and administrative staff at the school.
2. Describe the course and program offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
3. Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
4. Current grades configuration of the school (e.g. junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
5. Current grade organization of the school (e.g. number of combined grades etc.).
6. Number of out of area students.
7. Utilization factor/classroom usage.
8. Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
9. Current extracurricular activities.

## **Other School Use Profile:**

1. Current non-school programs or services resident at or co-located with the school as well as any revenue from those non-school programs or services and whether or not it is at full cost recovery
2. Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery
3. Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
4. Availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery
5. Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
6. Description of the school's suitability for facility partnerships.
7. Parish locations, proximity to school and other considerations.

## **Public Meetings**

The Board will hold two public meetings to secure broader community consultation on the recommended option(s) contained in the Initial Staff Report. The Board may hold additional public meetings, if considered appropriate. Board staff will organize and facilitate the public meetings.

For greater certainty, the public meetings will not be meetings of the Board of Trustees.

Members of the ARC may attend the public meetings held by the Board in accordance with this policy. If the members of the ARC do not attend such public meetings, the meetings will proceed nonetheless.

Notice of the public meetings will be provided through school newsletters, letters to the school community, the home notification system, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and phone number.

Notice of the first public meeting will be provided no less than twenty business days in advance of the meeting; excluded from the calculation will be school holidays such as summer vacation, Christmas break and Spring break, including adjacent weekends.

The first public meeting will be held no fewer than thirty business days after the Board of Trustees decides to conduct a pupil accommodation review.

At a minimum, the first public meeting will address the following:

- an overview of the Accommodation Review Committee orientation session;
- the Initial Staff Report with recommended option(s); and
- a presentation of the School Information Profile(s).

The final public meeting will be held at least forty business days after the date of the first public meeting. Notice of the final public meeting will be provided no less than twenty business days in advance of the meeting; excluded from the calculation will be school holidays such as summer vacation, Christmas break and Spring break, including adjacent weekends.

## **Final Staff Report**

At the conclusion of the pupil accommodation review process, Board staff will submit a Final Staff Report to the Board that will include the following:

- The recommended option(s) which may be amended from the Initial Staff Report;
- A proposed accommodation plan which contains a timeline for implementation, and,
- A community consultation section that records feedback from the ARC, any public consultations, and any relevant information obtained from municipalities and other community partners prior to and during the accommodation review process.

## **Delegations to the Board**

The Final Staff Report will be available to the public and posted on the Board's website no fewer than 10 business days after the final public meeting and no fewer than 10 business days before public delegations.

After the Final Staff Report is presented to the Board, members of the public will be provided with an opportunity to provide feedback through public delegations to the Board of Trustees per Board By-law 100.1.

Board staff will compile feedback from the public delegations to the Board and submit such feedback to the Board with the Director's Report.

## **Decision of the Board**

Public notice of the meeting at which the Board will make its decision regarding the accommodation review will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.

The Board will make the final decision regarding the future of the school(s). If the Board votes to close or consolidate a school or schools, the Board will outline clear timelines around when the school(s) will close and the transition plans.

Parents/Guardians, Staff and Catholic School Council members of the affected schools, municipalities and community partners will be informed, in writing, of the Board's decision, which will also be posted on the Board website.

The Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome.

## **TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS (Appendix B)**

As noted above, upon the Board's approval to initiate an accommodation review, Notice of Initiation will be completed within 5 business days.



After the Board's approval to conduct an accommodation review, there must be no less than thirty (30) business days prior to the first public meeting.

Beginning with the first public meeting, there must be no less than forty (40) business days before the final public meeting.

The Final Staff Report must be publicly posted no less than ten (10) business days before the opportunity for public delegations to the Board.

The final decision by the Board must not take place sooner than ten (10) business days after the public delegations to the Board.

Summer vacation, Christmas break and Spring break, including adjacent weekends, will not be considered part of the 5, 10, 30 and 40 business day periods.

## **MODIFIED ACCOMMODATION REVIEW PROCESS**

In certain circumstances where the potential pupil accommodation options available are deemed by the Board to be less complex, a modified pupil accommodation review process may be followed. The modified accommodation review process can be conducted if two or more of the following factors apply:

- Enrolment:
  - An elementary school with an enrolment of less than 125 students for the current year and which is projected to remain below 125 for the next two years
  - A secondary school with an enrolment of less than 300 students for the current year and which is projected to remain below 300 for the next two years
  - A school with utilization rate of 65% or lower. Utilization will be determined by dividing the school's enrolment by the on-the-ground capacity of the school building.
- A school facility that is physically not suitable to serve the school community and;
  - Where retrofitting may involve major capital investment or
  - Where the Facility Condition Index (FCI) deems the school prohibitive to repair; or
  - Where the school has a higher than average operating and maintenance costs.
- Distance to the nearest available accommodation:
  - In the case of an elementary school review where the nearest available accommodation option is 10 kms or less from the school(s) under review; and
  - In the case of a secondary school review where the nearest available accommodation option is 20 km or less from the school(s) under review.
- When the Board is planning the relocation (in any school year or over a number of school years) of a program in which the enrolment constitutes more than or equal to 50% of the school's enrolment (calculation based on enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years).

The modified accommodation review process is implemented in accordance with the remainder of this policy except for the following:

1. The Initial Staff Report must provide the rationale for exempting the school(s) from the standard accommodation review process;
2. No ARC is required to be established; and,
3. A minimum of one public meeting must be held.

Upon the Board's approval to initiate a modified accommodation review, written notice shall be provided within 5 business days to the following:

1. Affected school Principal and Catholic School Council(s);
2. Affected local and upper-tier municipalities through the Clerk's Office or equivalent;
3. Community partners that expressed interest prior to the modified pupil accommodation review;
4. The general public;
5. The Directors of Education of coterminous boards; and



6. The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

Such written notice will include an invitation to municipalities and community partners for a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The Initial Staff Report and SIPs will be made available to the public and posted on the Board website. A public meeting will be announced through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location and purpose. The meeting will be held no sooner than 30 business days after approval to conduct a modified pupil accommodation review.

Following the public meeting, Board staff will submit a Final Staff Report to the Board that will include a community consultation section containing feedback from public consultations, information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review. The Final Staff Report will be available to the public and posted on the Board's website no fewer than 10 business days after the final public meeting and no fewer than 10 business days before public delegations.

The Board will allow the opportunity for members of the public to provide feedback on the Final Staff Report through public delegations to the Board per Board By-law 100.1.

Board staff will compile feedback from the public delegations and submit such feedback to the Board to be included in the Director's Report.

There will be no fewer than 10 business days between public delegations and the final decision of the Board.

The Board has the discretion to approve the recommendation(s) of the Director's Report as presented, modify the recommendation(s) or approve a different outcome.

Should the decision to consolidate and/or close a school be made by the Board, a transition plan and timelines will be provided to all the affected school communities.

## **TRANSITION PLANNING PROCESS**

If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the incoming and existing students and parents of the respective school communities.

This process of integration will be carried out in consultation with parents and staff. The Board will establish an ad hoc Transition Committee which will include Superintendent(s) of Education, school principal(s), Catholic School Council representative(s), student representative(s), Chaplaincy Leader(s), and appropriate board staff.

The Transition Committee will identify the issues, needs and responsibilities related to the implementation of the school consolidation, will monitor progress on the transition, and communicate with stakeholders on a regular basis.

## **EXEMPTIONS FROM APPLICATION OF ACCOMMODATION REVIEW PROCESS**

The following outlines circumstances where the Board is not obliged to undertake an accommodation review in accordance with the Ministry of Education Pupil Accommodation Review Guideline, March 2015. In these circumstances, the Board will consult with local communities about proposed accommodation options for students in advance of any decisions by the Board.

- Where a replacement school is to be rebuilt by the Board on the existing site or built or acquired within the existing school attendance boundary as identified through the Board's existing policies;
- Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction as identified through Board policy;
- When a lease is terminated;
- When the Board is considering the relocation (in any school year or over a number of school years) of grades, or programs, where the enrolment in the grades, or programs, constitutes less than 50% of the enrolment of the school (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- Where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair;
- Where there are no students enrolled at the school at any time throughout the school year;
- Where an accommodation proposal does not involve a school offering elementary or secondary regular day school programs.

In the above circumstances, the Board will inform school communities about the proposed accommodation plans for students before a decision is made by the Board. The Board, through the Director of Education, will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and the Board's coterminous school boards in the areas of the affected school(s) and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

## ADMINISTRATIVE REVIEW OF THE ACCOMMODATION REVIEW PROCESS

The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process - Ministry of Education, Administrative Review of the Accommodation Review Process <http://www.edu.gov.on.ca/eng/policyfunding/adminReview.html>. A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre and on the Board website.

## DEFINITIONS

**Accommodation review:** A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

**Accommodation Review Committee (ARC):** A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

**ARC working meeting:** A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

**Business day:** A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

**Consultation:** The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

**Director's Report:** The report that contains the Final Staff Report, community consultation section, public delegation input, recommendation(s), proposed accommodation plan(s) and timeline for implementation.

**Facility Condition Index (FCI):** A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

**Final Staff Report:** The report to the Board at the conclusion of the PAR process made available to the public and containing community consultation section, feedback from ARC and public consultations, relevant information obtained from municipalities and other community partners prior to and during PAR, and recommended option(s), proposed accommodation plan and timeline for implementation.

**Initial Staff Report:** The report to the Board containing one or more options to address accommodation issue(s) including information on actions taken by Board staff prior to establishing PAR process and supporting rationale.

**On-the-ground (OTG) capacity:** The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

**Public delegation:** A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

**Public meeting:** An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

**School Information Profile (SIP):** An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

**Space template:** A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.



**MEETING DATES AND EXPECTATION SUMMARY**

**ACCOMMODATION REVIEW COMMITTEE (ARC) FOR:** \_\_\_\_\_

| MEETING                                 | EXPECTATION  | DATE | TIME | LOCATION | DATE RESTRICTIONS |
|---|--|------|------|----------|-------------------|
| 1 <sup>st</sup> ARC Working Meeting     | <ul style="list-style-type: none"> <li>✓ Review Background Information</li> <li>✓ Review and Approval of ARC Terms of Reference</li> <li>✓ Review and Approval of School Profiles</li> </ul>   |      |      |          |                   |
| 1 <sup>st</sup> ARC Public Consultation | <ul style="list-style-type: none"> <li>✓ Presentation of Background Information</li> <li>✓ Presentation of ARC Terms of Reference</li> <li>✓ Presentation of School Information Profiles</li> <li>✓ Receive Community Input</li> </ul> |      |      |          |                   |
| 2 <sup>nd</sup> ARC Working Meeting     | <ul style="list-style-type: none"> <li>✓ Consider Feedback from 1<sup>st</sup> Public Consultation</li> <li>✓ Revision of School Information Profiles</li> <li>✓ Review Accommodation Options</li> </ul>                               |      |      |          |                   |
| 2 <sup>nd</sup> ARC Public Consultation | <ul style="list-style-type: none"> <li>✓ Presentation of Revised School Profiles</li> <li>✓ Presentation of Accommodation Options</li> <li>✓ Receive Community Input</li> </ul>  |      |      |          |                   |
| 3 <sup>rd</sup> ARC Working Meeting     | <ul style="list-style-type: none"> <li>✓ Consider Feedback from 2<sup>nd</sup> Public Consultation</li> <li>✓ Revision of Accommodation Options</li> </ul>   |      |      |          |                   |
| 3 <sup>rd</sup> ARC Public Consultation | <ul style="list-style-type: none"> <li>✓ Presentation of Revised Accommodation Options for Community Input</li> </ul>  |      |      |          |                   |
| 4 <sup>th</sup> ARC Working Meeting     | <ul style="list-style-type: none"> <li>✓ Consider Feedback from 3<sup>rd</sup> Public Consultation</li> <li>✓ Completion of Draft Accommodation Report</li> </ul>  |      |      |          |                   |
| 4 <sup>th</sup> ARC Public Consultation | <ul style="list-style-type: none"> <li>✓ Presentation of ARC Accommodation Report for Community Input</li> </ul>   |      |      |          |                   |
| Presentation of ARC Report to Board     | <ul style="list-style-type: none"> <li>✓ Recommendations Consistent with Objectives and to Board Reference Criteria Outlined in Terms of</li> </ul>  |      |      |          |                   |

|  |           |  |  |  |  |
|--|-----------|--|--|--|--|
|  | Reference |  |  |  |  |
|--|-----------|--|--|--|--|



## **~~ACCOMMODATION REVIEW COMMITTEE~~** **~~TERMS OF REFERENCE TEMPLATE~~**

### **~~1. Name of School or Group of Schools~~**

### **~~2. Committee Members~~**

~~— Roles and Responsibilities~~

### **~~3. Committee Formation Details~~**

~~— How, when and why was the committee formed?~~

### **~~4. Mandate~~**

~~4.1 Educational Objectives~~

~~4.2 Accommodation Objectives~~

~~4.3 Strategy for Supporting Student Achievement~~

~~4.4 Deliverables~~

### **~~5. Governance~~**

~~— Decision making and reporting~~

### **~~6. Communications~~**

### **~~7. Reference Criteria (Complete for each school)~~**

\_\_\_\_ Name of School \_\_\_\_\_

| <b>CRITERIA</b>   | <b>DESCRIPTION</b> | <b>MINISTRY/BOARD BENCHMARK</b> |
|---|--------------------|---------------------------------|
| <b>Student Outcomes</b>   |                    |                                 |
| <b>Range of Course or Program Offerings</b>                             |                    |                                 |
| <b>Range of Co-Curricular Offerings</b>                                 |                    |                                 |
| <b>Adequacy and Cost of School's Physical Space</b>                     |                    |                                 |
| Year Built:   |                    |                                 |
| Additions:  |                    |                                 |
| No. of Storeys:   |                    |                                 |
| Accessible:   |                    |                                 |
| Floor Area:   |                    |                                 |
| On the Ground Capacity:   |                    |                                 |
| Enrolment:<br><i>Current/5 yr. projection/10 yr. projection</i>         |                    |                                 |
| Square Feet/Pupil:<br><i>Current/5 yr. projection/10 yr. projection</i> |                    |                                 |
| Utilization:<br><i>Current/5 yr. projection/10 yr. projection</i>       |                    |                                 |
| Number of Portables:  |                    |                                 |
| Availability of Specialized Teaching Spaces:                            |                    |                                 |
| Ventilation and Air Conditioning:                                       |                    |                                 |
| Operations & Administration Costs:<br>Expenditures as % of grant        |                    |                                 |
| <b>Cost of Renewal Needs</b>  |                    |                                 |
| Building:   |                    |                                 |
| Program:  |                    |                                 |
| Site:   |                    |                                 |
| Total:  |                    |                                 |
| Percentage of Replacement Value:  |                    |                                 |
| Cost of Upgrades Per Pupil:   |                    |                                 |
| Cost for Replacement School:<br>(building only)                         |                    |                                 |
| <b>Adequacy &amp; Costs of School Site Upgrades</b>                     |                    |                                 |

|   |  |  |
|---|--|--|
| Site Size:  |  |  |
| Adequacy of School Grounds:   |  |  |
| Paved Play Area:  |  |  |
| Unpaved Grounds:  |  |  |
| <b>Availability of Surplus Space in Adjacent Schools</b>                        |  |  |
| <b>Distance to Local Parish</b>   |  |  |
| <b>Transportation</b>   |  |  |
| No. of Students Transported:  |  |  |
| Percentage of School Transported:   |  |  |
| Proximity of School to Students/Length of Bus Ride:                             |  |  |
| Estimated Annual Cost Per Pupil<br>(using double/triple runs with high schools) |  |  |
| <b>Adequacy of bus drop-off</b>   |  |  |
| <b>Community Use</b>  |  |  |
| Total Hours Available for Community Use per School Year:                        |  |  |
| Average Last 2 Years:   |  |  |
| Percentage of Available Hours Used by Community Groups:                         |  |  |
| Average Last 2 Years:   |  |  |
| Daycare Centre or Before/After School:  |  |  |
| Daycare Programs:   |  |  |
| <b>School as Partner in Local Initiatives</b><br>(e.g. sports fields)           |  |  |
| <b>Availability of Training Opportunities or Partnerships with Business</b>     |  |  |





**SCHOOL INFORMATION PROFILE**

***VALUE TO STUDENT***

|                                     | SCHOOL A |      | SCHOOL B |      | SCHOOL C |      |
|-------------------------------------|----------|------|----------|------|----------|------|
|                                     | PROS     | CONS | PROS     | CONS | PROS     | CONS |
| Quality of the learning environment |          |      |          |      |          |      |
| Student outcome (5-year trend)      |          |      |          |      |          |      |
| Range of course offerings           |          |      |          |      |          |      |
| Range of co-curricular activities   |          |      |          |      |          |      |
| Adequacy of physical space          |          |      |          |      |          |      |
| Adequacy of grounds                 |          |      |          |      |          |      |
| Accessibility                       |          |      |          |      |          |      |
| Health, safety and security         |          |      |          |      |          |      |
| Proximity of school to students     |          |      |          |      |          |      |
| Adequacy of drop-off and parking    |          |      |          |      |          |      |
| Adjacent to local parish            |          |      |          |      |          |      |



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**SCHOOL INFORMATION PROFILE**

***VALUE TO THE SCHOOL BOARD***

|                                 | SCHOOL A |      | SCHOOL B |      | SCHOOL C |      |
|---------------------------------|----------|------|----------|------|----------|------|
|                                 | PROS     | CONS | PROS     | CONS | PROS     | CONS |
| Student Outcomes                |          |      |          |      |          |      |
| Range of Course Offerings       |          |      |          |      |          |      |
| Specialized Teaching Spaces     |          |      |          |      |          |      |
| Condition of School             |          |      |          |      |          |      |
| Location of School              |          |      |          |      |          |      |
| Only School in Community        |          |      |          |      |          |      |
| Fiscal and Operational Factors  |          |      |          |      |          |      |
| Cost to Operate the School      |          |      |          |      |          |      |
| Cost of Transportation          |          |      |          |      |          |      |
| Availability of Alternate Space |          |      |          |      |          |      |
| Cost of Upgrades                |          |      |          |      |          |      |
| Potential Growth in the Area    |          |      |          |      |          |      |
| Adequacy of Site for Enrolment  |          |      |          |      |          |      |
| Adjacent to Local Parish        |          |      |          |      |          |      |



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**SCHOOL INFORMATION PROFILE**

***VALUE TO THE COMMUNITY***

|                            | SCHOOL A |      | SCHOOL B |      | SCHOOL C |      |
|----------------------------|----------|------|----------|------|----------|------|
|                            | PROS     | CONS | PROS     | CONS | PROS     | CONS |
| Adequacy for Community Use |          |      |          |      |          |      |
| Range of Program Offerings |          |      |          |      |          |      |
| School Grounds             |          |      |          |      |          |      |
| School as a Partner        |          |      |          |      |          |      |
| Only School in Community   |          |      |          |      |          |      |
| Provision of Daycare       |          |      |          |      |          |      |
| Parental Involvement       |          |      |          |      |          |      |

***VALUE TO THE LOCAL ECONOMY***

|                              | SCHOOL A |      | SCHOOL B |      | SCHOOL C |      |
|------------------------------|----------|------|----------|------|----------|------|
|                              | PROS     | CONS | PROS     | CONS | PROS     | CONS |
| Cooperative Education        |          |      |          |      |          |      |
| Training Opportunities       |          |      |          |      |          |      |
| Attracts or Retains Families |          |      |          |      |          |      |
| Only School in Community     |          |      |          |      |          |      |



**ACCOMMODATION REVIEW COMMITTEE  
TERMS OF REFERENCE TEMPLATE**

**1. Name of School or Group of Schools**

**2. Mandate**

- a. Educational Objectives*
- b. Accommodation Objectives*
- c. Strategy for Supporting Student Achievement and Well-Being*

**3. Committee Members**

*Roles and Responsibilities*

**4. Procedures**

**5. Meetings**



**ACCOMMODATION REVIEW COMMITTEE (ARC)**

**MEETING DATES AND EXPECTATION SUMMARY**

| <b>Meeting</b>   | <b>Expectation</b>   | <b>Date</b> | <b>Time</b> |
|--|--|-------------|-------------|
| ARC Orientation Session                                  | <ul style="list-style-type: none"> <li>✓ Orientation Meeting</li> <li>✓ Presentation of ARC Terms of Reference</li> <li>✓ Committee Member Roles/Responsibilities/Expectations</li> <li>✓ Review of ARC Mandate</li> <li>✓ Review of Initial Staff Report</li> <li>✓ Presentation and review of School Information Profile(s)</li> </ul> |             |             |
| 1 <sup>st</sup> ARC Working Meeting                      | <ul style="list-style-type: none"> <li>✓ Tour of School(s)</li> <li>✓ Discussion of tour(s)</li> <li>✓ Preparation for Public Meeting Presentation</li> <li>✓ Feedback on Initial Staff Report</li> </ul>  |             |             |
| 1 <sup>st</sup> Board Public Meeting                     | <ul style="list-style-type: none"> <li>✓ Overview of ARC Orientation Meeting and tour(s)</li> <li>✓ Review of Initial Staff Report</li> <li>✓ Presentation of School Information Profile(s)</li> <li>✓ Receive public input</li> </ul>   |             |             |
| 2 <sup>nd</sup> ARC Working Committee Meeting            | <ul style="list-style-type: none"> <li>✓ Review Feedback from ARC's 1<sup>st</sup> Public Meeting</li> <li>✓ Initial input for Final Staff Report</li> <li>✓ 2<sup>nd</sup> public meeting preparation</li> </ul>  |             |             |
| 2 <sup>nd</sup> Board Public Meeting                     | <ul style="list-style-type: none"> <li>✓ Review ARC Process to date</li> <li>✓ Presentation of community and committee feedback</li> <li>✓ Receive Public input</li> <li>✓ Discuss ARC Timelines</li> </ul>  |             |             |
| 3 <sup>rd</sup> ARC Working Committee Meeting (optional) | <ul style="list-style-type: none"> <li>✓ Consider Feedback from ARC's 2<sup>nd</sup> Public Meeting</li> <li>✓ Finalize input for Final Staff Report to Trustees</li> </ul>  |             |             |



**ACCOMMODATION REVIEW COMMITTEE (ARC)**

**MEETING DATES AND EXPECTATION SUMMARY - CONTINUED**

| <b>Meeting</b>  | <b>Expectation</b>   | <b>Date</b> | <b>Time</b> |
|---|--|-------------|-------------|
| Submission of Initial Staff Report to the Board   | ✓ Board to consider initiation of an accommodation review  |             |             |
| Notification to public per Policy   | ✓ Within 5 business days of initiation of ARC  |             |             |
| ARC Orientation Session   | ✓  |             |             |
| 1 <sup>st</sup> ARC Working Meeting   | ✓  |             |             |
| 1 <sup>st</sup> Board Public Meeting  | ✓ Not less than 30 business days after initiation of accommodation review approved by Board  |             |             |
| 2 <sup>nd</sup> ARC Working Meeting   | ✓  |             |             |
| Input from single and upper-tier municipalities and community partners on in Initial Staff Report | ✓ A minimum of 10 business days prior to Final Public Meeting  |             |             |
| Final Board Public Meeting  | ✓ Not less than 40 business days from the 1 <sup>st</sup> Public Meeting   |             |             |
| 3 <sup>rd</sup> ARC Working Meeting (optional)  | ✓  |             |             |
| Posting of Final Staff Report   | ✓ A minimum of 10 business days after Final Public Meeting and minimum of 10 business days prior to Board meeting for public delegations |             |             |
| Notice of Board Meeting for Public Input  | ✓ Timelines based on Board policy  |             |             |
| Board Meeting for Public Input through delegations  | ✓ As scheduled by the Board  |             |             |
| Director's Report to Committee of the Whole including public input                                | ✓ Next regularly scheduled Board meeting through the Committee of the Whole  |             |             |
| Notice of Board Meeting to decide accommodation   | ✓ 60 days prior to the Board meeting.  |             |             |
| Board Meeting to decide accommodation   | ✓ A minimum of 10 business days after public delegations   |             |             |
| Notice of decision on accommodation   | ✓ Within 5 business days of decision   |             |             |



**MODIFIED ACCOMMODATION REVIEW PROCESS**

**MEETING DATES AND EXPECTATION SUMMARY**

| <b>Meeting</b>   | <b>Expectation</b>  | <b>Date</b> | <b>Time</b> |
|--|---|-------------|-------------|
| Submission of Initial Staff Report to the Board                        | ✓ Board to consider initiation of an accommodation review   |             |             |
| Notification of Initiation to public per Policy                        | ✓ Within 5 business days of initiation of ARC   |             |             |
| Posting of Initial Staff Report and School Information Profile         | ✓   |             |             |
| Input from single and upper-tier municipalities and community partners | ✓ A minimum of 10 business days prior to Public Meeting   |             |             |
| Public Meeting   | <ul style="list-style-type: none"> <li>✓ No less than 30 business days after Board approval to conduct modified ARC</li> <li>✓ Review of Initial Staff Report</li> <li>✓ Presentation of School Information Profile(s)</li> <li>✓ Receive public input</li> </ul> |             |             |
| Notice of Board Meeting for Public Input                               | ✓ A minimum of 10 business days prior to public delegations   |             |             |
| Posting of Final Staff Report  | ✓ A minimum of 10 business days prior to public delegations   |             |             |
| Board Meeting for Public Input through delegations                     | ✓ As scheduled by the Board   |             |             |
| Director's Report to Board including public input                      | ✓ Next regularly scheduled Board meeting through the Committee of the Whole   |             |             |
| Notice of Board Meeting to decide accommodation                        | ✓ 60 days prior to the Board meeting.   |             |             |
| Board Meeting to decide accommodation                                  | ✓ A minimum of 10 business days after public delegations  |             |             |
| Notice of decision on accommodation                                    | ✓ Within 5 business days of decision  |             |             |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 27, 2015**

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

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

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

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

Date: October 27, 2015





# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2015 - JUNE 2016

*Updated: October 8, 2015*

| <i>SORTED BY POLICY COMMITTEE MEETING DATE</i> |                  |            |  |                                   |
|--|------------------|------------|--|-----------------------------------|
| Policy Issued                                  | Reviewed Revised | Policy #   | POLICY NAME  | Prior to Vetting<br>After Vetting |
| 2012   | 2014             | 201.16     | Attendance Support Program                               | Sept. 2015                        |
| <b>NEW</b>                                     |                  | <b>NEW</b> | Asthma   | Sept. 2015                        |
| 2001   | 2012             | 302.6.6    | Dress Code - Secondary Uniform - <i>Safe Schools</i>     | Oct. 2015                         |
| 2012   | 2012             | 302.6.10   | Elementary Standardized Dress Code - <i>Safe Schools</i> | Oct. 2015                         |
| 2010   | 2010             | 800.6      | Facility Partnerships                                    | Oct. 2015                         |
| 1998   | 2010             | 701.2      | Pupil Accommodation Review                               | Oct. 2015                         |
| 2011   | 2013             | 800.7      | Niagara Catholic Parent Involvement Committee & By-Laws  | Nov. 2015                         |
| <b>NEW</b>                                     |                  | <b>NEW</b> | French Immersion   | Nov. 2015                         |
| 2012   | 2014             | 201.16     | Attendance Support Program                               | Nov. 2015                         |
| <b>NEW</b>                                     |                  | <b>NEW</b> | Asthma   | Nov. 2015                         |
| 2001   | 2012             | 302.6.6    | Dress Code - Secondary Uniform - <i>Safe Schools</i>     | Jan. 2016                         |
| 2012   | 2012             | 302.6.10   | Elementary Standardized Dress Code - <i>Safe Schools</i> | Jan. 2016                         |
| 2010   | 2010             | 800.6      | Facility Partnerships                                    | Jan. 2016                         |
| 1998   | 2010             | 701.2      | Pupil Accommodation Review                               | Jan. 2016                         |
| 2011   | 2013             | 800.7      | Niagara Catholic Parent Involvement Committee & By-Laws  | Feb. 2016                         |
| <b>NEW</b>                                     |                  | <b>NEW</b> | French Immersion   | Feb. 2016                         |
| <b>NEW</b>                                     |                  | <b>NEW</b> | 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 |
| 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 |
| 1998                            | 2010             | 701.2    | Pupil Accommodation Review                               | Feb. 2016 |
| 2011                            | 2013             | 800.7    | Niagara Catholic Parent Involvement Committee & By-Laws  | Mar. 2016 |
| NEW                             |                  | NEW      | French Immersion   | Mar. 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: September 30, 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   |

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| <i>Sorted by Policy Number</i><br><i>Updated: September 30, 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   |

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|----|------|------|----------|--|------|
| 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   |
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| 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   |
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| 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   |
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| 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   |
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