



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, MARCH 5, 2013
7:00 P.M.**

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



A. ROUTINE MATTERS

1. Opening Prayers – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of February 12, 2013 A5

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
 - 1.1 Unapproved Minutes of the Policy Committee Meeting of February 26, 2013 C1.1
 - 1.2 Approval of Policies
 - 1.2.1 Educational Field Trips Policy (400.2) C1.2.1
 - 1.2.2 Transportation For Inclement Weather Policy (500.1) C1.2.2
 - 1.2.3 Volunteering in Catholic Schools Policy (new) C1.2.3
 - 1.3 Policy and Guideline Review 2012-2013 Schedule C1.3
2. Niagara Catholic Student Symposium 2013: The Wisdom of Peace and Social Justice C2
3. French Immersion in Niagara Catholic Schools September 2013 C3
4. Extended Overnight Field Trip, Excursion and Exchange Committee C4
5. Staff Development Department Professional Development Opportunities C5
6. Monthly Updates
 - 6.1 Capital Projects Update C6.1
 - 6.2 Student Senate Update -
 - 6.3 Senior Staff Good News Update -

D. INFORMATION

1. Trustee Information
 - 1.1 Spotlight on Niagara Catholic – February 26, 2013 D1.1
 - 1.2 Calendar of Events – March 2013 D1.2
 - 1.3 March Break 2013 -

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF FEBRUARY 12, 2013**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 12, 2013, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, FEBRUARY 12, 2013

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 12, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera.

2. Roll Call

| Trustee | Present | Present Electronically | Absent | Excused |
|-------------------------|---------|---------------------------|--------|---------|
| Rhianon Burkholder | ✓ | | | |
| Kathy Burtnik | ✓ | | | |
| Maurice Charbonneau | ✓ | | | |
| Frank Fera | ✓ | | | |
| Fr. Paul MacNeil | ✓ | | | |
| Ed Nieuwesteeg | ✓ | | | |
| Ted O'Leary | ✓ | | | |
| Dino Sicoli | ✓ | | | |
| Student Trustees | | | | |
| Vincent Atallah | ✓ | | | |
| Michael Blair | ✓ | | | |

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Khayyam Syne**, Administrator of Staff Development; Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Linda Marconi**, Recording Secretary/ Executive Assistant to the Director of Education

3. Approval of the Agenda

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 12, 2013, as presented.

CARRIED

4. Disclosure of Interest

A Disclosure of Interest was declared by Trustee Burkholder with Item C8.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. Minutes of the Committee of the Whole Meeting of January 15, 2013

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 15, 2013, as presented.

CARRIED

B. PRESENTATIONS

1. “Windows to the World” National Art Competition

Lee Ann Forsyth-Sells, Superintendent of Education, presented the report on the “Windows to the World” National Art Competition.

Eight winning entries from students at Alexander Kuska Catholic Elementary School have been selected to brighten the rooms of children on respirators at the Herzog Hospital in Jerusalem, Israel.

Students and staff from Alexander Kuska Catholic School shared their art pieces and experience.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of January 29, 2013

Moved by Trustee Burtnik

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 29, 2013, as presented.

CARRIED

1.2 Approval of Policies

Policy Committee Chairperson Burkholder presented the Policy Committee recommendations for approval to the Committee of the Whole for consideration.

1.2.1 Accessibility Standards Policy (800.8)

The following amendment was recommended for item #14.2 (c):

“In an effort to assist in determining if accommodation can be achieved and, if so, how it can be achieved, the Board may request an evaluation by an outside medical or other expert, at the Board’s expense.”

Moved by Trustee Burkholder

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as amended.

CARRIED

1.2.2 Admission of Elementary and Secondary Students Policy (301.1)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

CARRIED

1.2.3 Bullying Prevention and Intervention Policy (302.6.8)

Moved by Trustee O’Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve Bullying Prevention and Intervention Policy (302.6.8), as presented.

CARRIED

1.2.4 Code of Conduct Policy (Safe Schools) (302.6.2)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Code of Conduct Policy (Safe Schools) (302.6.2), as presented.

CARRIED

1.2.5 Safe Schools Policy (302.6)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Safe Schools Policy (302.6), as presented.

CARRIED

1.3 Policy Schedule

Director Crocco presented the Policy Schedule.

2. **Holy Childhood Walk 2012**

Mark Lefebvre, Superintendent of Education, welcomed Mary Lou Vescio, Principal at Alexander Kuska Catholic Elementary School, who presented information on the Holy Childhood Association Walk. She informed Trustees that this year, 38 elementary schools participated in the Holy Childhood Walkathons raising \$16,000. It was also noted that the Niagara Catholic District School Board raised over \$615,000 since commencing involvement with the Holy Childhood Association in 1984.

3. **Niagara Catholic District School Board Multi-Year Accessibility Plan December 2012 to December 2017 – Working Document**

Yolanda Baldasaro, Superintendent of Education, informed Trustees that this annual plan was developed in accordance with the Integration Accessibility Standards Regulation under the Accessibility for Ontarians with Disabilities Act, 2005 and incorporates the intentions of the Board to meet its obligations under the Ontarians with Disabilities Act, 2001. Superintendent Baldasaro welcomed Cathy McMullin, Applied Behaviour Analysis Supervisor, who presented information on the Multi-Year Accessibility Plan Working Document. The document will be shared with all academic staff at the upcoming P.A. day and will be posted on the Board website.

4. **Award of Construction Contracts for ELKP Projects – Year 4**

Scott Whitwell, Controller of Facilities, presented the Award of Construction Contracts for ELKP Projects – Year 4, and informed Trustees that the time between the February Committee of the Whole Meeting and the Board Meeting will be used to complete architect bid analysis.

A recommendation to approve the award of construction contracts for the six ELKP projects will be made for the consideration of the Board as part of the report to the February Board Meeting.

5. **Educational Development Charges (EDC)**

Mario Ciccarelli, Superintendent of Education/Accommodations, and Scott Whitwell, Controller of Facilities Services, presented the report on Educational Development Charges (EDC), and informed Trustees that it is the recommendation that the Committee of the Whole consider the establishment of Educational Development Charges by-law for Niagara Catholic.

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the process to establish a by-law for the collection of fees related to Education Development Charges in the Region of Niagara.

CARRIED

6. **Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2012-2013**

Superintendent Lefebvre presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

7. Staff Development Department Professional Development Opportunities - 2013

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

8. Monthly Updates

8.1 Capital Projects Progress Report

8.2 Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Progress Report. He also reported on the meeting with Township of West Lincoln staff regarding the re-zoning request for the new St. Martin Catholic Elementary School.

8.3 Student Trustees' Update

Vincent Atallah and Michael Blair, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

8.4 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Ciccarelli

- Holy Cross Secondary School hosted the 3rd Annual St. Catharines Vex Robotic Competition on February 9th, where up to 50 teams came together to compete with robots created from the VEX Robotics Design System. The St. Catharines Vex Robotics Championship is one of only 5 events in Ontario the qualify teams for the VEX Robotics World Championship. Of the 40 teams attending 5 qualified for the World Championship. Holy Cross captured an "Excellence Award" and will compete at the Vex Robotics World Championships in Anaheim, California in April 2013.

Superintendent Lee Ann Forsyth-Sells

- Each year at the annual BEC breakfast, which was held on Friday, February 8, 2013, Lincoln Fabrics recognizes two teachers from Niagara with the Annual Teacher Award. This award recognizes their leadership in the practice of school and community partnerships. The 2013 Niagara Catholic recipient was Jonathan Lau of Notre Dame College School.
- After receiving his award, Jonathon stated that "It was a huge surprise and a huge honour as well." Mr. and Mrs. Lau, along with the administration and staff from Notre Dame College School were in attendance supporting Jonathan with his achievement.

Superintendent Baldasaro

- In November, staff and students at Our Lady of Fatima Elementary School in Grimsby signed a petition for the rights of education for all children. MP Dean Allison received the petition and brought it to the attention of the House of Commons.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – January 29, 2013

Director Crocco presented the Spotlight on Niagara Catholic – January 29, 2013 issue for Trustees' information.

1.2 Calendar of Events – February 2013

Director Crocco presented the February 2013 Calendar of Events for Trustees' information.

1.3 Mental Health Extended Tour – Niagara Health Services – New St. Catharines Hospital March 1, 2013

The Chairperson, Vice-Chairperson and Director Crocco received an invitation to attend an invitation only tour of the Mental Health Facility at the new St. Catharines Hospital on Wednesday March 1st 2013. Trustees were invited to attend the tour as well.

Trustees were asked to confirm their attendance with Linda Marconi by February 15, 2013.

1.4 OCSTA/OCSBOA Business Seminar – May 2, 2013

Director Crocco presented information on the OCSTA/OCSBOA Business Seminar being held on May 2, 2013.

Trustees were asked to confirm their attendance with Sherry Morena by March 1st, 2013. Note the April 11th deadline for any refunds.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

1.1 Director Crocco informed the Board that Senior Staff is scheduled to present Phase II of the Demographic and School Utilization Report to the April CW Meeting. The Phase II Report will be based on evidence provided by any potential school population changes which might take place with French Immersion enrolment..

1.2 French Immersion registration began on February 6th, 2013. To date a total of 285 registrations, with 50 new registrations to Niagara Catholic have registered online. Applications and demographics on where the students are attending from are being reviewed to make decisions on confirmed site locations. An update will be provided at the March Committee of the Whole and Board Meetings regarding confirmed site locations.

F. BUSINESS IN CAMERA

Moved by Trustee Nieuwesteeg

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Board Meeting at 9:30 p.m. and reconvened at 10:50 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee MacNeil

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 12, 2013.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on January 15, 2013, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3 of the In Camera Agenda.

CARRIED (Item F3)

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on January 15, 2013, as presented.

CARRIED (Item F4)

H. ADJOURNMENT

Moved by Trustee Sicoli

THAT the February 12, 2013 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:55 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 12th, 2013.**

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

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF FEBRUARY 26, 2013**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of February 26, 2013, as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of February 26, 2013:

1.2 Approval of Policies

1.2.1 Educational Field Trips Policy (400.2)

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

1.2.2 Transportation and School Operations for Inclement Weather Policy (500.1)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Transportation and School Operations for Inclement Weather Policy (500.1), as presented.

1.2.3 Volunteering in Catholic Schools Policy (new)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Volunteering in Catholic Schools Policy (new), as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 26, 2013

Minutes of the Policy Committee Meeting held on Tuesday, February 26, 2013 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chairperson Burkholder.

1. Opening Prayer

The meeting was opened with a prayer.

2. Attendance

Chairperson Burkholder noted that all Policy Committee Members were in attendance.

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

Trustees:

Vincent Atallah, Student Trustee

Michael Blair, Student Trustee

Staff:

John Crocco, Director of Education

Mark Lefebvre, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Scott Whitwell, Controller of Facilities Services

Jennifer Brailey, Manager of Corporate Services & Communications Department

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

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the February 26, 2013 Policy Committee Agenda be approved, as presented.

APPROVED

4. **Disclosure of Interest**

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

5. **Minutes of the Policy Committee Meeting of January 29, 2013**

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 29, 2013, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES FOR RECOMMENDATION TO MARCH COMMITTEE OF THE WHOLE MEETING

6.1 **Educational Field Trips Policy (400.2)**

Mark Lefebvre, Superintendent of Education, presented the amendments to the Educational Field Trips Policy.

The Policy Committee suggested the following amendments:

ADMINISTRATIVE GUIDELINES

PART I - DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

Paragraph 3, Bullet 2

- Trips that directly enhance specific curriculum expectations designed to ~~enhance~~ improve student knowledge.

Paragraph 3, Bullet 3

- Based on Social Justice objectives that are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.

B. EXPECTATIONS

The following are required expectations ~~are required~~ of all educational field trips:

C. EDUCATIONAL GOALS

1. Trips that directly enhance specific curriculum expectations designed to ~~enhance~~ improve student knowledge.

PART III - FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration that some ~~parents~~ students may have limited financial resources.
5. For all overnight field trips and excursions, Principals ~~will~~ must submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.

PART IV - APPROVALS

2. Paragraph #2

Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal to the respective Family of Schools' Superintendent of Education for consideration. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the respective Family of Schools' Superintendent of Education in consultation with ~~the Superintendent of Education Program who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee~~ Senior Administrative Council.

5. Paragraph #2

NOTE:

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

PART VI - SAFETY REQUIREMENTS

1. Swimming and Water Activities *including Rowing*

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

PART VII - SUPERVISION

2. For most trips outside ~~continental~~ Canada or the continental United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.
3. All trips outside ~~continental~~ Canada or the continental United States require a minimum of two (23) supervisors / chaperones recommended by the Principal, and approved by the Family of Schools' Superintendent of Education.
4. Overnight Trips Outside ~~Continental~~ Canada or continental United States

Moved by Trustee Burtnik

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

APPROVED

6.2 Transportation For Inclement Weather Policy (500.1)

Director Crocco presented the amendments to the Transportation for Inclement Weather Policy.

The Policy Committee suggested the following amendments:

POLICY NAME

Amend Policy Name

Transportation *and School Operations* for Inclement Weather Policy

APPENDIX B & APPENDIX C

SUPERINTENDENT OF HUMAN RESOURCES

The Superintendent of Human Resources shall communicate the ~~appropriate~~ decisions *and appropriate staff direction* to Human Resources staff.

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

The Superintendent of Business & Financial Services shall communicate the ~~appropriate~~ decisions *and appropriate staff direction* to Business and Finance staff.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Transportation and School Operations for Inclement Weather Policy (500.1), as amended.

APPROVED

6.3 Volunteering in Catholic Schools Policy (new)

Frank Iannantuono, Superintendent of Education/Human Resources, presented amendments to the Volunteering in Catholic Schools.

The Policy Committee suggested the following amendments:

POLICY STATEMENT & ADMINISTRATIVE GUIDELINES

Move the 1st paragraph from Administrative Guidelines to the Policy Statement
Insert as the 5th paragraph:

In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”. (Safe Schools Act, 2000)

POLICY STATEMENT

Paragraph 4

The personal interests, background and commitment of volunteers enhance the programs, services and education opportunities for our students. Each volunteer will model caring and cooperative relationships, promote our Catholic values, encourage a safe and secure learning and working environment and ~~comply with~~ *support* the Mission, Vision and Values of the Board and its Policies and Administrative Guidelines.

References

- Niagara Regional Police Services:
 - Criminal Reference Check
 - Vulnerable Sector Check

ADMINISTRATIVE GUIDELINES

8. Vulnerable Sector Checks may be requested at the discretion of the ~~Board~~ Principal in consultation with the Family of Schools Superintendent and at least once every five (5) years. The Self-Offence Declaration will stand as a legally binding document which will be required on an annual basis.

VOLUNTEER APPLICATION

Add a blank box for a check mark with the statement:

I have read and agree with the Volunteering in Catholic Schools Policy and Administrative Guidelines.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Volunteering in Catholic Schools Policy, as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Community Use of Facilities Policy (800.2)

Scott Whitwell, Controller of Facilities presented the amendments to the Community Use of Facilities Policy.

The Policy Committee asked to be provided with a breakdown that identifies the costs related to the Board's operations and the costs related to the community use groups.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

Add as 2nd paragraph

Niagara Catholic acknowledges that schools in Ontario are recognized as hubs for community activity and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success.

ADMINISTRATIVE GUIDELINES

GENERAL CONDITIONS

6. Easter Weekend - Holy Thursday to Easter Monday inclusive

PERMIT APPLICATION AND PROCESS

Amend 2nd Paragraph

School ~~staff~~ Administration shall plan their after school hours facility needs in advance. The system will be available up to July 7th to school principals to enter their permits requests prior to public bookings.

The Policy Committee requested that the Community Use of Facilities Policy (800.2) (Option 2) be vetted from February 27, 2013 to April 11, 2013 with a recommended deadline for presentation to the Policy Committee in April 2013, and the Committee of the Whole and Board in May 2013.

6.5 Prior Learning Assessment & Recognition (PLAR) Policy (400.4)

Superintendent Lefebvre presented the amendments to the Prior Learning Assessment & Recognition (PLAR) Policy.

The Policy Committee requested that the Prior Learning Assessment & Recognition (PLAR) Policy (400.4) be vetted from February 27, 2013 to April 11, 2013 with a recommended deadline for presentation to the Policy Committee in April 2013, and the Committee of the Whole and Board in May 2013.

INFORMATION

7.6 Policies Being Vetted

- Student Senate Policy - Elementary (new)
(vetting closes March 1, 2013)
- Assessment, Evaluation and Reporting Policy (#301.10)
(vetting closes April 5, 2013)

7.7 Policy Schedule

Director Crocco presented the Policy Schedule.

7.8 Policy and Guideline Review 2012-2013 Schedule

Director Crocco presented the Policy and Guideline Review 2012-2013 Schedule.

8. Date of Next Meeting

Tuesday, March 19, 2013 – 4:30 p.m.

9. Adjournment

The meeting adjourned at 6:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

TOPIC: EDUCATIONAL FIELD TRIPS POLICY (400.2)

RECOMMENDATION

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

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: March 5, 2013



EDUCATIONAL FIELD TRIPS

Adopted: May 26, 1998

Policy No. 400.2

Revised: June 12, 2012

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the educational value for students and staff to participate in ~~of out-of-school~~ educationally based field trip experiences. The Board encourages educational field trips ~~their use~~ as a part of an enriching Catholic ~~the total~~ educational program for all students, and supports the participation of students and staff in educational ~~worthwhile~~ activities and programs off school premises.

(Paragraph moved from below) ~~These~~ All Niagara Catholic educational field trips **must** have a direct and enhancing relationship with the curriculum of the classroom. This includes local, regional and provincial field trips, as well as those of an extended nature to other parts of Canada and to other parts of the world.

(Paragraph moved from above) The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

It is expected that all educational field trips ~~the planning for such a trip~~ involves preparatory, follow-up and assessment activities. ~~Where an Education Field Trip occurs on a Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.~~

Individuals who are employed by the Niagara Catholic District School Board and appointed by the Principal as a chaperone to meet the supervision requirements of the Board can participate and accompany students on Board approved educational field trips.

Individuals, who are not employed by the Niagara Catholic District School Board, and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements of the Board, will require prior to being appointed as a chaperone/volunteer, an acceptable Vulnerable Sector Background Check from the Niagara Regional Police Services or another police service, approval from the Family of Schools' Superintendent of Education and the school Principal.

Only registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board can participate in educational field trips.

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

References:

- *Education Statutes and Regulations of Ontario*
- *Ontario Physical and Health Education Association (OPHEA)*
- *Ontario School Boards Insurance Exchange (OSBIE)*
- *Canadian Standards Association (CSA)*
- *Safe Schools – Volunteers in Catholic Schools Policy*



EDUCATIONAL FIELD TRIPS

Adopted: May 26, 1998

Policy No. 400.2

Revised: June 5, 2000
June 2, 2003
August 17, 2004
April 18, 2005
October 31, 2005

May 12, 2006
November 27, 2006
February 15, 2007
July 8, 2008
June 12, 2012

ADMINISTRATIVE GUIDELINES

PART I DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

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

All Education Field Trips ~~must shall~~ be supervised by ~~an a teacher or any~~ employee of the Board, unless otherwise approved by ~~the Family of Schools' Superintendent of Education and~~ the Principal.

Educational Field Trips are:

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to ~~enhance~~ improve student knowledge.
- Based on Social Justice objectives ~~that~~ are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.
- Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified as educational field trips and designated as extended overnight field trips.
- ~~For registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board.~~

B. PHILOSOPHY EXPECTATIONS

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

- ~~Should Enhances the provision of~~ spiritual, esthetic, cultural, intellectual, athletic or social experiences ~~of students.~~
- ~~Should be~~ ~~Are Made~~ available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- ~~Extension of the classroom and school with all expectations enforced.~~
- Begin the moment the students leave the school property.

- Regular school attendance with appropriate programming is expected for those students not participating in the Educational Field Trips.

C. GENERAL

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

C. EDUCATIONAL GOALS

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

- Trips that directly enhance specific curriculum expectations designed to ~~enhance~~ improve student knowledge.
- Experiential learning for students and staff at a particular event or location. ~~The gathering of data from primary sources.~~
- Where reasonable and practical, educational field trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
- The experience should have educational value in proportion to the time spent traveling, the time spent on the activity, and the cost to each student.

PART II DEFINITIONS CATEGORIES

Educational Field Trips within Niagara Catholic are defined as:

- Day Field Trips
- Extended Day Field Trips
- Overnight Field Trips
- Extended Overnight Field Trips
- Continuing Education Credit Programs
- Exchanges or
- Excursions

To determine the type of educational field trip and approvals required, the following criteria are provided.

1. Day Field Trips (Day)

A field trip which occurs within the hours of classes of a school.

2. Extended Day Field Trips (Day trips)

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

3. Overnight Field Trip (One to three nights)

A field trip that normally requires students to be lodged for one, two or three nights.

Overnight Field Trips of more than one night's duration shall be limited to one per class per school year, and shall be restricted to students of Grade 6 and up (Grades 5/6 combination excepted).

4. Extended Overnight Field Trip (Four or more nights or flight ticket of \$600.00 or more)

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

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

5. Continuing Education Credit Programs

Credit courses organized during the school year or during the summer require approval from the Principal of Continuing Education, the Superintendent of Education responsible for Continuing Education and the Director of Education.

6. Exchanges

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

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

7. Excursion

An excursion is a trip that enhances specific subject curriculum expectations to enrich a students overall Catholic education.

An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that **may not** ~~does not~~ adhere to all guidelines and procedures relating to Educational Field Trips. **Approval will not normally be granted for excursions that require the students and/or staff to be away from school on a regularly scheduled instructional school day.**

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

The Committee is composed of:

- 1 Superintendent of Education
- 1 Elementary School Principal
- 1 Secondary School Principal
- 1 Secondary School Vice-Principal
- 1 Program Department Consultant

PART III FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.
2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration ~~the fact that some parents~~ **students may** have ~~quite~~ limited financial resources.
4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.
5. For all overnight field trips and excursions, Principals ~~will~~ **must** submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.
6. Central Funding for Out-of-Classroom Activities

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

PART IV APPROVALS

Applicable Forms

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

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

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

1. Principals may approve:
 - trips within walking distance of a school;
 - half-day or full day trips;
 - extended school day trips, but not continuing overnight.

2. ~~Principals may approve:~~

- All **Overnight Field Trips (one to three nights lodging)**, including athletic and academic tournaments and competitions.

Information regarding Overnight Field Trips shall be sent to the respective Family of Schools' Superintendent **of Education** at least four weeks prior to arrangements for the trip being completed. (**Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet**)

- ~~Principals are required to make volunteer workers aware of their insurance coverage under this policy. Names of all staff and volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.~~

2. Approvals of the Principal, Family of Schools' Superintendent **of Education**, and Extended Overnight Field Trip, Exchange and Excursion Approval Committee **and Senior Administrative Council** are required for:

- all Extended Overnight Field Trips;
- all Excursions;
- any other trip not covered by these Guidelines and Procedures.

Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal to the respective Family of Schools' Superintendent **of Education** for **consideration**. ~~approval/refusal~~. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the respective Family of Schools' Superintendent in consultation with ~~the Superintendent of Education~~ ~~Program who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee~~ **Senior Administrative Council**.

Submissions to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee must be made prior to the first Fridays in June, October and February.

All requests shall include:

- A completed applicable Field Trip Request Form
- **Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet**
- **Airline/Tour Company/Insurance Checklist**
- A copy of proposed itinerary.
- Additional written information that will assist the committee in its consideration of the request.

3. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians without the signed approval of the Superintendent of Education **who is the Chair** of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.
4. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent **of Education**, if required.
5. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

All Principals are to:

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

NOTE:

- When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)
 - A copy of the Airline/Tour Company/Insurance Checklist is to be submitted with the Checklist for Extended Overnight Field Trip Form approval to the "Extended Overnight Field Trip, Exchange and Excursion Approval Committee".
6. All approved trips by the Extended Overnight Field Trip, Exchange and Excursion Committee will be reported to the Senior Administrative Council for consideration. Only educational field trips approved by Senior Administrative Council will be reported to the ~~If approved, the Committee will forward a report to the~~ Board of Trustees for information. Following notification of the Board, Principals will be informed that submitted trips have been approved by Senior Administrative Council and the Board has been informed of the trip and can proceed in notifying staff of the approval.
 7. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.
 8. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent of Education with the required revisions.
 9. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the ~~School~~ Board will sponsor, promote or participate in the planning of any unapproved trip.
 10. Teachers are deemed in law to be in a position of authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation protections.
 11. Only individuals approved to chaperone or supervise a field trip are eligible to participate in any aspect of the educational field trip. For clarity, individuals who are not approved as chaperones, supervisors or volunteers cannot be included in travel arrangements, travel with or accompany the students and staff on the field trip.
 12. Students or staff who request to leave the group on an approved field trip, such as to meet a family member, must submit a request, in writing, to the Principal prior to the departure of the field trip. The Principal will determine if arrangements can be made to assist with the request providing it does not interfere with the travel arrangements of the group. If approval is granted by the Principal, it is permitted with the condition that:
 - a) the Board is not responsible for the safety of the student or staff member when away from the group; and,
 - b) a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group
 - c) the student or staff member must report to the chaperone/supervisor upon their return; and,

- d) any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely effect the travel arrangements of the group; and,
- e) students or staff who miss returning to the group will incur any costs for the delay or will be solely responsible for alternate transportation arrangements to either meet the group at a designated location or to return home.

PART V PLANNING
PARENT/GUARDIAN NOTIFICATION

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

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

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

2. Letter to Parents/Guardians

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

These details shall include:

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

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

Parent/guardian requests should be phrased as follows:

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

If a non-refundable deposit/payment is required from the parent, the form signed by the parent shall include this statement. "A non-refundable deposit/payment of \$ AMOUNT is required for this trip."

The parent/guardian acknowledges that neither the Board nor any employee bears liability for the deposit/payment once paid if the child is unable to attend.

 Parent/Guardian Signature

 Date of signature

~~3. Liturgical Celebration on Days of Obligation~~

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

3. Emergency Planning

- An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
- Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted as soon as possible.
- The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants. **Any change to the itinerary must be communicated to the Principal, and as determined by the Principal based on the nature of the change of itinerary, communicated with parents/guardians of students on the field trip.**
- If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

4. List of Participants

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

PART VI SAFETY PROCEDURES REQUIREMENTS

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

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

7. Swimming and Water Activities including Rowing

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

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

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

8. Year End Field Trips

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

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

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

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

- With the exception of Board sanctioned co-instructional rowing programs, and regattas, all students must wear a properly fastened M.O.T. approved life jacket or personal flotation device when in a boat or canoe.
- Instruction in boating, sailing and canoeing must be supervised by suitably qualified teachers or adults.
"It is the responsibility of the trip supervisor to ascertain that instructors in these activities are qualified according to current regulations."
- All students and adult supervisors must acquire at least minimum competency levels as determined by the qualified instructors before participating in a boating excursion.
- Prior to any boating, canoeing or rowing program, the swimming ability of each student must be ascertained. To be considered a swimmer the student must demonstrate to qualified personnel, (the skills outlined in the O.P.H.E.A. Safety Services Package) that he/she is able to:
 - Swim 100 metres;
 - Tread water for 5 minutes;
 - H.E.L.P. and huddle with P.F.D. on for 5 minutes
(H.E.L.P. = Heat Escape Lessening Position)
 - (P.F.D. = Personal Flotation Device)
- Field trips involving commercial ship, ferry or other boat cruises are not prohibited by this policy.
See O.P.H.E.A. Safety Services Package

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

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

All students participating in a school sponsored ski/snowboarding trip will be required to provide and wear a Canadian Standards Association (CSA) properly fitted, snow sport certified ski helmet

indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding. (i.e. ASTM, CE, SNELL)

It is recommended that all staff and chaperones participating in a school-sponsored ski/snowboarding trip provide and wear a Canadian Standards Association (CSA) ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding.

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

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

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

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

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

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

11. Procedures in Cases of Student Injury or Illness

- o In the event of serious injury or illness to the student, the person nearest to the incident shall begin appropriate emergency action: ensure breathing, the stoppage of blood flow, ensure the injured student's comfort. This will include immediately notifying a person qualified in first aid. If the in-charge person is not present, this person shall be notified immediately and proper procedures initiated.
The in-charge person shall establish and follow an emergency action plan.
- o If the class is to be away from school for an extended period of time (overnight), the person in charge shall collect in advance the Health Card number for each student and a blanket approval for permission to seek medical attention is required.
- o All teachers are encouraged to undergo training in first aid and C.P.R.

12. Additional Coverage

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

13. Health Insurance Out of Province

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

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

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

PART VII SUPERVISION

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

School Trips:

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

- a) The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
 - b) To accommodate the possibility of medical emergencies, at least two adults should accompany students for all overnight trips or arrangements made for students to join other school communities.
5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.
 6. Employees of the Niagara Catholic District School Board can participate and accompany students on approved education field trips, as appointed by the Principal, to act as a chaperone to meet supervision requirements.
 7. Individuals who are not employed by the Niagara Catholic District School Board and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements will require to produce, prior to being appointed as a chaperone/volunteer, a negative Criminal Background Check from the Niagara Regional Police Services, approval from the Family of Schools’ Superintendent of Education and the school Principal.

8. At a minimum, Vulnerable Sector checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or ~~Board~~ Senior Administrative Council.
9. Principals are required to make approved chaperones/volunteers ~~workers~~ aware of their insurance coverage under this policy. Names of all staff and chaperone/volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.
10. In determining supervision requirements, Principals shall ensure that;
 - a) the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - b) all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - c) supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - d) the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent of Education.
11. If a program includes students of both genders, and extends overnight, then supervisors/chaperones ~~adults~~ of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent of Education may waive this provision, and parents/guardians will be notified of this documented exception, and a notation will be made on file.
12. Supervisors/chaperones that comply with this Board Policy and Guidelines participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.
13. Notwithstanding Point ~~8~~ Eleven (#11), supervisors/chaperones approved by the Principal, after consultation with the Family of Schools' Superintendent of Education, may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.
14. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors/chaperones as required by these Administrative Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
15. Notwithstanding Point ~~Ten~~ Thirteen (#13), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

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

For example:

36 participating students generates 6 complimentary tickets.

Based on these guidelines, 36 students require three (3) supervisors who travel free.

Therefore there are three (3) complimentary tickets remaining.

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

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

PART VIII TRANSPORTATION

1. General Considerations

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

2. Air Travel

- Air Travel shall be arranged through properly licensed travel agencies **or airlines**.
- Students, **staff, chaperones and supervisors must** ~~shall be required to~~ purchase cancellation insurance.

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: TRANSPORTATION AND SCHOOL OPERATIONS FOR
INCLEMENT WEATHER POLICY (500.1)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Transportation and School Operations for Inclement Weather Policy (500.1), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Recommended by: Policy Committee
Date: March 5, 2013

DRAFT



TRANSPORTATION AND SCHOOL OPERATIONS FOR INCLEMENT WEATHER POLICY

Adopted: February 24, 1998

Policy No.500.1

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the safe transportation and accommodation of students.

~~Transportation services may be modified or cancelled by the Director of Education as a result of inclement weather.~~

The Director of Education is authorized to modify or cancel student transportation for the Niagara Catholic District School Board due to anticipated or occurring inclement weather through the Executive Director of the Niagara Student Transportation Services.

The Director of Education is authorized to close a school, group of schools or all schools in the system due to inclement weather. The Director of Education will inform the Chair of the Board and all Trustees of any school closures, change or alteration to the normal hours of operation of a school, group of schools or the system.

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

Reference:

- *Employee Attendance During Inclement Weather and Workplace Closure Policy No. 201.9*
- *Student Transportation Policy No. 500.2*

DRAFT



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

TRANSPORTATION AND SCHOOL OPERATIONS FOR INCLEMENT WEATHER POLICY

Adopted: February 24, 1998

Policy No.500.1

Revised: February 9, 2004

ADMINISTRATIVE GUIDELINES

Notwithstanding the **Niagara Catholic** Transportation Policy and the **Employee Attendance During Inclement Weather and Workplace Closure Policy**, in accordance with these **Administrative Guidelines** the Director of **Education** is authorized to ~~will~~ cancel the transportation of students and/or close schools when safety issues arise due to **anticipated or occurring** inclement weather. ~~in accordance with these Administrative Guidelines.~~

It shall be the responsibility of the ~~Manager of Transportation~~ Executive Director – **Niagara Student Transportation Services**, to monitor weather conditions in order to ensure the safe transportation of students. In the absence of the ~~Manager of Transportation~~ Executive Director – **Niagara Student Transportation Services**, the Superintendent of Business and Financial Services shall assume all related responsibilities.

Environment Canada Weather Statements

When weather warnings are announced by **Environment Canada**:

1. The ~~Manager of Transportation~~ Executive Director – **Niagara Student Transportation Services** shall contact one or more of the following agencies to obtain specific weather information regarding the affected areas **served by Niagara Student Transportation Services**.
 - 1.1 ~~Transportation School Bus~~ Contractors serving the Board
 - 1.2 ~~OPP~~ **Ontario Provincial Police**
 - 1.3 **Niagara Regional Police**
 - 1.4 ~~Regional Niagara Weather Office~~ **Weather Network for the Region of Niagara**
 - 1.5 **Other area School Board Transportation contacts**
2. Based on the information obtained, the ~~Manager of Transportation~~ Executive Director – **Niagara Student Transportation Services** shall make recommendations to the Director of Education or designate ~~with respect to~~ **regarding** the cancellation of transportation and/or ~~to~~ the closing of schools in the area affected by the inclement weather.
3. It ~~shall be~~ the responsibility of the Director of Education or designate to make a decision **to**: as follows:
 - 3.1 ~~To~~ **Cancel transportation and keep schools or a group of schools open.**
 - 3.2 ~~To~~ **Cancel transportation and close all schools or a group of schools.**
 - 3.3 ~~To~~ **Modify the school day to permit allow early or late dismissal for inclement weather.**
4. When the decision is made, staff shall implement the **following responsibilities outlined in Appendices A, B and C and follow the Sample Communications Chart – Appendix D**
 - ~~Inclement Weather Guidelines~~ **BEFORE** the School Day Starts or
 - ~~Inclement Weather guidelines~~ **AFTER** the School Day Starts

Appendices

~~A. Guidelines Relating to Inclement Weather Before the School Day Begins~~

~~B. Guidelines Relating to Inclement Weather After the School Day Starts~~

~~C. Guidelines Relating to Early Dismissal the School Day~~

A. Cancel transportation and keep schools or a group of schools open.

B. Cancel transportation and close all schools or a group of schools.

C. Modify the school day to permit early or late dismissal for inclement weather.

D. Sample Communications Chart

~~GUIDELINES RELATING TO TRANSPORTATION DURING~~ ~~INCLEMENT WEATHER~~ ~~BEFORE THE SCHOOL DAY STARTS~~

~~DIRECTOR OF EDUCATION~~

~~The Director of Education shall communicate decision to the Manager of Transportation Executive Director — Niagara Student Transportation Services before 5:30 a.m., when feasible, so that the students and Board personnel may be informed on a timely basis.~~

~~1. To cancel transportation and keep schools~~

~~2. To cancel transportation and close schools.~~

~~The decision shall be communicated before 5:30 a.m., when feasible, so that the students and Board personnel may be informed on a timely basis.~~

CANCEL TRANSPORTATION AND KEEP SCHOOLS OR A GROUP OF SCHOOLS OPEN

RESPONSIBILITIES

THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision, when feasible before 5:45 a.m. to:

- ~~1. The Chairperson (School Closures)~~
- ~~2. Vice Chairperson (School Closures)~~
- ~~3. Trustees (School Closures)~~
1. Executive Director – Niagara Student Transportation Services
2. Senior Administrative Council Staff
3. Manager of Corporate Services & Communications

EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

~~Manager of Transportation~~ The Executive Director – Niagara Student Transportation Services Manager of Transportation shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
- ~~2. Manager of Board Services and Communications~~
- ~~3. Superintendents~~
4. Bus Contractors
5. Taxi Operators
- ~~6. Controller of Plant~~
7. VIP Clerk

MANAGER OF BOARD CORPORATE SERVICES AND COMMUNICATIONS

The Manager of ~~Board~~ Corporate Services and Communications will ensure that:

- ~~1. All Radio/TV stations are notified for immediate broadcast~~
1. The Board's website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision is updated
3. Email message is sent to Trustees, CEC staff, Principals, Vice-Principals and Managers of the decision
4. The Board and schools website, Facebook and Twitter states reflects the decision
5. Smart Find Express – Human Resources Administrator is informed

FAMILY OF SCHOOLS SUPERINTENDENT

The Superintendents of Schools ~~Family of Schools~~ Superintendent shall communicate the appropriate decision to: A all Principals in the areas affected by the weather conditions.

SUPERINTENDENT OF HUMAN RESOURCES

~~The Superintendent of Human Resources shall communicate the appropriate decision to Human Resources staff.~~

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

~~The Superintendent of Business & Financial Services shall communicate the appropriate decision to Business and Finance staff.~~

CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.

PRINCIPALS

Principals and/or designate shall ensure that:

1. All students who **attended school when student transportation is cancelled** ~~come to the school~~ are properly cared for.
2. ~~Where the decision is "b.To cancel transportation and close schools", Principals and/or designate shall ensure~~ **Prior to dismissal, staff will confirm with all students who attended school their arrangements to return home at the end of the school day.** ~~the safe return of the students to their homes.~~

TO CANCEL TRANSPORTATION AND CLOSE ALL SCHOOLS OR A GROUP OF SCHOOLS

RESPONSIBILITIES

THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision when feasible before 5:45 a.m. to:

1. Executive Director – Niagara Student Transportation Services
2. The Chairperson of the Board (~~School Closures~~)
3. Vice-Chairperson of the Board (~~School Closures~~)
4. Trustees (~~School Closures~~)
5. Senior Administrative Council Staff
6. Manager of Corporate Services & Communications

EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

~~Manager of Transportation~~ The Executive Director – Niagara Student Transportation Services

~~Manager of Transportation~~ shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. ~~Manager of Board Services and Communications~~
3. ~~Superintendents~~
4. Bus Contractors
5. Taxi Operators
6. ~~Controller of Plant~~
7. ~~VIP Clerk~~

MANAGER OF BOARD CORPORATE SERVICES AND COMMUNICATIONS

The Manager of ~~Board~~ Corporate Services and Communications will ensure that:

1. ~~All Radio/TV stations are notified for immediate broadcast~~
2. The Board and schools website reflects the decision
3. The Catholic Education Centre voice mail system message states the decision is updated
4. Email message is sent to ~~Trustees~~, CEC staff, Principals, Vice-Principals and Managers of the decision
5. The Board website, Facebook and Twitter states reflects the decision
6. Smart Find Express – Human Resources Administrator is informed

FAMILY OF SCHOOLS SUPERINTENDENT

Through the Family of Schools communication process, the ~~Superintendents of Schools~~ Family of Schools Superintendent shall communicate the appropriate decisions to ~~A~~ all Principals in the areas affected by the ~~weather conditions~~. decision.

SUPERINTENDENT OF HUMAN RESOURCES

The Superintendent of Human Resources shall communicate the appropriate decisions and appropriate staff direction to Human Resources staff.

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

The Superintendent of Business & Financial Services shall communicate the appropriate decisions and appropriate staff direction to Business and Finance staff.

CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.

PRINCIPALS

Principals and/or designate shall ensure that:

1. Through school-based phone trees, all staff are contacted in a timely manner and informed of the decision to close the school.
- ~~2. All students who come to the school are properly cared for.~~
- ~~3. Where the decision is "b.To cancel transportation and close schools", Principals and/or designate shall ensure the safe return of the students to their homes.~~

**TO MODIFY THE SCHOOL DAY TO PERMIT EARLY OR LATE
DISMISSAL FOR INCLEMENT WEATHER**

RESPONSIBILITIES

DIRECTOR OF EDUCATION

The Director of Education shall communicate all decisions regarding modifications to the regular day student transportation due to inclement weather to the Executive Director – Niagara Student Transportation Services as required.

PRINCIPAL

Based on information received, the Principal may recommend to the Family of Schools Superintendent or in his/her absence, the Director of Education, that the students be dismissed early or late.

FAMILY OF SCHOOLS SUPERINTENDENT

Based on information received, the Family of Schools Superintendent will contact the Director of Education to consider early or late dismissal for the schools affected by inclement weather.

THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision when feasible to:

1. Executive Director – Niagara Student Transportation Services
2. Chairperson of the Board
3. Vice-Chairperson of the Board
4. Trustees
5. Senior Administrative Council
6. Manager of Corporate Services & Communications

EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

MANAGER OF CORPORATE SERVICES AND COMMUNICATIONS

The Manager of Corporate Services and Communications will ensure that:

1. The Board and school website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to CEC staff, Principals, Vice-Principals and Managers of the decision
4. The Board website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

FAMILY OF SCHOOLS SUPERINTENDENT

The Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

SUPERINTENDENT OF HUMAN RESOURCES

The Superintendent of Human Resources shall communicate the ~~appropriate~~ decisions and appropriate staff direction to Human Resources staff.

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

The Superintendent of Business & Financial Services shall communicate the ~~appropriate~~ decisions and appropriate staff direction to Business and Finance staff.

CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decisions to snow removal providers and Facilities Services staff.

PRINCIPALS

Principals and/or designate shall ensure that:

1. Through school-based phone trees if required, all staff are contacted in a timely manner and informed of the decision to modify the school day.
2. Prior to an early or late dismissal, contact is made with all parents or guardians to confirm that parental arrangements have been made for students to return home safely following dismissal during a modified school day.
3. Staff must remain at the school until the Principal is satisfied that the students have been dismissed safely.
4. The Principal may authorize some staff members to leave earlier than others due to travelling distance and severity of weather conditions in certain municipalities.

**GUIDELINES RELATING TO TRANSPORTATION DURING
INCLEMENT WEATHER
AFTER THE SCHOOL DAY STARTS**

RESPONSIBILITIES

DIRECTOR OF EDUCATION

~~The Director of Education shall communicate the decision to the Manager of Transportation Executive Director—Niagara Student Transportation Services;~~

- ~~1.—To cancel transportation and keep schools open;~~
- ~~2.—To cancel transportation and close schools.~~

~~The decision shall be communicated *before 10:30 a.m.*, when feasible *as soon as possible*, so that the schools may be closed by 1:00 p.m. *as required*. If weather conditions deem necessary these times may be adjusted.~~

~~The Director of Education shall communicate the decision to:~~

- ~~1.—The Chairperson (School Closures)~~
- ~~2.—Vice Chairperson (School Closures)~~
- ~~3.—Trustees (School Closures)~~
- ~~4.—Senior Staff~~
- ~~5.—Manager of Corporate Services & Communications~~

~~In the event of localized inclement weather see **APPENDIX C Guidelines to Early Dismissal** below.~~

EXECUTIVE DIRECTOR—NIAGARA STUDENT TRANSPORTATION SERVICES

~~Manager of Transportation The Executive Director—Niagara Student Transportation Services
Manager of Transportation shall communicate the decision to:~~

- ~~1.—All radio/TV stations and on-line publishing for immediate broadcast~~
- ~~1.—Manager of Board Services and Communications~~
- ~~2.—Superintendents~~
- ~~3.—Bus Contractors~~
- ~~4.—Taxi Operators~~
- ~~5.—Controller of Plant~~
- ~~6.—VIP Clerk~~
- ~~7.—Cities (School Crossing Guards in affected areas)~~

MANAGER OF BOARD CORPORATE SERVICES AND COMMUNICATIONS

~~The Manager of Board Services and Communications will ensure that:~~

- ~~1.—All radio/TV stations are notified for immediate broadcast~~
- ~~2.—The Board's website, **Facebook and Twitter** reflects the decision~~
- ~~3.—The Catholic Education Centre voice mail system message is up-dated~~
- ~~4.—Other key staff are aware of the decision.~~
- ~~5.—All Radio/TV stations are notified for immediate broadcast~~
- ~~6.—The Catholic Education Centre voice mail system message is updated~~
- ~~7.—Email message is sent to Trustees/CEC staff/Principals/Vice Principals/Managers~~

FAMILY OF SCHOOLS SUPERINTENDENT

~~The Superintendents of Schools **Family of Schools** Superintendent shall communicate the decision to:
A **all** Principals in the areas affected by the weather conditions.~~

SUPERINTENDENT OF HUMAN RESOURCES

~~The Superintendent of Human Resources shall communicate the appropriate decision to Human Resources staff.~~

~~SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES~~

~~The Superintendent of Business & Financial Services shall communicate the appropriate decision to Business and Finance staff.~~

~~CONTROLLER OF FACILITIES SERVICES~~

~~The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.~~

PRINCIPALS

Principals shall ensure that:

- ~~1. All students who come to the school are properly cared for.~~
- ~~2. Contact is made with all parents or guardians prior to early dismissal to ensure the safe return of the students to their homes.~~
- ~~3. Teachers and other school staff remain at the school until he/she is satisfied that the students have been sent home safely.~~

~~The Principal/Supervisor may authorize some employees to leave earlier than others because of such factors as distance and severity of weather conditions in certain municipalities.~~

~~GUIDELINES RELATING TO EARLY DISMISSAL THE SCHOOL DAY~~

~~In the event of localized inclement weather, the Principal, may deem it necessary to dismiss the students early. In this case the following steps shall be followed:~~

- ~~1. Principal shall contact the Manager of Transportation **Executive Director — Niagara Student Transportation Services** regarding the weather.~~
- ~~2. The Manager of Transportation **Executive Director — Niagara Student Transportation Services** shall contact one or more of the following agencies to obtain specific weather information regarding the affected areas:
 - ~~2.1 School Bus Contractors serving the Board~~
 - ~~2.2 OPP **Ontario Provincial Police**~~
 - ~~2.3 Niagara Regional Police~~
 - ~~2.4 Regional Niagara Weather Office~~
 - ~~2.5 Other area School Board Transportation contacts.~~~~
- ~~3. The Manager of Transportation **Executive Director — Niagara Student Transportation Services** shall communicate the information to the Principal **and Family of Schools Superintendent.**~~
- ~~4. If the Principal, in consultation with the Family of Schools Superintendent and/or Director, deems it necessary to dismiss the students early, the following procedures are followed:~~

~~PRINCIPAL~~

~~Based on the information received, the Principal may recommend to the Family of Schools Superintendent or in his/her absence, the Director of Education, that the students be dismissed early.~~

~~FAMILY OF SCHOOLS SUPERINTENDENT~~

~~The Superintendent shall communicate the decision to:~~

~~Based on the information received, the Family of Schools Superintendent will contact the Director of Education to approve early dismissal for the schools affected by inclement weather.~~

~~The Decision will be communicated to the Executive Director — Niagara Student Transportation Services by the Family of Schools Superintendent.~~

~~EXECUTIVE DIRECTOR — NIAGARA STUDENT TRANSPORTATION SERVICES~~

~~**Manager of Transportation** The Executive Director — Niagara Student Transportation Services The Manager of Transportation shall communicate the decision of early dismissal to:~~

- ~~1. All radio/TV stations and on-line publishing for immediate broadcast~~
- ~~1. Bus Contractors~~
- ~~2. Taxi Operators~~
- ~~3. Manager of Board **Corporate** Services and Communications~~

~~MANAGER OF BOARD **CORPORATE SERVICES AND COMMUNICATIONS~~**

~~The Manager of Board **Corporate** Services and Communications will ensure that:~~

- ~~1. All radio/TV stations are notified for immediate broadcast~~
- ~~2. The Board's website, **Facebook and Twitter** reflects the decision~~

~~SUPERINTENDENT OF HUMAN RESOURCES~~

~~The Superintendent of Human Resources shall communicate the appropriate decision to Human Resources staff.~~

~~PRINCIPALS~~

~~Principals shall ensure that:~~

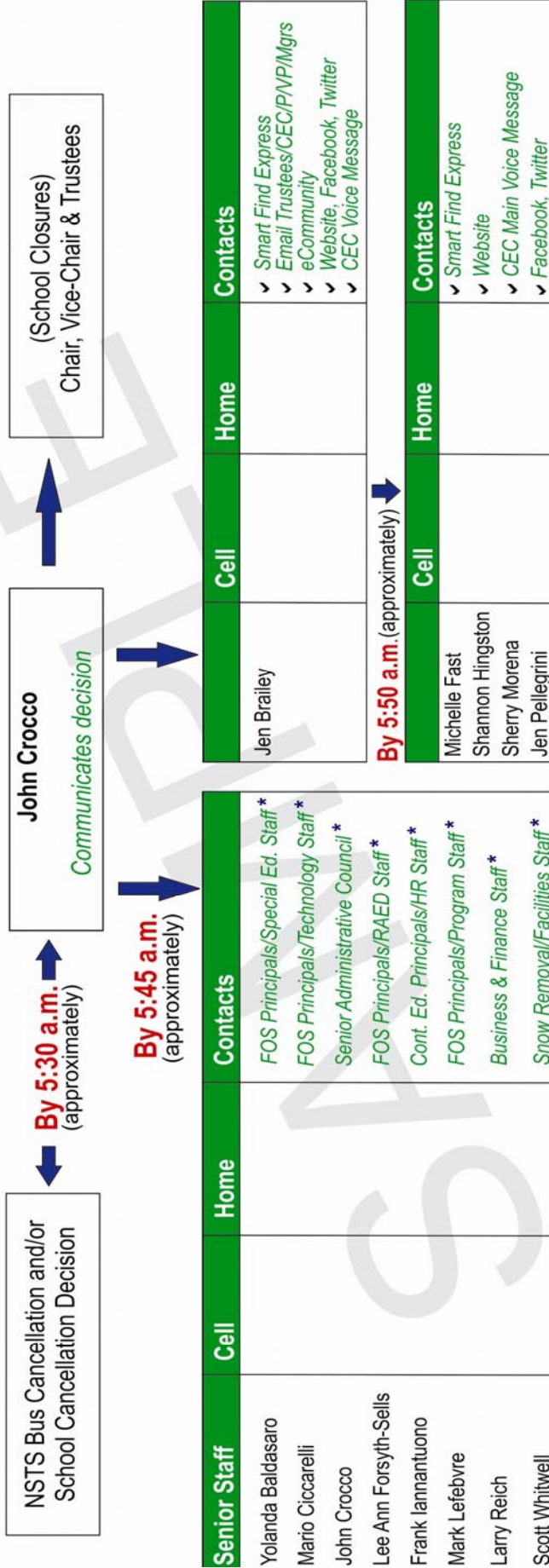
- ~~1. All students who come to the school are properly cared for.~~
- ~~2. Contact is made with all parents or guardians prior to early dismissal to ensure the safe return of the students to their homes.~~
- ~~3. Teachers and other school staff remain at the school until he/she is satisfied that the students have been sent home safely.~~

~~The Principal/Supervisor may authorize some employees to leave earlier than others because of such factors as distance and severity of weather conditions in certain municipalities.~~



Communications Chart

Transportation Cancellations & School Closures 2012-2013



| Local Radio Stations | TV Stations |
|---|--|
| Giant FM CKTB CHRE CHTZ Z-101 ED FM CHML Y 108 Country 95 K-Lite CHAM | Cogeco CHCH Channel 10 Channel 11 |

* School and CEC Staff phone tree activated only for school closures.

- Administrative Council Memo - ACM 52 (2011-2012) - Extreme Cold Weather Alert
- Employee Attendance During Inclement Weather And Workplace Closure Policy #201.9

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

TOPIC: VOLUNTEERING IN CATHOLIC SCHOOLS POLICY (NEW)

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: March 5, 2013



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

Adopted:

Policy No.

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board has the responsibility to provide a safe and secure working and learning environment for all students and employees.

A school volunteer is defined as an individual who who has direct and regular contact with students of the Niagara Catholic District School Board.

Volunteers are integral to the success of all schools in the Niagara Catholic District School Board and as such are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community. Volunteers are valued partners who assist staff in fostering positive relationships and cooperation amongst the school, parents/guardians, the parish and the school community for the benefit of our students.

The personal interests, background and commitment of volunteers enhance the programs, services and education opportunities for our students. Each volunteer will model caring and cooperative relationships, promote our Catholic values, encourage a safe and secure learning and working environment and ~~comply~~ **with support** the Mission, Vision and Values of the Board and its Policies and Administrative Guidelines.

In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”. (Safe Schools Act, 2000)

Through this Policy the Board encourages and promotes the use of Principal approved school volunteers in order to expand and enhance parental and community involvement within our Catholic schools.

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

References

- *Niagara Regional Police Services:*
 - *Criminal Reference Check*
 - *Vulnerable Sector Check*
- ~~*Criminal Background Check - Vulnerable Sector Screening*~~
- *Annual Offense Declaration*
- *Regulation 521/01, as amended by Regulation 323/03.*
- *Volunteer Driver Policy*
- *Volunteer Recognition Policy*
- *Educational Field Trip Policy*
- *Niagara Catholic Parent involvement Committee Policy*
- *Catholic School Council Policy*
- *Accessibility Customer Service*



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

Adopted:

Policy No.

Revised:

ADMINISTRATIVE GUIDELINES

1. In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board *“to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”*. (*Safe Schools Act, 2000*).
2. A school volunteer shall serve under the immediate supervision and direction of administration and staff of the school and will provide services such as, but no limited to:
 - a) Supporting the work of classroom teachers
 - b) Providing enrichment experiences to support the educational program
 - c) Promoting positive school-community relations by enhancing community understanding
 - d) Working with individual students and small groups of students as identified by the staff and administration
3. The Principal is responsible for:
 - a) determining the volunteering needs for a school;
 - b) the recruitment, selection and screening of volunteers;
 - c) approving and delineating the task and the assignment of the volunteers;
 - d) the training and orientation of the volunteers;
 - e) the supervision and evaluation of the volunteers;
 - g) the recognition of the volunteers.
4. Each Principal shall maintain a current list of regular and occasional volunteers. Such records, including the volunteer application form shall be kept on file at the school.
5. A volunteer must be at least 18 years of age, **unless otherwise approved by the Principal**.
6. It is understood that a volunteer is a person who serves without remuneration.
7. All approved school volunteers (persons having direct and regular contact with students) will provide an original Police Vulnerable Sector Check and/or Annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03 **to the school Principal who will retain a copy on file at the school until a more current Vulnerable Sector Check is submitted. A copy of the Vulnerable Sector Check will also be forwarded to the Human Resources Department.**

8. Vulnerable Sector Checks may be requested at the discretion of the ~~Board~~ Principal in consultation with the Family of Schools Superintendent and at least once every five (5) years. The Self-Offence Declaration will stand as a legally binding document which will be required on an annual basis.

Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be filed at the school and in the Human Resources Department. Vulnerable Sector Checks required by the Principal and/or the Niagara Catholic District School Board will be paid by the Niagara Catholic District School Board. Any additional requirements as a result of the Vulnerable Sector Checks will be the responsibility of the Volunteer.

9. As required, each volunteer shall adhere to the [Volunteer Driver Policy # 302.4](#)
10. Volunteers shall wear the “Volunteer” badge or other means of identification as required by the school and Board Policy and must sign in/out at the school’s main office.
11. Classroom teachers and school administrators are solely responsible for student discipline. Volunteers are to ask for the assistance of the teacher and/or Principal if a situation calls for follow-up disciplinary action. The volunteer always works under the direction of staff.
12. Volunteers are responsible for respecting the confidentiality of all students and staff and as such are required to complete the Confidentiality Agreement found within the Volunteer Application Form. Volunteers shall not have access to, nor disclose confidential information.
13. Off site activities such as field trips are considered an extension of the school and as such administrative guidelines pertain to such activities as determined by the Educational Field Trip Policy and Administrative Guidelines. **At a minimum, Vulnerable Sector Checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or the Board.**
14. It is the expectation of the Board and the school Principal that all volunteers adhere to Board Policies, Administrative Guidelines and Procedures at all times when volunteering for the school and/or Board events or activities.



VOLUNTEER APPLICATION

I _____ wish to serve as a volunteer at _____ Catholic School.

As a volunteer I acknowledge and will adhere to the following expectations:

- As school volunteer I shall serve under the immediate supervision and direction of administration and staff of the school.
- It is understood that I will volunteer without remuneration.
- Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be completed and filed at the school.
- I will adhere to the Volunteer Driver Policy # 302.4
- Classroom teachers and school administrators are solely responsible for student discipline.
- I acknowledge that in the course of my volunteer work with _____ Catholic School I may receive confidential information with respect to the affairs of its students, including information on its students and parents of its students,
- I hereby agree not to disclose at any time, such confidential information to any person, information relating to the students or any part thereof and other information relating to the school or board.
- This agreement pertains to off site activities such as field trips as an extension of the school.
- As volunteer I will adhere to Board Policies, Administrative Guidelines and Procedures at all times when volunteering for the school and/or Board events or activities.
- This agreement pertains to off site activities such as field trips as an extension of the school.
- I have read and agree with the Volunteering in Catholic Schools Policy and Administrative Guidelines.

Principal Signature

Volunteer Signature

Date Signed

Date Signed

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

TOPIC: POLICY SCHEDULE 2012-2013

The Policy Schedule 2012-2013
is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Date: March 5, 2013

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

POLICY SCHEDULE

AS AT FEBRUARY 26, 2013 (Sorted by PC DATE)

| Policy Issued | Reviewed Revised | Policy # | POLICY NAME | Resp | Policy Committee Prior to Vetting After Vetting | Proposed CW & Board Timeline |
|---------------|------------------|------------|--|------|---|---------------------------------|
| 2011 | | 301.10 | Assessment, Evaluation And Reporting | LAFS | Jan. 2013 | May 2013 |
| NEW | | NEW | Student Senate - Elementary | JC | Jan. 2013 | Apr. 2013 |
| 2000 | 2012 | 100.6 | Student Senate - Secondary | JC | Jan. 2013 | Apr. 2013 |
| 1998 | 2010 | 301.1 | Admission of Students | LAFS | Jan. 2013 | Feb. 2013 |
| 2003 | 2010 | 302.6.8 | Bullying Prevention & Intervention - <i>Safe Schools</i> | FI | Jan. 2013 | Feb. 2013 |
| 2001 | 2009 | 302.6.2 | Code of Conduct - <i>Safe Schools</i> | FI | Jan. 2013 | Feb. 2013 |
| 2001 | 2008 | 302.6 | Safe Schools | FI | Jan. 2013 | Feb. 2013 |
| 2012 | | 800.0 | <i>Accessibility Standards (Interim)</i> | YB | Jan. 2013 | Feb. 2013 |
| 1998 | 2012 | 800.2 | Community Use of Facilities | SW | Feb. 2013 | May 2013 |
| 2003 | | 400.4 | Prior Learning Assessment & Recognition (PLAR) | ML | Feb. 2013 | May 2013 |
| 1998 | 2012 | 400.2 | Educational Field Trips | ML | Feb. 2013 | Mar. 2013 |
| 1998 | 2004 | 500.1 | Transportation & School Operations for Inclement Weather | JC | Feb. 2013 | Mar. 2013 |
| NEW | | NEW | <i>Volunteering in Catholic Schools</i> | FI | Feb. 2013 | Mar. 2013 |
| 1998 | 2011 | 800.1 | Catholic School Councils | LAFS | Mar. 2013 | May 2013 |
| 2011 | 2012 | 800.7 | Niagara Catholic Parent Involvement Committee & By Laws | LAFS | Mar. 2013 | May 2013 |
| 2002 | | 201.5 | Death Benefit | FI | Mar. 2013 | Jun. 2013 |
| 2002 | | 201.10 | Deferred Salary Plan (X/Y) | FI | Mar. 2013 | Jun. 2013 |
| NEW | | NEW | <i>Leadership Succession Plan</i> | FI | Mar. 2013 | Jun. 2013 |
| 2002 | 2004 | 701.3 | Video Security Surveillance | SW | Mar. 2013 | Jun. 2013 |
| NEW | | NEW | Student Senate - Elementary | JC | Mar. 2013 | Apr. 2013 |
| 2000 | 2012 | 100.6 | Student Senate - Secondary | JC | Mar. 2013 | Apr. 2013 |
| 1998 | 2001 | 201.1 | Employee Leaves of Absence | FI | Apr. 2013 | Oct. 2013 |
| 2007 | | 201.14 | Employee Meals & Hospitality | LR | Apr. 2013 | Oct. 2013 |
| 2001 | 2002 | 302.6.1 | Opening or Closing Exercises - <i>Safe Schools</i> | FI | Apr. 2013 | Oct. 2013 |
| 2011 | | 301.10 | Assessment, Evaluation And Reporting | LAFS | Apr. 2013 | May 2013 |
| 2003 | | 400.5 | Acceleration Retention | ML | Apr. 2013 | May 2013 |
| 1998 | 2011 | 800.1 | Catholic School Councils | LAFS | Apr. 2013 | May 2013 |
| 2011 | 2012 | 800.7 | Niagara Catholic Parent Involvement Committee | LAFS | Apr. 2013 | May 2013 |
| 2003 | | 400.4 | Prior Learning Assessment & Recognition (PLAR) | ML | Apr. 2013 | May 2013 |

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| Policy Issued | Reviewed |
| | Revised |

| Policy # | POLICY NAME | Resp |
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| Policy Committee |
| Prior to Vetting |
| After Vetting |

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| Proposed CW & Board Timeline |
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| 400.1 | Adult and Continuing Education | FI |
| 600.5 | Advertising Expenditures | LR |
| 100.9 | Advocacy Expenditures | LR |
| 701.1 | Architect Selection | SW |
| 100.8 | Electronic Meetings (Board and Committees) | JC |
| 201.15 | Employee Conferences, Workshops & Meetings | LR |
| 301.7 | Ontario Student Record (OSR) | ML |
| 201.3 | Religious Education Courses for Staff | FI |
| 201.13 | Sexual Misconduct | FI |
| 201.5 | Death Benefit | FI |
| 201.10 | Deferred Salary Plan (X/Y) | FI |
| 701.3 | Video Security Surveillance | SW |

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| 600.4 | Corporate Cards, Purchasing Cards & Petty Cash | LR |
| NEW | Enrolment Register Policy | LR |
| 400.1 | Adult and Continuing Education | FI |
| 600.5 | Advertising Expenditures | LR |
| 100.9 | Advocacy Expenditures | LR |
| 701.1 | Architect Selection | SW |
| 100.8 | Electronic Meetings (Board and Committees) | JC |
| 201.15 | Employee Conferences, Workshops & Meetings | LR |
| 201.1 | Employee Leaves of Absence | FI |
| 201.14 | Employee Meals & Hospitality | LR |
| 301.7 | Ontario Student Record (OSR) | ML |
| 302.6.1 | Opening or Closing Exercises - Safe Schools | FI |
| 201.3 | Religious Education Courses for Staff | FI |
| 301.6 | School Generated Funds | LR |
| 201.13 | Sexual Misconduct | FI |

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| 600.4 | Corporate Cards, Purchasing Cards & Petty Cash | LR |
| NEW | Enrolment Register Policy | LR |

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| 500.2 | Student Transportation | LR |
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC STUDENT SYMPOSIUM 2013:
THE WISDOM OF PEACE AND SOCIAL JUSTICE**

The report on the Niagara Catholic Student Symposium 2013:
The Wisdom of Peace and Social Justice
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Jackie Watson, Equity and Student Leadership Consultant
Terri Pauco, Religion and Family Life Consultant

Presented by: Mark Lefebvre, Superintendent of Education
Jackie Watson, Equity and Student Leadership Consultant
Terri Pauco, Religion and Family Life Consultant

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

Date: March 5, 2013



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 5, 2013

NIAGARA CATHOLIC STUDENT SYMPOSIUM 2013: THE WISDOM OF PEACE AND SOCIAL JUSTICE

BACKGROUND INFORMATION

In accordance with the System Priority “to conduct a Niagara Catholic elementary and secondary Student Conference 2013 focusing on the theme of Growing in Wisdom by April 2013”, on Wednesday, February 27, 2013 Niagara Catholic District School Board held its Fourth Annual Student Symposium entitled, *The Wisdom of Peace and Social Justice*. The event was held at Holy Rosary Parish Hall, Thorold from 9:00 a.m. to 1:30 p.m. for the secondary students and 9:00 a.m. to 2:00 p.m. for the elementary students.

In conjunction with Niagara Catholic’s three year theological theme of “Growing in Wisdom to Worship and Witness”, the day focused on three important questions:

- How are our Catholic Schools places of peace?
- What are we doing to promote peace?
- What more can we do?

Two hundred fourteen (214) students participated in this year’s Symposium; three (3) students from every Catholic elementary and secondary school were selected to attend. Student Senate members from each of the eight (8) Catholic secondary schools facilitated the event and this year, invited one other secondary student leader from his/her school to join them as facilitators. Niagara Catholic Student Trustees and Student Senate Co-chairs, Vincent Atallah and Michael Blair, were the Masters of Ceremony. Support staff members sharing the experience included Child Youth Workers, Secondary Chaplaincy Leaders, Elementary Chaplaincy Leaders and members of the Program Department team. As well, many Principals and members of Senior Administration visited throughout the day. The welcoming address was given by Niagara Catholic’s Director of Education, John Crocco.

The day started with all participants being personally greeted by Secondary Student Facilitators and then being lead to their Family of School tables. After a few ice-breaker events, Director Crocco engaged the students through his opening address. Following the opening address, all students, led by Senate members, discussed and recorded responses to the three aforementioned questions. A grand discussion took place in which students were able to voice their thoughts and answers to the questions posed.

Following the grand discussion, Niagara Catholic secondary students, along with their Chaplaincy Leaders branched off to another room where they watch a segment of social justice documentary, *The Narrow Path* featuring Father John Deere, SJ. The documentary promotes the call to non-violence and students shared their ideas after being challenged with the questions of how to discover inner peace in this media saturated culture and how to best embody the non-violence of Jesus. The elementary panel remained in the main hall and watched a DVD entitled, *The Peace Tree*. The Peace Tree follows the lives

of two little girls, one Muslim and one Christian, who try to experience each other's religious holidays: Christmas and Eid. Their efforts to get to know the other's culture and traditions results in the creation of a special tree adorned with handmade symbols of peace. On June 1st each year since 2006, Peace Tree Celebrations are held internationally to promote peace, acceptance, justice and diversity.

The next session featured a presentation of two successful Niagara Catholic social justice initiatives from Mother Teresa Catholic Elementary School's Free the Children and St. Alfred Catholic Elementary School's Multicultural Day held during Catholic Education Week.

After lunch, the students were provided the opportunity embrace the Peace Tree Spirit and create their own peace symbols. These symbols were used to decorate the mini peace tree branches located on the table at each family of school's seating area. As part of the Annual Symposium's closing prayer service, the branches were raised and added to the large Peace Tree adorning the sacred space at the front of the hall. The forest of Peace Trees was a visual reminder that the entire community of Niagara Catholic is rooted in Christ and called to be instruments of peace.

Each school received the Peace Tree Teacher Resource, as well as the Peace Tree DVD and bookmarks to promote the Wisdom of Peace and Justice within their own communities. All schools will be receiving a PEACE wordle poster and a file of the responses to the guiding questions that began the day.

The culminating task of this day's event will occur during Catholic Education Week, May 6th to 10th, 2013 within each school. The participating student leaders, in consultation with their participating staff members and administrators, will connect *The Wisdom of Peace and Social Justice* to this year's Catholic Education theme, *Growing Together in Faith*, framed by the experiences and sharing from the 2013 Niagara Catholic Student Symposium at school wide assemblies and events.

As part of this report to the March Committee of the Whole, a visual presentation of the Niagara Catholic Student Symposium 2013 will be provided.

The report on Niagara Catholic's Student Symposium 2013:
The Wisdom of Peace and Social Justice is presented for information.

PREPARED BY: Mark Lefebvre, Superintendent of Education
Jackie Watson, Equity and Student Leadership Consultant
Terri Pauco, Religion and Family Life Consultant

PRESENTED BY: Mark Lefebvre, Superintendent of Education
Jackie Watson, Equity and Student Leadership Consultant
Terri Pauco, Religion and Family Life Consultant

APPROVED BY: John Crocco, Director of Education, Secretary/Treasurer

DATE: March 5, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: FRENCH IMMERSION IN NIAGARA CATHOLIC SCHOOLS
SEPTEMBER 2013**

The report on French Immersion in Niagara Catholic Schools September 2013
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Jayne Evans, FSL /ESL/Arts Consultant
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 5, 2013



REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 5, 2013

FRENCH IMMERSION IN NIAGARA CATHOLIC SCHOOLS SEPTEMBER 2013

BACKGROUND INFORMATION

At the January 14th, 2013 Committee of the Whole Meeting, an information report on the proposed introduction of French Immersion in Niagara Catholic commencing September 2013 was submitted.

This submission was in compliance with the System Priorities *“to expand language acquisition for elementary and secondary students through the introduction of French Immersion at designated sites and specific international languages to meet the needs of students by June 2013”*.

Based on school enrolment and population trend data utilized in Niagara Catholic’s planning for Full Day Early Learning Kindergarten, data collected through the French Immersion Interest Survey as well as the information gathered during the six (6) French Immersion Family of Schools Information Evening, Senior Administrative Council identified the following schools as proposed French Immersion entry points to commence the new program in September, 2013:

- St. Mark Catholic Elementary School for the Blessed Trinity Catholic Family of Schools (Grade 1 and Grade 4 entry)
- Our Lady of Fatima Catholic Elementary School, St. Catharines for the St. Francis and Holy Cross Catholic Family of Schools (ELKP, Grade 1 and Grade 4 entry)
- St. Nicholas Catholic Elementary School for the Denis Morris Catholic Family of Schools (ELKP, Grade 1 and Grade 4 entry)
- St. Thomas More / Our Lady of Mount Carmel Catholic Elementary Schools for the Saint Michael Catholic Family of Schools (Senior Kindergarten, Grade 1 and Grade 4 entry)
- Notre Dame Catholic Elementary School for the Saint Paul Catholic Family of Schools (ELKP, Grade 1 and Grade 4 entry)
- Holy Name Catholic Elementary School for the Notre Dame Catholic Family of Schools (Grade 1 and Grade 4 entry)
- St. Therese Catholic Elementary School for the Lakeshore Catholic Family of Schools (ELKP, Grade 1 and Grade 4 entry)

These schools would follow the Dual-Track model of English and French Immersion class offerings in the same school given current surplus space availability. Future population planning projections may necessitate alternate sites for French Immersion expansion based on population migration patterns.

Registration, Staffing and Transportation

On-line registration for French Immersion commenced on February 6th, 2013 with preliminary registration closing on February 28th, 2013. While registration would continue through to the first day of classes in September 2013, as classes reached class size caps, waiting lists would be created.

Staffing requirements for the initial phase of French Immersion would be determined based on registration as of February 28th, 2013 and adjusted accordingly as additional French Immersion classes were confirmed based on enrolment.

Transportation will follow the Board's Transportation Policy and student eligibility will be within each Family of Schools boundary to a French Immersion site within the Family of Schools. Restrictions do apply to individuals who wish to attend a different French Immersion site other than the one within their Family of Schools. In all requests, the Board's Admission of Students Policy will be followed.

March Committee of the Whole Update

As French Immersion registration continues, current school enrolment projections are being cross referenced with Board French Immersion applications, proposed site accommodations, class size and staffing.

At the March Committee of the Whole Meeting, we will provide Trustees with the most current overview of enrolment, class size and site selection for French Immersion across Niagara Catholic.

We anticipate confirming information with families following during the last two weeks of March.

As we move through the decision and implementation process we will continue to keep the Board informed through future reports.

The report on French Immersion in Niagara Catholic Schools
September 2013 is presented for information.

PREPARED BY: Mark Lefebvre, Superintendent of Education

PRESENTED BY: Mark Lefebvre, Superintendent of Education
Jayne Evans, FSL /ESL/Arts Consultant

APPROVED BY: John Crocco, Director of Education/Secretary-Treasurer

DATE: March 5, 2013

**5TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION
AND EXCHANGE APPROVAL COMMITTEE**

The report on the Extended Overnight Field Trip,
Excursion and Exchange Approval Committee
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 5, 2013



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 5, 2013

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2012-2013

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2012-2013 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

| | | |
|-----------------------------------|---|----------------|
| 1 Supervisory Officer | - | Mark Lefebvre |
| 1 Secondary School Vice-Principal | - | Andrew Bartley |
| 1 Secondary School Principal | - | Jeff Smith |
| 1 Elementary School Principal | - | Steve Ward |
| 1 Program Department Consultant | - | Mike Sheahan |

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”
or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2012-2013 Extended Overnight Field Trip as submitted on March 5th, 2013. (Appendix A)

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for Tuesday, March 5, 2013 is presented for information.

| | |
|---------------|--|
| Prepared by: | Mark Lefebvre, Superintendent of Education |
| Presented by: | Mark Lefebvre, Superintendent of Education |
| Approved by: | John Crocco, Director of Education/Secretary-Treasurer |
| Date: | March 5, 2013 |

EXECUTIVE SUMMARY

Appendix A

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2012-2013

| SCHOOL | TYPE | APPROVAL REQUIRED | DESTINATION | CURRICULUM UNIT/THEME | EDUCATION VALUE | DATE | NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP | DURATION | COST (APPROX) | TRANSPOR-TATION |
|---|-------------------------------|--|--|-----------------------|--|--|---|---------------------------------------|---|-----------------|
| Our Lady of Fatima Catholic Elementary School, St. Catharines | Extended Overnight Field Trip | Superintendent and Extended Overnight Field Trip Committee | FLL North American Open Tournament - Legoland, Carlsbad, California, USA | Lego Robotics | Extend students' knowledge of Robotics, Core Values and Senior Solutions Project | Thursday, May 16 th , 2013 – Tuesday, May 21 st , 2013 | 16 students 2 staff 5 chaperones - paying own way | 5 nights 6 days (2 school Days) | Approximately \$1,200.00 per person Additional personal spending money | Air, bus |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

The report on the
Staff Development Department
Professional Development Opportunities
is presented for information.

| | |
|---------------|--|
| Prepared by: | Frank Iannantuono, Superintendent of Education/Human Resources Khayyam Syne, Administrator of Staff Development |
| Presented by: | Frank Iannantuono, Superintendent of Education/Human Resources Khayyam Syne, Administrator of Staff Development |
| Approved by: | John Crocco, Director of Education/Secretary-Treasurer |
| Date: | March 5, 2013 |



REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 5, 2013

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities that will be occurring during the period March 6, 2013 through April 9, 2013

Wednesday, March 6, 2013

Elementary and Secondary Teachers – Leadership Identification Program (LIP) – New Ontario Leadership Framework (OLF) Roll-out

- A workshop designed by our Board to introduce these leadership candidates to the Ontario Leadership Frameworks, both old and new. The workshop will stress the differences between both versions, highlighting the “Personal Leadership Resources” that successful leaders bring to their individual roles.

Thursday, March 7, 2013

Elementary and Secondary Teachers – New Teacher Induction Program (NTIP) – Equity and Inclusive Schools

- The fourth workshop in this Ministry of Education mandated program dealing with the latest requirements of schools and teachers in the application of the legislation surrounding the Keeping Kids Safe at School Act. This workshop will deal mainly with the issue of equity, both gender and race and the provisions being made in our classrooms to address this.

Elementary Teachers – Using the Arts in Religious Education Curriculum

- This professional development activity day will focus on how to effectively use the Arts, especially Music and Drama in Religious Education and within school liturgies and assemblies. It will provide teachers with a repertoire of new material and skills, and inspire them to use the Arts to help make religious celebrations and education more vibrant, engaging, and meaningful.

Tuesday, March 19, 2013

Grade Eight and Grade Nine Teachers – Cross Panel Literacy

- A workshop designed to assist this group of teachers who are attempting to “bridge the gap” as students transition from Grade 8 to Grade 9. The session will involve the examination of case studies prepared by the teachers and applying best practices in overcoming the challenges being faced by students as they move from the elementary to the secondary panel.

Grade Four Teachers – Education Resource Teacher Project

- The fourth and final session of a series of workshops designed to provide targeted numeracy support for Grade 4 students in need. Participants learned the use of diagnostic assessments and interventions specifically designed to meet the needs of individual students in order to improve their conceptual understanding of mathematics and help close the learning gap.

Friday, March 22, 2013

Junior Mathematics Teachers (St. Edward catholic Elementary School) – Collaborative Inquiry

- A workshop designed to extend the knowledge and skills mastered by this group of teachers through their participation in last year’s Junior Mathematics Initiative. Teachers will increase their ability and effectiveness in applying Problem Solving as the main strategy in delivering mathematics curricula.

The Report on Staff Development: Professional
Development Opportunities is presented for information.

Prepared By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education/Secretary-Treasurer

Date: March 5, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 5, 2013



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE MEETING MARCH 5, 2013

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

| | | |
|-----------|--|--|
| ELKP | Appendix A Appendix B Appendix C Appendix D Appendix E Appendix F | Mary Ward Catholic Elementary School (NF) St. Alexander Catholic Elementary School St. Andrew Catholic Elementary School St. John Catholic Elementary School (B) St. Kevin Catholic Elementary School St. Philomena Catholic Elementary School (FE) |
| Secondary | Appendix G Appendix H | Blessed Trinity Catholic Secondary School (Gr.) Saint Michael Catholic High School (NF) |
| New Build | Appendix I | St. Martin Catholic Elementary School |

The Capital Projects Progress Report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: March 5, 2013



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX A

MARY WARD CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition, and renovation of the existing library to be a new full day early learning kindergarten classroom.

Current Status: Site Plan approved; Awaiting Building Permit; Tender awarded.

Project Information:

| | | |
|-------------------------------|--------|----------|
| New Area to be Constructed | 2000 | sq. ft. |
| Existing Area to be Renovated | 1500 | sq. ft. |
| Total New Facility Area | 37,034 | sq. ft. |
| Total Site Area | 4 | acres |
| Pupil Places Added | 38 | students |
| New Facility Capacity | 400 | students |



Project Funding:

| | |
|--------------------|------------------|
| FDK Grant | 434,584 |
| Facilities Renewal | 470,230 |
| | \$904,814 |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|------------------|-----------------|------------------|
| Construction Contract | 562,500 | 0 | 743,492 |
| Fees & Disbursements | 59,000 | 44,005 | 57,005 |
| Furniture & Equipment | 25,000 | 0 | 25,000 |
| Other Project Costs | 54,000 | 20,108 | 79,317 |
| | \$700,500 | \$64,113 | \$904,814 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | March 2, 2011 | March 2, 2011 |
| Architect Selection | August 2011 | August 12, 2011 |
| Design Development | September 2011 | September 30, 2011 |
| Contract Documents | February 2012 | February 17, 2012 |
| Tender & Approvals | January 29, 2013 | February 28, 2013 |
| Construction | August 2013 | |
| Occupancy | September 2013 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|---------------------------------|
| Architect | Svedas Koyanagi Architects Inc. |
| General Contractor | TBD |
| Project Manager | Tunde Labbancz |
| Superintendent | Mark Lefebvre |
| Principal | Domenic Massi |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX B

ST. ALEXANDER CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a new full day early learning kindergarten classroom.

Current Status: Awaiting Building Permit; Tender awarded.



Project Information:

| | | |
|-------------------------------|-------|----------|
| New Area to be Constructed | 1,339 | sq. ft. |
| Existing Area to be Renovated | 0 | sq. ft. |
| Total New Facility Area | 1,339 | sq. ft. |
| Total Site Area | 4.98 | acres |
| Pupil Places Added | 26 | students |
| New Facility Capacity | 411 | students |

Project Funding:

| | |
|--------------------|-------------------------|
| FDK Grant | 479,925 |
| Facilities Renewal | 93,708 |
| | <u>\$573,633</u> |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|-------------------------|------------------------|-------------------------|
| Construction Contract | 312,065 | 0 | 417,527 |
| Fees & Disbursements | 31,200 | 65,397 | 87,721 |
| Furniture & Equipment | 4,000 | 0 | 8,000 |
| Other Project Costs | 45,000 | 12,404 | 60,385 |
| | <u>\$392,265</u> | <u>\$77,801</u> | <u>\$573,633</u> |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | December 12, 2011 | December 12, 2011 |
| Architect Selection | April 12, 2012 | April 12, 2012 |
| Design Development | November 07, 2012 | November 2012 |
| Contract Documents | December 13, 2012 | December 2012 |
| Tender & Approvals | January 31, 2013 | February 2013 |
| Construction | August 2013 | |
| Occupancy | September 2013 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|-------------------------------------|
| Architect | Venerino V. P. Panici Architect Inc |
| General Contractor | TBD |
| Project Manager | Tunde Labbancz |
| Superintendent | Lee Ann Forsyth-Sells |
| Principal | Irene Ricci |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX C

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion of 3 existing classrooms for 3 new full day early leaning kindergarten classroom.

Current Status: Awaiting Building Permit; Tender awarded.



Project Information:

| | | |
|-------------------------------|-------|----------|
| New Area to be Constructed | 0 | sq. ft. |
| Existing Area to be Renovated | 3,835 | sq. ft. |
| Total New Facility Area | 3,835 | sq. ft. |
| Total Site Area | 4.6 | acres |
| Pupil Places Added | 6 | students |
| New Facility Capacity | 394 | students |

Project Funding:

| | |
|--------------------|------------------|
| FDK Grant | 239,962 |
| Facilities Renewal | 360,995 |
| | \$600,957 |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|------------------|-----------------|------------------|
| Construction Contract | 285,000 | 0 | 478,747 |
| Fees & Disbursements | 28,500 | 28,180 | 47,875 |
| Furniture & Equipment | 12,000 | 0 | 12,000 |
| Other Project Costs | 22,500 | 8,037 | 62,335 |
| | \$348,000 | \$36,217 | \$600,957 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | December 12, 2011 | December 12, 2011 |
| Architect Selection | April 12, 2012 | April 12, 2012 |
| Design Development | November 97, 2012 | November 2012 |
| Contract Documents | December 11, 2012 | December 2012 |
| Tender & Approvals | January 24, 2013 | February 2013 |
| Construction | August 2013 | |
| Occupancy | September 2013 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|--|
| Architect | Chapman Murray Associate Architects Inc. |
| General Contractor | TBD |
| Project Manager | Tunde Labbancz |
| Superintendent | Lee Ann Forsyth-Sells |
| Principal | Carla Bianco |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX D

ST. JOHN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of two new purpose built kindergarten rooms for the full day early learning program.

Current Status: Awaiting Building Permit and Niagara Escarpment Commission approval; Tender awarded.



Project Information:

| | | |
|-------------------------------|-------|----------|
| New Area to be Constructed | 3,800 | sq. ft. |
| Existing Area to be Renovated | 0 | sq. ft. |
| Total New Facility Area | 3,800 | sq. ft. |
| Total Site Area | 9.27 | acres |
| Pupil Places Added | 52 | students |
| New Facility Capacity | 311 | students |

Project Funding:

| | |
|--------------------|------------------|
| FDK Grant | 959,850 |
| Prev. Unspent | |
| FDK Grant | 165,000 |
| Facilities Renewal | 267,843 |
| | <u>1,392,693</u> |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|--------------------|-----------------|--------------------|
| Construction Contract | 881,100 | 0 | 1,118,138 |
| Fees & Disbursements | 88,100 | 79,754 | 117,688 |
| Furniture & Equipment | 10,000 | 0 | 10,000 |
| Other Project Costs | 23,000 | 14,808 | 146,867 |
| | <u>\$1,002,200</u> | <u>\$94,562</u> | <u>\$1,392,693</u> |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | December 12, 2011 | December 12, 2011 |
| Architect Selection | April 12, 2012 | April 12, 2012 |
| Design Development | November 07, 2012 | November 2012 |
| Contract Documents | December 14, 2012 | December 2012 |
| Tender & Approvals | February 04, 2013 | February 2013 |
| Construction | August 2013 | |
| Occupancy | September 2013 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|---------------------------------|
| Architect | Grguric Architects Incorporated |
| General Contractor | TBD |
| Project Manager | Tunde Labbanicz |
| Superintendent | Yolanda Baldasaro |
| Principal | Emma Fera Massi |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX E

ST. KEVIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of 2 classroom addition and expansion of an existing classroom to be a new full day early learning kindergarten classroom.



Current Status: Awaiting Site Plan approval and Building Permit; Tender awarded.

Project Information:

| | | |
|-------------------------------|-------|----------|
| New Area to be Constructed | 3,685 | sq. ft. |
| Existing Area to be Renovated | 2,580 | sq. ft. |
| Total New Facility Area | 6,265 | sq. ft. |
| Total Site Area | 4.2 | acres |
| Pupil Places Added | 32 | students |
| New Facility Capacity | 417 | students |

Project Funding:

| | |
|--------------------|--------------------|
| FDK Grant | 719,888 |
| Facilities Renewal | 423,769 |
| | \$1,143,657 |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|------------------|-----------------|--------------------|
| Construction Contract | 770,000 | 0 | 921,572 |
| Fees & Disbursements | 77,000 | 57,434 | 92,157 |
| Furniture & Equipment | 20,000 | 0 | 20,000 |
| Other Project Costs | 41,500 | 11,552 | 109,928 |
| | \$908,500 | \$68,986 | \$1,143,657 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | December 12, 2011 | December 12, 2011 |
| Architect Selection | April 12, 2011 | April 12, 2011 |
| Design Development | November 07, 2012 | November 2012 |
| Contract Documents | December 11, 2012 | December 2012 |
| Tender & Approvals | January 24, 2013 | February 2013 |
| Construction | August 2013 | |
| Occupancy | September 2013 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|--|
| Architect | Chapman Murray Associate Architects Inc. |
| General Contractor | TBD |
| Project Manager | Tunde Labbanicz |
| Superintendent | Lee Ann Forsyth-Sells |
| Principal | Acting Principal, Branka Jones |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX F

ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Renovation of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Awaiting Building Permit; Tender awarded.



Project Information:

| | | |
|-------------------------------|-------|----------|
| New Area to be Constructed | 0 | sq. ft. |
| Existing Area to be Renovated | 3,850 | sq. ft. |
| Total New Facility Area | 3,850 | sq. ft. |
| Total Site Area | 10.55 | acres |
| Pupil Places Added | 6 | students |
| New Facility Capacity | 233 | students |

Project Funding:

| | |
|--------------------|------------------|
| FDK Grant | 239,962 |
| Facilities Renewal | 102,284 |
| | \$342,246 |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|------------------|-----------------|------------------|
| Construction Contract | 199,400 | 0 | 229,553 |
| Fees & Disbursements | 27,000 | 25,648 | 31,656 |
| Furniture & Equipment | 28,000 | 0 | 25,000 |
| Other Project Costs | 35,500 | 2,915 | 56,037 |
| | \$289,900 | \$28,563 | \$342,246 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | December 12, 2011 | December 12, 2011 |
| Architect Selection | April 12, 2012 | April 12, 2012 |
| Design Development | November 07, 2012 | November 2012 |
| Contract Documents | December 10, 2012 | December 2012 |
| Tender & Approvals | January 22, 2013 | February 2013 |
| Construction | August 2013 | |
| Occupancy | September 2013 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|-----------------------|
| Architect | Quartek Group Inc. |
| General Contractor | TBD |
| Project Manager | Tunde Labbancz |
| Superintendent | Lee Ann Forsyth-Sells |
| Principal | Robert Grand |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX G

BLESSED TRINITY CATHOLIC SECONDARY SCHOOL, GRIMSBY



Scope of Project: Design and construction of a twenty-three classroom addition to the existing facility under the Energy Efficient Funding Program. Chapel and office renovation.

Current Status: Construction completed – post-construction close out underway.

Project Information:

| | | |
|-------------------------------|---------|----------|
| New Area to be Constructed | 43,338 | sq. ft. |
| Existing Area to be Renovated | 16,864 | sq. ft. |
| | | |
| Total New Facility Area | 129,731 | sq. ft. |
| Total Site Area | 16.8 | acres |
| Pupil Places Added | 483 | students |
| New Facility Capacity | 1059 | students |

Project Funding:

| | |
|--------------------|------------|
| Energy Efficiency | 11,000,000 |
| Facilities Renewal | 329,915 |

\$11,329,915

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|---------------------|---------------------|---------------------|
| Contract, Phase 1 | 1,435,925 | 1,440,130 | 1,440,130 |
| Contract, Phase 2 | 7,873,905 | 7,006,016 | 6,835,375 |
| Contract, Phase 3 | 0 | 716,893 | 700,808 |
| Fees & Disbursements | 880,000 | 1,142,073 | 1,144,790 |
| Furniture & Equipment | 700,085 | 341,526 | 176,816 |
| Other Project Costs | 440,000 | 406,717 | 1,031,996 |
| | \$11,329,915 | \$11,053,355 | \$11,329,915 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | June 10, 2009 | 10 June 2009 |
| Architect Selection | July 20, 2009 | 26 July 2009 |
| Design Development | November 2, 2009 | 26 January 2010 |
| Contract Documents, Phase 1 | April 8, 2010 | 18 June 2010 |
| Tender & Approvals, Phase 1 | May 25, 2010 | 7 July 2010 |
| Construction, Phase 1 | August 27, 2010 | 27 September 2010 |
| Contract Documents, Phase 2 | March 24, 2011 | 16 March 2011 |
| Tender & Approvals, Phase 2 | March 29, 2011 | 12 April 2011 |
| Construction, Phase 2 | September 2012 | September 2012 |
| Construction, Phase 3 | November 2012 | November 2012 |
| Occupancy | September 4, 2012 | 4 September 2012 |
| Official Opening & Blessing | December 17, 2012 | December 17, 2012 |

Project Team:

| | |
|-----------------------------|---------------------------------------|
| Architect | Raimondo + Associates Architects Inc. |
| General Contractor, Phase 1 | Rankin Construction Inc. |
| General Contractor, Phase 2 | Brouwer Construction (1981) Ltd. |
| General Contractor, Phase 3 | Brouwer Construction (1981) Ltd. |
| Project Manager | Anthony Ferrara |
| Superintendent | Yolanda Baldasaro |
| Principal | Joseph Zaroda |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX H

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a ten classroom addition.

Current Status:

Proceeding with working drawings.

Project Information:

| | | |
|-------------------------------|---------|----------|
| New Area to be Constructed | 16,380 | sq. ft. |
| Existing Area to be Renovated | | sq. ft. |
| Total New Facility Area | 119,868 | sq. ft. |
| Total Site Area | 15.8 | acres |
| Pupil Places Added | 210 | students |
| New Facility Capacity | 1,017 | students |



Project Funding:

| | |
|--------------------|--------------------|
| Capital Priorities | 5,527,880 |
| Facilities Renewal | 400,000 |
| | \$5,927,880 |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|--------------------|------------------|--------------------|
| Construction Contract | 4,760,323 | 0 | 4,760,323 |
| Fees & Disbursements | 544,037 | 161,895 | 544,037 |
| Furniture & Equipment | 204,820 | 0 | 204,820 |
| Other Project Costs | 418,700 | 9,677 | 418,700 |
| | \$5,927,880 | \$171,572 | \$5,927,880 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | July 7, 2011 | July 7, 2011 |
| Ministry Approval (space) | December 2011 | March 9, 2012 |
| Architect Selection | January 30, 2012 | March 22, 2012 |
| Design Development | March 2012 | October 2012 |
| Contract Documents | May 2013 | |
| Tender | June 2013 | |
| Ministry Approval (cost) | June 2013 | |
| Construction | September 2014 | |
| Occupancy | September 2014 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|--------------------------------------|
| Architect | Raimondo + Associates Architect Inc. |
| General Contractor | TBD |
| Project Manager | Anthony Ferrara |
| Superintendent | Mark Lefebvre |
| Principal | James Whittard |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 5, 2013**

APPENDIX I

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school and child care centre on a new site.

Current Status:

Ministry of Education approved funding for purchase of property. Township of West Lincoln has approved rezoning request (February 19, 2013 from commercial to institutional. Appeal period ends March 13, 2013.



Project Information:

| | | |
|-------------------------------|--------|----------|
| New Area to be Constructed | 47,443 | sq. ft. |
| Existing Area to be Renovated | | sq. ft. |
| Total New Facility Area | 47,443 | sq. ft. |
| Total Site Area | 5 | acres |
| Pupil Places Added | 115 | students |
| New Facility Capacity | 454 | students |

Project Funding:

| | |
|--------------------|--------------------|
| Capital Priorities | 9,430,364 |
| | \$9,430,364 |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|--------------------|------------------|--------------------|
| Construction Contract | 7,479,925 | 0 | 7,479,925 |
| Fees & Disbursements | 900,000 | 78,665 | 900,000 |
| Furniture & Equipment | 100,000 | 0 | 100,000 |
| Other Project Costs | 950,439 | 55,096 | 950,439 |
| | \$9,430,364 | \$133,761 | \$9,430,364 |

Project Timelines:

| | <u>Scheduled Completion</u> | <u>Actual Completion</u> |
|-----------------------------|-----------------------------|--------------------------|
| Funding Approval | July 7, 2011 | July 7, 2011 |
| Ministry Approval (space) | December, 2011 | February 14, 2012 |
| Architect Selection | January 30, 2012 | March 22, 2012 |
| Design Development | March, 2012 | |
| Contract Documents | May, 2012 | |
| Tender & Approvals | July, 2012 | |
| Ministry Approval (cost) | July, 2012 | |
| Construction | August, 2013 | |
| Occupancy | September 3, 2014 | |
| Official Opening & Blessing | | |

Project Team:

| | |
|--------------------|----------------------|
| Architect | MMMC Inc. Architects |
| General Contractor | TBD |
| Project Manager | Anthony Ferrara |
| Superintendent | Yolanda Baldasaro |
| Principal | Chris Zanuttini |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 26, 2013**



Spotlight

on NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

February 26, 2013



Niagara Catholic Celebrates Elementary Public Speakers at Speak Out! Showcase at CEC



Throughout January and February, junior and intermediate students across Niagara Catholic took part in school and region-wide public speaking competitions. The competitions culminated in the Board's Speak Out! Showcase, at the Catholic Education Centre on February 25th. Joining Director of Education, John Crocco (left); Christine Battagli, Grade 7 & 8 Student Success Teacher and Literacy and Numeracy Coach (beside Director Crocco) Board Chair Kathy Burtnik (second from right) and Lisa Incaviglia, Acting Vice-Principal of Loretto Catholic Elementary School (right) at the February 26th Board meeting, are winners Karling Luciani, (Alexander Kuska Catholic Elementary School); Jared Sloan (St. Alexander Catholic Elementary School); Therese Zamora (St. Christopher Catholic Elementary School) and Bart Skala (Our Lady of Victory Catholic Elementary School).

Regional Catholic Messengers: Shawn Donnelly (St. Michael) - *The Importance of Masala's Message*; Qynn Honsberger (St. Anthony) - *People Who Have Made an Impact on Our World*; Karling Luciani (Alexander Kuska) - *What You Can Do to Stop Bullying*; Paige Boyd (St. Mary, NF) - *Appearances*; Dean Bartolini (Cardinal Newman) - *Role Models*; Bart Skala (Our Lady of Victory) - *Heaven*.

Regional First Place (Intermediate): Nico Tripodi (St. James) - *Contradictions*; Emily Tiessen (St. Martin) - *Predictions*; Karling Luciani (Alexander Kuska) - *What You Can Do to Stop Bullying*; Olivia Vacca (Loretto Catholic) - *My Grandfather*; Therese Zamora (St. Christopher) - *Caring for the Elderly*; Natalie Palma (St. Patrick, PC) - *Strange Laws*.

Regional First Place (Junior):

Maceo Tripodi (St. James) - *Punishment*; Ethan Valk (St. Joseph, G) - *Interesting Facts You Won't Learn at School*; Jared Sloan (St. Alexander) - *Greatest Canadian Athlete Ever*; Marcus Pozzobon (Loretto Catholic) - *The Life of a Baseball*; Alyssa Mascia (St. Vincent de Paul) - *Moments*; Hannah Traynor (St. Patrick, PC) - *Reality TV*.



Trustees Approve Five Policies At February 26th Meeting

Following a thorough vetting process, and on the recommendation of the Policy Committee and Committee of the Whole, Trustees have approved updates to five policies: **Accessibility Standards Policy (800.8)**, **Admission of Students Policy (301.1)**, **Bullying Prevention and Intervention Policy (302.6.8)**, **Code of Conduct Policy (Safe Schools) (302.6.2)** and **Safe Schools Policy (302.6)**.

Niagara Catholic reviews all policies on a regular basis, to ensure that they continue to comply with the Ministry of Education requirements and meet the Board's current needs.

The approved, newly updated policies can be found in this week's agenda on the Board website, www.niagaracatholic.ca.

Board Approves Construction Contracts

During the February 26th Board Meeting, Niagara Catholic Trustees approved the contracts to construct Early Learning Kindergarten Classrooms at six Catholic elementary schools

- **Mary Ward Catholic:** Charter Building Company, **\$904,814**
- **St. Alexander Catholic:** T. R. Hinan, **\$573,633**
- **St. Andrew Catholic:** Brouwer Construction, **\$600,957**
- **St. John Catholic:** Manorcore Group Inc. **\$1,392,693**
- **St. Kevin Catholic:** Brouwer Construction, **\$1,143,657**
- **St. Philomena Catholic:** Aldor Construction, **\$342,246**

St. George Catholic Elementary School School Excellence Presentation

Pages 3-4

Coming Up in March ...

5th / 6th
10th Annual Skills Competition
10th
Daylight Savings Time Begins
11th - 15th
March Break
24th
Palm Sunday
29th
Good Friday
31st
Easter Sunday

Have a great Break!

Tickets now available

10th Annual BISHOP'S GALA

(Most Reverend) Gerard P. Bergie, D.D.
Bishop of St. Catharines

Proceeds to
the Niagara
Foundation
for Catholic
Education

Friday, April 19, 2013

Club Italia, Niagara Falls

Ticket Order Forms at www.niagaracatholic.ca



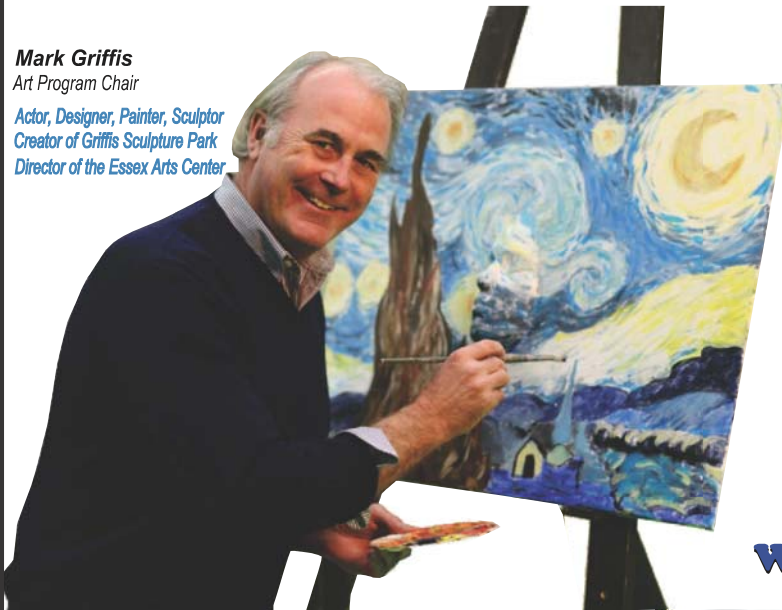
NIAGARA CATHOLIC

Our teachers inspire creativity

Catholic schools ... your child ... your choice!

Mark Griffis
Art Program Chair

Actor, Designer, Painter, Sculptor
Creator of Griffis Sculpture Park
Director of the Essex Arts Center



Provide your son or daughter with the advantage of learning from Catholic educators who are successful professional actors, dancers, artists and musicians who live and breathe music, drama and visual arts in the classroom and in the community.

Students are encouraged to unleash their creative potential by experimenting with a variety of art forms to discover new gifts and talents.

Classroom learning is enhanced and enriched by active involvement with art galleries, concerts and the theatre, including a Specialist High Skills Major (SHSM) with Shaw Festival.

Niagara Catholic offers students a variety of exemplary academic courses rooted in our faith, and a diverse range of innovative programs and services.

Discover how a Catholic education will enrich your child. Register for September 2013 at your

www.niagaracatholic.ca

Nurturing SOULS & Building MINDS



School Excellence Program

FOCUS on

St. George Catholic Elementary School

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one "extraordinary item or initiative that makes the school an indispensable choice for parents."

On March 18, 2002, students and staff at Our Lady of Grace Catholic Elementary School in Ridgeway began classes at their new school - St. George Catholic Elementary School - located just a short drive down the road in Crystal Beach.

St. George Catholic Elementary School is named for the Patron Saint of England, and shares its name with the parish church beside which it is located. The 257 students and 31 staff at St. George call themselves The Defenders and the school's motto is Defenders of the Faith.

During the February 26th Board Meeting, Principal Steven Ward was joined by members of his school community to showcase why St. George is the indispensable choice for parents in the Ridgeway-Crystal Beach community.

Staff are committed to promoting each student's personal growth and academic achievement. The school and parish community has a strong bond which helps foster academic excellence and spiritual growth.

Father Stan is a regular presence at the school not only for Mass and para-liturgical services, but also to speak with classes to help guide students on their faith journeys. Catholic education is also enriched in other ways at St. George: Through weekly devotional masses, social justice initiatives, a Grade 8 Faith Blog, Rosary Club, Catholic Choir and the staff Faith Formation Team. Students reenact the final days of Jesus Christ during Holy Week and participate in events such as the Family Advent Mass.

There are many activities and events which enrich the social climate at St. George, making it a positive, inviting and nurturing environment for students to reach for their best. The SNAP (Stop Now and Plan) program offered through the John Howard Society and Pathstone Mental Health encourages students to consider the consequences of their words or actions before they act inappropriately.



Grade 8 students at St. George Catholic Elementary School are taking part in a pilot project to use iPads as a learning tool.



Faith is an important part of daily life at St. George Catholic Elementary School. Rev. Stan Ksciuk, Pastor of St. George Church is a regular presence at the school and students have an active Rosary Club where they meet to pray the Rosary.



Core subjects, such as literacy and numeracy, are taught in uninterrupted blocks to enhance student achievement. Above: Students work together to solve mathematical problems.



Sports, clubs and other activities are important to student development. At St. George, students are good sports both on an off the playing field and exemplify the "Play Like a Champion Today" sports program which is rooted in our Catholic values.

The school has many social justice initiatives, including the Thanksgiving, Advent and Lenten Food Drives.

Heathy eating is encouraged through the "Your're the Chef" cooking program and is reinforced by the school's Eco-Club, which counts among its many projects, planting a vegetable garden at the front of the school each spring.

School life wouldn't be complete without sports teams, intramural activities, clubs and choirs, and St. George offers a program to interest everyone.

Advancing student achievement is extremely important to the staff at St. George Catholic Elementary School and teachers have many programs in place to ensure students have the benefit of focused instruction time. Instructional time is valued, so all clubs and activities take place before or after school or during recess. Staff work to limit the amount of interruptions during lessons and between classes to ensure the maximum time possible is spent on learning. The core subjects of literacy and numeracy are taught in uninterrupted blocks of time. Learning goals and success criteria are created and fully understood by students and staff and students receive descriptive feedback with detailed steps for continued advancement.

Students at St. George Catholic Elementary School have the opportunity to take advantage of the most up-to-date technology. Five classrooms are equipped with SMART technology, students have access to a mobile computer lab and one classroom is currently part of a project to explore the use of iPads in school.

St. George also has a close tie with Lakeshore Catholic High School through a variety of events. Alumni act as role models for future students and St. George students are encouraged to share their suggestions with alumni on ways to enrich life at their future high school.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 5, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MARCH 2013**



March 2013

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-------------------|-----|--|-------------------|---------------------|---|-----|
| | | | | | 1 Niagara Catholic Celebrates Dance - DM | 2 |
| 3 | 4 | 5 CW Meeting - Tech Skills Competition | 6 SEAC Meeting | 7 | 8 International Women's Day | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| << MARCH BREAK >> | | | | | | |
| 17 | 18 | 19 PC & Board Meetings | 20 | 21 NCPIC Meeting | 22 | 23 |
| 24 Palm Sunday | 25 | 26 | 27 | 28 | 29 Good Friday | 30 |
| ~ HOLY WEEK ~ | | | | | | |
| 31 Easter | | | | | | |



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

"The month of March is dedicated to St. Joseph. The entire month of March falls during the liturgical season known as Lent which is represented by the liturgical color purple — a symbol of penance, mortification and the sorrow of a contrite heart. The last day of the month is the beginning of the Easter season. The liturgical color is white — the color of light, a symbol of joy, purity and innocence (absolute or restored)."

- CatholicCulture.org

**Nurturing SOULS
&
Building MINDS**