



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

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY FEBRUARY 28, 2017
4:30 P.M.**

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



-
- | | |
|---|------|
| 1. Opening Prayer – Trustee Sicoli | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of January 31, 2017 | 5 |
| 6. Policies | |
| <i><u>Action Required</u></i> | |
| POLICIES – DEFERRED FROM JANUARY POLICY COMMITTEE | |
| 6.1 Accessibility Standards Policy (800.8) | 6.1 |
| 6.2 Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2) | 6.2 |
| POLICIES – FOR RECOMMENDATION TO MARCH 7, 2017 COMMITTEE OF THE WHOLE | |
| 6.3 Catholic School Councils Policy (800.1) | 6.3 |
| POLICIES – PRIOR TO VETTING | |
| 6.4 Educational Field Trips Policy (400.2) | 6.4 |
| 6.5 Monthly Financial Reports Policy (600.3) | 6.5 |
| 6.6 Employment Workplace Harassment Policy (201.7) | 6.6 |
| 6.7 Employee Workplace Violence Policy (201.11) | 6.7 |
| 6.8 Occupational Health & Safety Policy (201.6) | 6.8 |
| <i><u>Information</u></i> | |
| 6.9 Policies Currently Being Vetted to March 9, 2017 | - |
| • Trustee Honorarium Policy (100.11) | |
| 6.10 Policy and Guideline Review 2016-2017 Schedule | 6.10 |
| 7. Date of Next Meeting | |
| March 28, 2017 – Start time to be determined and posted on the Board website and agenda cover sheet | |
| 8. Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
JANUARY 31, 2017**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 31, 2017, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JANUARY 31, 2017

Minutes of the Policy Committee Meeting held on Tuesday, January 31, 2017 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:00 p.m. by Policy Committee Member Trustee Sicoli for Pat Vernal, Chair of the Policy Committee.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik

2. Attendance

Moved by Trustee Burtnik

THAT the Policy Committee excuse Trustee Vernal from attending the Policy Meeting of January 31, 2017.

Committee Members	Present	Present Electronically	Absent	Excused
Pat Vernal (Committee Chair)				✓
Kathy Burtnik	✓			
Dino Sicoli	✓			

Student Trustees:

Kira Petriello

Staff:

John Crocco, Director of Education

Yolanda Baldasaro, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Lee Ann Forsyth-Sells, Superintendent of Education

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

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the January 31, 2017, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of November 22, 2016

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of November 22, 2016, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO FEBRUARY 14, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 Accessibility Standards Policy (800.8)

Yolanda Baldasaro, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Accessibility Standards Policy (800.8) following the vetting process.

Following discussion, the Policy Committee recommended the Accessibility Standards Policy be referred back to staff and brought back to the February 2017 Policy Committee Meeting.

6.2 Assessment, Evaluation, Reporting and Homework Policy (301.10)

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Assessment, Evaluation, Reporting and Homework Policy (301.10) following the vetting process.

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

POLICY STATEMENT

- Page 1 last paragraph to include “*the Kindergarten program expectations and the curricular expectations for Grades 1 to 12*”

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the February 14, 2017 Committee of the Whole Meeting to approve the revisions to the Assessment, Evaluation, Reporting and Homework Policy (301.10), as amended.

APPROVED

6.3 Student Suspension – Safe Schools Policy (302.6.4)

Superintendent Forsyth-Sells, presented feedback received from the vetting process and highlighted amendments to the Student Suspension – Safe Schools Policy (302.6.4) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the February 14, 2017 Committee of the Whole Meeting to approve the revisions to the Student Suspension – Safe Schools Policy (302.6.4), as presented.

APPROVED

6.4 Student Expulsion – Safe Schools Policy (302.6.5)

Superintendent Forsyth-Sells, presented feedback received from the vetting process and highlighted amendments to the Student Expulsion – Safe Schools Policy (302.6.5) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the February 14, 2017 Committee of the Whole Meeting to approve the revisions to the Student Expulsion – Safe Schools Policy (302.6.5), as presented.

APPROVED

6.5 Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2)

Frank Iannantuono, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Catholic Leadership; Principal & Vice-Principal Selection Policy (202.2) following the vetting process.

Following discussion, the Policy Committee recommended the Catholic Leadership; Principal & Vice-Principal Selection Policy be referred to the February 2017 Policy Committee Meeting.

POLICIES - PRIOR TO VETTING

6.6 Trustee Honorarium Policy (100.11)

John Crocco, Director of Education, presented the Trustee Honorarium Policy (100.11).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 5 – change “*annual December Board Meeting*” to “*annual Organizational Meeting of the Board*”.

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Trustee Honorarium Policy, be vetted from February 1, 2017 to March 9, 2017 with a recommended deadline for presentation to the Policy Committee in March, 2017, for consideration to the Committee of the Whole and Board in April, 2017.

INFORMATION

6.7 Policies Currently Being Vetted to February 15, 2017

- Catholic School Councils Policy (800.1)

6.8 Policy and Guideline Review 2016-2017 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2017 Schedule.

7. Date of Next Meeting

February 28, 2017 – Start time to be determined and posted on the Board website and agenda cover sheet.

8. Adjournment

The meeting adjourned at 6:48 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ACCESSIBILITY STANDARDS POLICY (800.8)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Accessibility Standards Policy (800.8), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Date: February 28, 2017



Niagara Catholic District School Board

ACCESSIBILITY STANDARDS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.8

Adopted Date: December 18, 2012

Latest Reviewed/Revised Date: February 26, 2013

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing an environment that fosters independence, dignity and respect in all of its facilities.

The Board is committed to providing services that are free of barriers and biases to our students, parents/guardians, staff and the public.

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

As a fully inclusive Board, the Accessibility Standards Policy recognizes the uniqueness and gifts of all people. This Policy acknowledges a respect for self and others by ensuring that all people have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to;

1. Information and communication;
2. Employment;
3. **Design of Public Spaces** and,
4. Student transportation.

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

References

- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- ~~[Accessibility Standards for Customer Service – Ontario Regulation 429/07](#)~~
- [Ontario Human Rights Code](#)
- [Ontario Regulation 191/11: Integrated Accessibility Standards - Ontario Regulation 191/11](#)
- [Ontarians with Disabilities Act, 2001](#)
- [Workplace Safety and Insurance Act](#)
- [Highway Traffic Act](#)
- *Niagara Catholic District School Board Policies/Procedures/Documents*
 - [Accessibility Customer Service Policy \(800.8.1\)](#)
 - [Equity and Inclusive Education Policy \(100.10\)](#)
 - [Student Transportation Policy \(500.2\)](#)
 - [Multi-Year Accessibility Plan, 2012-2017](#)



Niagara Catholic District School Board
ACCESSIBILITY STANDARDS POLICY
ADMINISTRATIVE GUIDELINES **PROCEDURES**

800 – Schools and Community Councils

Policy No. 800.8

Adopted Date: December 18, 2012

Latest Reviewed/Revised Date: February 26, 2013

ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION

PROVIDING ACCESSIBLE INFORMATION AND COMMUNICATION SERVICES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include, but are not limited to, options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

1. Responsibility

- 1.1 Supervisory Officers, Principals and Managers will ensure that all staff, volunteers and others providing services and programs on behalf of the Board have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.
- 1.2 Initial training will be completed by January 1, 2014.

2. Feedback

- 2.1 The Board will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.
- 2.2 Upon request the Board will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.

- 2.3 The Board will notify the public about the availability of accessible formats and communications supports with regard to its feedback processes.
- 2.4 The above provisions will be in place by January 1, 2014.

3. Procurement

- 3.1 The Board and all its managers and school-based administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems or planning a new initiative that is related to provision of information and communication services.
- 3.2 The above approach will be in place by January 1, 2013.

4. Provision of Information and Communications in Accessible Formats

- 4.1 Upon request, the Board will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the Board.
- 4.2 Accessible formats and communications supports will be provided in a timely manner that takes into account the person's accessibility needs and at a cost no greater than the regular cost charged to other persons.
- 4.3 The Board will determine the suitability of an accessible format or communication support and, in so doing, will consult with the person making the request.
- 4.4 The Board will notify the public, through the Board website, general publications and other relevant means, about the availability of accessible formats and communications supports.
- 4.5 The Board will ensure that the provisions of accessible formats are in place by January 1, 2014.

5. Accessible Websites

- 5.1 The Board will ensure that, as of January 1, 2014, all new websites and web content on these sites will conform with the WCAG 2.0 at Level A.
- 5.2 The Board will ensure that, as of January 1, 2021, all its internet websites and web content will conform with the WCAG 2.0 at Level AA.
- 5.3 These requirements do not include Live Captions or Pre-recorded Audio Descriptions.
- 5.4 These requirements apply to:
 - Websites and web content, including web-based applications, that the Board controls directly or controls through a contractual relationship that allows for modifications of the product.
 - Web content published on a website after January 1, 2012.
- 5.5 Where the Board determines that meeting these requirements is not practicable, such determination will include consideration of:
 - The availability of commercial software or tools or both; and
 - Significant impact on an implementation timeline that was planned or initiated before January 1, 2012.

6. Educational and Training Resources and Materials

- 6.1 The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
- 6.2 To do so, the Board will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- 6.3 If the resources cannot be procured or converted into an accessible format, the Board will arrange for the provision of comparable resources.

- 6.4 The Board will, upon notification of need, provide information on the requirements, availability and descriptions of programs in an accessible format to persons with disabilities.
- 6.5 The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.
- 6.6 The Board will ensure these services are in place as of January 1, 2013.

7. Training for Program/Classroom Staff

- 7.1 The Board will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.
- 7.2 The Board will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
- 7.3 The effective date for provision of this training is January 1, 2013.

8. School Information Centres

- 8.1 The Board will ensure that school information centres (libraries) are able to provide, procure or acquire an accessible or conversion-ready format of print resources upon request by a person with a disability.
- 8.2 The effective date of the provision in 8.1 is January 1, 2015.
- 8.3 The Board will ensure that school **information centres (libraries)** are able to provide, procure or acquire an accessible or conversion-ready format of digital or multimedia resources materials upon request by a person with a disability.
- 8.4 The effective date of the provision in 8.3 is January 1, 2020.

ACCESSIBILITY STANDARDS FOR EMPLOYMENT

ACCESSIBILITY IN EMPLOYMENT

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Career development and advancement includes providing additional responsibilities within an employee's current position and the movements of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement, this is usually based on merit or seniority or a combination of these.

Redeployment means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include, but are not limited to, options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

9. Responsibility

- 9.1 Supervisory Officers, Principals, Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board, will ensure that the provisions in this procedure are implemented.
- 9.2 Staff of the Board's Human Resources department will ensure that the provisions of this procedure are incorporated in their practices.
- 9.3 Unless otherwise stated, the provisions of this procedure will be in place by January 1, 2014.

10. Recruitment

- 10.1 The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.
- 10.2 Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.
- 10.3 When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be consulted about the necessary accommodations that take into account their accessibility needs due to disability.
- 10.4 When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

11. Supports for Employees

- 11.1 The Board will inform employees of the Board's policy of supporting employees with disabilities and procedures that provide for job accommodations.
- 11.2 The Board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

12. Accessible Formats and Communication Supports

- 12.1 Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace, and that the employee needs to perform the employee's job.

12.2 The Board, in determining the suitability of an accessible format or communication as required by 12.1, will consult with the employee.

13. Workplace Emergency Response Information

13.1 The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

13.2 If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

13.3 The Board will review individualized workplace emergency response information:

- When the employee moves to a different location in the Board;
- When the employee's overall accommodations needs or plans are reviewed, and;
- When the Board reviews its general emergency response procedures.

13.4 The Board will ensure that the requirements of this section are in place as of January 1, 2012.

14. Individual Accommodation Plans

14.1 The Board, through the Human Resources Department, will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

14.2 The Board's written process will address:

- How the employee requesting accommodation can participate in the development of the individual accommodation plan;
- The means by which the employee is assessed on an individual basis;
- 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;
- How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
- How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied;
- How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

14.3 The Board will provide individual accommodation plans that:

- Include, if requested, any information regarding accessible formats and accommodation supports provided;
- Include, if required, individualized workplace emergency response information; and
- Identify any other accommodation to be provided.

15. Return to Work Process

This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act.

- 15.1 The Board will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.
- 15.2 The return to work process will:
- Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
 - Use documented individual accommodation plans (as in 14.0) as part of the process; and
 - Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

16. Performance Management

- 16.1 In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

17. Career Development

- 17.1 Where the Board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans.

18. Redeployment

- 18.1 Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

ACCESSIBILITY STANDARDS FOR THE DESIGN OF PUBLIC SPACES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to all public areas. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to the design of public spaces.

DEFINITIONS

Amenities means items that provide conveniences or services for use by the public, examples of which include drinking fountains, benches and garbage receptacles.

Bevel means a small slope that helps an individual negotiate an elevation change.

Cross slope means the slope of a surface that is perpendicular to the direction of travel.

In-Line Ramp means a ramp that does not change directions.

Maintenance means activities that are intended to keep existing public spaces and elements in existing public spaces in good working order or to restore the spaces or elements to their original condition, examples of which include painting and minor repairs.

mm means millimeters.

Off-Street Parking Facilities includes open area parking lots and structures intended for the temporary parking of vehicles by the public, whether or not the payment of a fee is charged and includes visitor parking spaces in parking facilities.

On-Street Parking includes parking spaces located on highways, as defined in subsection 1 (1) of the *Highway Traffic Act*, that provide direct access to shops, offices and other facilities whether or not the payment of a fee is charged.

Recreational Trails means public pedestrian trails that are intended for recreational and leisure purposes.

Redeveloped means planned significant alterations to public spaces, but does not include maintenance activities.

Rest Area means, in respect of recreational trails and exterior paths of travel, a dedicated level area that is intended for public use to allow persons to stop or sit.

Running Slope means the slope of a surface that is parallel to the direction of travel.

APPLICATION

Accessible Design of Public Spaces

1. The Board will consult with the public when it constructs new or redevelops existing outdoor play spaces.
2. The Board will incorporate accessibility features as identified in the Integrated Accessibility Standards when it constructs new or redevelops existing outdoor play spaces that it intends to maintain.
3. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new or redevelops existing exterior pedestrian walkways and outdoor sidewalks, connected ramps, and connected stairs, including those at Outdoor Education Centres.
4. The Board will consult with the public when it constructs new or redevelops existing rest areas on exterior pedestrian walkways and outdoor sidewalks.
5. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new or redevelops existing parking facilities that it intends to maintain.
6. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new service counters and fixed queuing guides, and when it constructs new or redevelops existing waiting areas.
7. The Board will prepare procedures for preventative and emergency maintenance of the accessible elements in the public spaces noted above in its multi-year accessibility plan.
8. The Board will prepare procedures for dealing with temporary disruptions when accessible elements in the public spaces noted above are not in working order.

ACCESSIBILITY STANDARDS FOR SCHOOL TRANSPORTATION

PROVISION OF ACCESSIBLE STUDENT TRANSPORTATION SERVICES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The Board will **support the planning of** ~~ensure that~~ accessible school transportation services ~~are provided~~ for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school, from school to school and field trips. The plan will be developed by the Board's Special Education Services, in collaboration with the Transportation Provider, and in consultation with the student's parents/guardians and home school staff.

These Administrative ~~Guidelines~~ **Procedures** will be included as an addendum to Niagara Student Transportation Services Consortium Operator contracts and training requirements for drivers/monitors.

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Individual school transportation plan is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

Operator means the driver of the school transportation vehicle.

Transportation Provider is an entity or person who has entered into an agreement with the **Board** for the transportation of students in accordance with the Education Act.

Transportation Services means transportation that a board provides for students in accordance with the Education Act.

PROCEDURES

19. Responsibility

- 19.1 The Board will ensure that the provisions of ~~this the~~ Administrative ~~Guideline~~ **Procedures** are in place by January 1, 2014.
- 19.2 The Superintendent responsible for Special Education and staff responsible for student transportation will ensure that the provisions of ~~this the~~ Administrative ~~guideline~~ **Procedures** are implemented.

20. Individual School Transportation Plans

- 20.1 The Superintendent responsible for Special Education, or his/her designate, will, in consultation with parents/guardians and home school staff, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 20.2 Following consultation with parents/guardians and home school staff, the Superintendent responsible for Special Education, or his/her designate, will work with the Student Transportation Manager, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

21. Content of Individual School Transportation Plans (*Appendix A*)

- 21.1 An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:

- Details of the student's assistance needs with respect to transportation to and from school, from school to school and field trips;
- Provisions for the boarding, securement and debording of the student as applicable. (*Appendix B*)

22. Communication of Responsibilities re: Individual School Transportation Plans

- 22.1 The Superintendent responsible for Special Education and, where appropriate, the Student Transportation Manager, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:
- The Transportation Provider
 - The parents or guardians of the student with the disability
 - The operator (driver) of the student transportation vehicle
 - The appropriate members of the school staff (e.g., principal, teacher, educational assistant)
 - The student with the disability.



SAMPLE INDIVIDUAL STUDENT TRAVEL PLAN
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
NIAGARA STUDENT TRANSPORTATION SERVICES (NSTS) CONSORTIUM

PERSONALIZED STUDENT TRANSPORTATION ACCESSIBILITY PLAN
FOR STUDENTS WITH SPECIAL NEEDS

ID

Name: «First Name» «Last Name»

Ontario Education Number: «OEN»

Details of Student’s Assistance Needs:

Equipment check/drop down box, i.e. wheelchair, rider, etc.

Plans for individual student boarding: In accordance with Administrative ~~Guidelines~~ **Procedures**
Appendix B

Plans for individual student securement: In accordance with Administrative ~~Guidelines~~ **Procedures**
Appendix B

Plans for individual student deboarding: In accordance with Administrative ~~Guidelines~~ **Procedures**
Appendix B

Follow up: Annual Review initiated by School Board Special Education Superintendent to plan for new school year

ROLES

Transportation Provider	Operator/Driver	Parent/Guardian	School Staff	Student	School Board Staff
Ensure that all Bus Operators/ Drivers are made aware of individual student’s needs with regard to boarding, securement and deboarding, and provide appropriate training.	Ensure that the student is transported safely according to needs. Follow Consortium/Board procedures for the transportation of students with disabilities.	Advise home school staff of medical or other conditions affecting safe transportation of student and communicate any changes. Help identify tools or strategies that may help driver and/or monitor while transporting the student.	Advise NSTS and parents of relevant issues while at school during the day. Help identify tools or strategies that may help driver and/or monitor while transporting the student	Follow bus rules. Advise driver and/or monitor of any emergency health issues or concerns.	Consult with schools on students with specialized transportation needs and advise NSTS on the student’s specialized transportation requirements.

CONFIRMATION OF COMMUNICATION

School Board Responsibility:

- With School Staff Date: _____ (Staffpersonresponsible) _____
- With Parent/Guardian Date: _____ (Staffpersonresponsible) _____
- With Student Date: _____ (Staffpersonresponsible) _____
- With NSTS Date: _____ (Staffpersonresponsible) _____

Niagara Student Transportation Services Responsibility:

- With Operator/Driver Date: _____ (Staffpersonresponsible) _____



PROVISIONS FOR BOARDING, SECUREMENT AND DEBOARDING

The following notes provide a range of examples, but are not intended to be comprehensive or address all the situations school boards may need to consider in the development of individual student transportation plans.

With regard to boarding and de-boarding procedures, it will be important to clarify that a parent/guardian or family member must know that they have to be there to transfer and receive the student.

BOARDING

Loading a Wheelchair

When operating a lift to load a student with a wheelchair on highways, country roads, and city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Put the 4-way emergency flasher on in approaching the stop.
- b) Ensure vehicle is stopped in a safe position for the pick-up.
- c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- d) Check that the student is ready to be loaded onto lift.
- e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- f) Open lift doors and secure them.
- g) Deploy and lower the lift and undo the lift safety belt.
- h) Back onto lift with wheelchair and set brakes. Secure lift safety belt. If the student is using a power chair, be sure to use low gear and turn power off.
- i) Keep one hand on the wheelchair and use the other hand to operate the controls.
- j) Inform the student you are raising the wheelchair lift.
- k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- l) Raise the lift to its fullest extent (level with vehicle floor).
- m) Release brakes on wheelchair and load student into the vehicle positioning the wheelchair into a tie-down position and reapply brakes. If power chair, use low gear and turn power off.
- n) Exit the vehicle, stow the ramp and close doors.
- o) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.
- p) Secure the wheelchair with the Q-strait system

SECUREMENT

Securing Students Who Have a Wheelchair

- a) Each wheelchair must be restrained and made secure as it is loaded onto the bus.
- b) There shall not be more than one wheelchair loose or free at any time while the bus is being loaded.
- c) Position the wheelchair, centred and square to the floor anchor points so that the restraint belts will attach to the chair and floor at approximately a 45 degree angle. The smaller front pivoting wheels on the wheelchair should be pointing straight.

- d) The chair and student must always face forward in the bus.
- e) Apply the wheelchair brakes (manual) or turn off the power (power chair).
- f) Attach the front belts (narrow type) by connecting the large hook to a solid frame member of the chair and connect the opposite end (flat hook) of the belt to the floor anchor point.
- g) Pull the belt through the clamping mechanism until all the slack is removed and the belt is snugly attached to the wheelchair.
- h) The rear belt clamps will provide the final tensioning of the front belts. Attach the loose end of the belt to the Velcro patch above the clamp.
- i) Attach the rear belts by connecting the chair hook to a solid frame member, as close to the point where the wheelchair back and seat cushion meet.
- j) Attach the floor hook at the opposite end of the belt into the floor anchor point.
- k) Attach the belts only to a solid, welded frame member on the wheelchair. Do not attach the hook to the wheels. Some chairs may come equipped with bolt-on anchor points or sling-straps, which are acceptable. Do not, under any circumstances, cross belts over each other.
- l) With the buckle open, pull the loose end of the belt until snug. While holding the loose end with one hand, close the clamp lever down until it securely locks into position. Connect the loose ends of the belts to the Velcro patch to keep the excess belting off the floor.
- m) Check that all the belts are tight and the wheelchair is secure and does not have any back and forth or sideways movement.
- n) To attach the lap belts, pass the loose ends of the lap belts around the student and downward toward the rear tie-down belts through the gap between the side panels and seat cushion or the gap between the seat cushion and the back rest of the wheelchair. Connect the belt ends to the pin connectors on the rear tie-down belts.
- o) The lap belt should be positioned as low as possible over the student's pelvic area and adjusted as tightly as possible. Ensure the belt is not twisted.
- p) To attach the shoulder belt, connect the loose end of the belt to the pin connector on either the left or right side of the lap belt. The ~~shoulder~~ belt should be attached to the connector pin of the lap belt depending on which side of the bus the wheelchair is located. Use the right side pin if the wheelchair is on the left side of the bus and the left side pin if the wheelchair is on the right side of the bus. Again adjust the shoulder belt as snugly as possible, making sure the belt does not rub on the student's neck area.
- q) The shoulder belt should lie across the mid-point of the shoulder and travel upward and rearward from that point to ensure that downward force is avoided. Lap and shoulder belts should not be held away from the student's body by wheelchair components or parts such as wheelchair armrests or wheels.

DEBOARDING

Unloading a Wheelchair

When operating a lift to unload a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Ensure the vehicle is parked in a safe position for unloading
- b) Put on 4-way emergency lights.
- c) Ensure parking brake has been applied.
- d) Go to the student in the wheelchair and remove lap belt, shoulder belt, front 2 floor Q-strains, rear 2 floor Q-strains, and hang up belts.
- e) Position the wheelchair to unload and set brakes; if it is a power chair make sure the power switch is off.
- f) Check traffic and, when ready, activate overhead alternating red flashing lights. ~~(g)~~ Exit the vehicle and open lift door and secure it.
- g) Deploy the lift to floor level.
- h) Go back inside the vehicle and push the wheelchair (if power chair, turn on power and put in low gear) onto the lift. Set the brakes. For power chair, turn off the power.
- i) With one hand on the chair and the other hand on the control, lower wheelchair to ground level.
- j) Make sure the student is made aware that he/she is about to be lowered.

- k) Release brakes and undo the lift safety belt and push the wheelchair (if power chair, turn on power and set in low gear) off the lift.
- l) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- m) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- n) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- o) Return to the vehicle and turn off the overhead alternating flashing red lights.

BOARDING

Loading a Walker

When operating a lift to load a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Put the 4-way emergency flasher on in approaching the stop.
- b) Ensure vehicle is stopped in a safe position for the pick-up.
- c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- d) Check that the student is ready to be loaded onto lift.
- e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- f) Open lift doors and secure them.
- g) Deploy and lower the lift and undo the lift safety belt.
- h) Back onto lift with the walker and set brakes; secure the lift safety belt
- i) Keep one hand on the walker and use the other hand to operate the controls.
- j) Inform the student you are raising the lift.
- k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- l) Raise the lift to its fullest extent (level with vehicle floor).
- m) Release the brakes on the walker and load student into the vehicle and into assigned seat.
- n) Secure walker to the wall of the vehicle
- o) Exit the vehicle and stow the ramp and close doors.
- p) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.

DEBOARDING

Unloading a Walker

When operating a lift to unload a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Ensure the vehicle is parked in a safe position for unloading
- b) Put on 4-way emergency lights.
- c) Ensure parking brake has been applied.
- d) Position the walker to unload on the lift and set brakes.
- e) Check traffic and, when ready, activate overhead alternating red flashing lights.
- f) Exit the vehicle and open lift door and secure it.
- g) Deploy the lift to floor level.
- h) Go back inside the vehicle and help the student with the walker onto the lift. Set the brakes.
- i) With one hand on the walker and the other hand on the control, lower the walker to ground level. Make sure the student is made aware that he/she is about to be lowered.
- j) Release brakes and assist the student with the walker off the lift.
- k) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- l) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.

- m) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- n) Return to the vehicle and turn off the overhead alternating flashing red lights.

Note: In any instance where a student is required to wear a seatbelt or similar security device it will be the responsibility of the parent/guardian to secure/detach the device at the point of departure or arrival at the home stop and it will be the responsibility of the receiving school staff to secure/detach the device at the point of arrival at or departure from the school.

**FOR STUDENTS WHO HAVE A DISABILITY AND ARE AMBULATORY
(Examples might be students who have vision or communication disabilities, or have autism)**

Do not use the loading ramp unless authorized.

- a) Communicate with the student. Ask what help ~~the student~~ ~~he/she~~ needs. Allow time for response.
- b) Let the student set the pace. If the student is unable to respond, indicate clearly what you are going to do and what you expect the student to do.
- c) Follow behind the student while ~~the student~~ ~~he/she~~ is going up the steps; support the student while ~~the student~~ ~~he/she~~ steps up.

FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE ASTHMA

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE DIABETES

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE EPILEPSY

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO REQUIRE EPIPENS

Students board and deboard unassisted and are seated unsecured unless otherwise specified in the student's individual student transportation plan.

STUDENTS WHO HAVE SERVICE ANIMALS

Where a student with a disability is accompanied by a service animal, the requirement for the service animal, including the type of service animal, will be specified in the student's individual student transportation plan.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
CATHOLIC LEADERSHIP; PRINCIPAL & VICE-PRINCIPAL
SELECTION POLICY (202.2)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: February 28, 2017



Niagara Catholic District School Board
**CATHOLIC LEADERSHIP: PRINCIPAL AND
VICE-PRINCIPAL SELECTION POLICY**
STATEMENT OF POLICY

200 – Human Resources

Policy No 202.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 28, 2012

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of Principal and Vice-Principal with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision.

Individuals aspiring to Catholic leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals appointed to positions of responsibility as Principals and Vice-Principals possess all of the qualifications, experience and necessary skills to perform this role.

Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will review and seek input from the Board of Trustees on the ~~selection process~~, skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.

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

References

- [*Bill 177, Student Achievement and School Board Governance Act, 2009*](#)
- [*Education Act and Regulations*](#)
- [*Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment*](#)
- [*Ontario Leadership Strategy*](#)
- [*Policy/Program Memorandum \(PPM\) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010*](#)
- [*Reach Every Student: Energizing Ontario Education, 2008*](#)



Niagara Catholic District School Board
**CATHOLIC LEADERSHIP: PRINCIPAL AND
VICE-PRINCIPAL SELECTION POLICY**
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 202.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 28, 2012

PREAMBLE

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the position of Catholic Leadership, i.e. Principal and Vice-Principal, while providing a clear set of procedures to be followed from application to appointment.

ROLE OF THE PRINCIPAL/VICE-PRINCIPAL

Catholic Principals and Vice-Principals are the central figures within the leadership of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

The Principal is key to a quality Catholic school. The quality of a Principal's leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. The principal's leadership is a blend of educational skill, management skill and relationship-building, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and dedication to the mission and vision of Catholic education, and a willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community.

Personal faith commitment is a fundamental criterion for leadership in Catholic education. This commitment will be evident in the candidate's involvement within their community and/or parish.

The Principal and Vice-Principal in the Catholic system demands a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the selection process, evidence of strength in the following areas will be sought.

The Vice-Principal supports the Principal in the leadership of the school community.

LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

Qualifications required prior to assuming the position at the Time of Application—Effective September 1st, 2011*

SELECTION OF PRINCIPALS

1. Religious Education Qualifications
Part III Specialist of the OECTA/OCSTA Religion course **or equivalent course**
or
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
or
Part II of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's Principal and an appropriate Superintendent of Education.
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful **participation** completion in the Board's **Administrative Internship- Leadership** Program or an equivalent leadership program.

SELECTION OF VICE-PRINCIPALS

1. Part II of the OECTA/OCSTA Religion course **or equivalent course**
or
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
or
Part I of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Course will be required prior to assuming the position.
4. Vice-Principal candidates are required to have a minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
5. A positive recommendation from candidate's principal and an appropriate Superintendent of Education.
6. A participating member of a Catholic community as attested by a parish priest.

7. Successful ~~participation in completion~~ of the Leadership Identification Program or an equivalent leadership program.

EFFECTIVE SEPTEMBER 1st, 2014

- ~~1. Those currently in the position of Vice Principal and/or in the Principal and Vice Principal Administrative Pools with the Niagara Catholic District School Board will be grandfathered in the application and assignment process only and will be required to obtain the necessary qualifications as per revised Administrative Procedures, within 2 years (no later than September 2013).~~
2. The Administrative pools will run from the time of entry to the end of the school year in which it expires.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS

1. A completed application form.
2. A written pastoral reference (within the current school year).
3. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
4. The names addresses and telephone numbers of five references from the applicant's current or previous work environment.
5. A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
6. Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
7. A current copy of the candidate's Ontario Certificate of Qualification (O.C.T.).
8. A copy of the applicant's most recent Performance Appraisal.
9. A copy of the applicant's Annual Growth Plan.

ADVERTISING AND APPLICATIONS

1. Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

SELECTION PROCESS

The following process will establish a pool of potential Principals and Vice-Principals for each of the Elementary and Secondary School Panels:

1. Applications will be invited from qualified candidates for the positions of Principal and Vice-Principal as required.

2. The Superintendent of Human Resources, in consultation with Senior Administrative Council, shall review all applications to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. The **Niagara** Catholic Leadership Identification Process (**C.L.I.P.**) will be used in the selection of potential school leaders and in the creation of a "pool" from which appointments shall be made.
5. Vice-Principal applicants invited to proceed in the selection process will participate in a Skills Assessment Program prior to the interview.
6. Applicants who have not previously participated in a Skills Assessment Program may be required to do so prior to the interview.
7. The Interview Committee(s) shall consist of the following:
 - i. A maximum of two Superintendents of Education
 - ii. Chair of the Committee: Superintendent of Human Resources
 - iii. Two Principals
 - iv. One Vice-Principal

Members of the Interview Committee shall be present for all interviews.

Members of the Interview Committee will be provided with copies of the applicants' resumes and applications.

8. The scoring system for the selection process will be as follows:
 - i. Principal:
 - 70% Track record
 - 30 % Interview
 - ii. Vice-Principal:
 - 70% Track Record and Skills Assessment
 - 30 % Interview

Track Record will is defined as qualifications, experience, professional growth and the supervisor's recommendations based on site visit(s).

- ~~● **Principal Site Visit:**~~
- ~~● **(as part of Track Record) Tangible evidence of Leadership Framework Criteria, and Annual Growth Plan**~~

9. Senior Administrative Council will review the results of the Interview Process, Skills Assessment and Track Record information in the formulation of a recommendation to be submitted to the Director of Education. After consideration, the Director of Education will determine the final report and inform the Board of placement in the Principal and/or Vice-Principal Pool.
10. The Superintendent of Human Resources who is the chairperson for the process shall co-ordinate the debriefing of each candidate upon request.

CONFLICT OF INTEREST

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

FORMATION OF POTENTIAL PRINCIPAL AND VICE-PRINCIPAL POOLS

Assignments to the Principal or Vice-Principal Pool will be for up to two years renewable for a second two year term at the recommendation of the Director of Education who will inform the Board.

APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS

1. Appointments as Principal or Vice-Principal will be made by the Director of Education. Assignments as Principal or Vice-Principal will be made by the Director of Education with consideration of the Principal Profile as submitted by the Catholic School Council and will inform the local Trustee(s). Appointments and assignments will be reported to the Board.
2. Initial appointments to the position of Principal and Vice-Principal shall be for up to a **one (1)** ~~two (2)~~ year probationary term. Subsequent to a successful Performance Appraisal at the conclusion of this term, he/she may be confirmed in that role.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
CATHOLIC SCHOOL COUNCILS POLICY (800.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic School Councils Policy (800.1), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: February 28, 2017



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Catholic School Councils support the Mission of Catholic Education and the Mission, **Vision and Values** of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

~~Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, the Bishop of St. Catharines, parish priests, staff, students, parents/guardians, and members of the community. The Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan support parent/guardian engagement in the Niagara Catholic District School Board.~~

A Catholic School Council will be established **and maintained** in each elementary and secondary school in the Board to encourage the active participation of **its members** ~~parents/guardians in Catholic Education~~, to improve student achievement **and the well-being** of all students **in their school community**, and to enhance the accountability of the education system ~~to all parents/guardians in the Board~~.

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

References

- [*Education Act \(O.Reg. 612/00 Section 1.1\)*](#)
- [*Ministry of Education - School Councils, A Guide for Members*](#)
- [*Ontario Association of Parents in Catholic Education \(OAPCE\) By-Law and Constitution*](#)
- [*Ontario Regulation 330/10 School Councils and Parent Involvement Committees*](#)
- [*Niagara Catholic District School Board Policies/Procedures/Documents*](#)
 - [*Board By-Laws \(100.1\)*](#)
 - [*Code of Conduct Policy \(302.6.2\)*](#)
 - [*Complaint Resolution Policy \(800.3\)*](#)
 - [*Playground Equipment Policy \(702.1\)*](#)
 - [*Niagara Catholic Parent Involvement Committee Policy \(800.7\)*](#)
 - [*Niagara Catholic Parent Involvement Committee By-Laws*](#)
 - [*School Generated Funds Policy \(301.6\)*](#)
 - [*Trustee Expenses and Reimbursement Policy \(100.13\)*](#)



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS POLICY

ADMINISTRATIVE GUIDELINES ~~PROCEDURES~~

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2013

1. PURPOSE OF THE CATHOLIC SCHOOL COUNCIL

~~1.1~~ 1. The purpose of the Catholic School Council ~~as an advisory body, through the active participation of parents/guardians~~ **its members is:**

- **to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,**
- **to advance student achievement and well-being for all students in their school community, and**
- **to enhance the accountability of the education system to parents/guardians.**

~~1.2~~

- ~~• to advocate and strengthen Catholic Education~~
- ~~• to improve student achievement and the well-being of students~~
- ~~• to enhance the accountability of the education system to parents/guardians~~
- ~~• to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.~~

2. In accordance with the Regulations, A Catholic School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and/or the Board.

3. The Catholic School Council may provide Recommendations made to the Board and/or Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

~~And shall consult with parents/guardians about matters being considered by the Catholic School Council. Recommendations provided to the Board and/or Principal will represent the general views of the school community and the best interests of all students in the school. The Board and/or Principal shall consider each recommendation and shall advise the Catholic School Council of the action taken in response to the recommendation.~~

~~1.3~~ The Catholic School Council shall have an understanding of current Board policies and the By-Laws of the Catholic School Council to allow members to make meaningful contributions.

~~1.4~~ The Board will retain all the powers and duties as specified in the Education Act and its related Regulations.

~~1.5 Each Catholic School Council will bear the name “(School Name) Catholic School Council”.~~

MANDATE OF THE CATHOLIC SCHOOL COUNCIL

Each Catholic School Council in schools of the Niagara Catholic District School Board will bear the name “(School Name) Catholic School Council”.

~~2. The Catholic School Council through active participation is:~~

- ~~• to advocate and strengthen Catholic Education~~
- ~~• to improve student achievement and the well-being of students~~
- ~~• to enhance the accountability of the education system to parents/guardians~~
- ~~• to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.~~

2. CONSULTATION

~~Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and guidelines with respect to:~~

- ~~• the student achievement of all students~~
- ~~• the accountability of the education system to parents/guardians~~
- ~~• the code of conduct (provincial and local)~~
- ~~• the appropriate dress code for students (provincial and local)~~
- ~~• the allocation of funding to the Catholic School Council~~
- ~~• the fundraising activities by Catholic School Council members~~
- ~~• the resolution of internal Catholic School Council disputes~~
- ~~• the reimbursement of expenses of the Catholic School Council~~
- ~~• the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians~~
- ~~• the criteria and process for selection and placement of Principals and Vice Principals~~
- ~~• any new educational initiatives at the Board and school levels~~
- ~~• the development of a plan for providing co-instructional activities~~

~~2.1 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:~~

- ~~• the Catholic character of the school and/or the system~~
- ~~• the preparation of the school year calendar~~
- ~~• the development, implementation and review of all Board policies at the local level~~
- ~~• the involvement with the Parish and liturgical celebrations and sacraments~~
- ~~• Board and/or school policies regarding field trips for students~~
- ~~• school budget priorities~~
- ~~• the community use of school facilities~~
- ~~• fundraising activities~~
- ~~• participation in the Niagara Catholic Parent Involvement Committee (NCPIC)~~
- ~~• information and training sessions: curriculum, program goals and priorities~~
- ~~• the school mission statement, and~~
- ~~• other issues deemed appropriate by the Board~~

3. COMPOSITION

The composition of the Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school and include the following:

- The number of parent/guardian members as specified in the Catholic School Council By-Laws or the number the Board determines appropriate.
- The Principal of the school.
- One (1) teacher who is employed at the school.
- One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
- In the case of a school with one or more secondary school grades,
 - one student enrolled in the school who is appointed by the student council, if the school has a student council, or
 - one student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
- In the case of a school with no secondary school grades, one student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the council, that the council should include a student.
- Community representative(s) appointed by the Catholic School Council who is not an employee of the school or as specified in the By-Laws of the council.
- One (1) person to represent the Ontario Association of Parents in Catholic Education (OAPCE).

~~3.1 Parents/guardians who support the Mission, Vision and Values of the Niagara Catholic District School Board shall form the majority of the Catholic School Council as specified in the By-Laws of the Catholic School Council. A parent/guardian, in respect of a Catholic School Council is a parent/guardian of a student who is enrolled in the school and includes a parent/guardian as defined in section 1 of the Education Act. In the case of a Catholic School Council in a school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.~~

~~3.2 A person is not qualified to be a parent/guardian member of the Catholic School Council if,~~

- ~~• he/she is employed at the school; or~~
- ~~• he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment~~

~~3.3 The Catholic School Council may choose to include other members as deemed appropriate to reflect the community of the school.~~

~~3.4 The Catholic School Council may appoint two (2) or more Community representatives as specified in the By-Laws of the Catholic School Council.~~

~~3.5 In accordance with the Catholic School Council By-Laws, one (1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board will be elected as required for a term not to exceed two (2) years by the Catholic School Council, as the OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.~~

The Catholic School Council may appoint/elect one (1) or more of the following individuals subject to the By-Laws of the Catholic School Council

- ~~3.6~~ A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- ~~3.7~~ ~~One (1) secondary student representative enrolled in a Catholic secondary school, who is appointed by the student council, or in an elementary school one (1) student enrolled in the school, who is appointed by the Principal, after consulting with the Catholic School Council.~~
- ~~3.8~~ ~~The Principal and/or Vice Principal of the school.~~
- ~~3.9~~ ~~One (1) teacher who is employed at the school elected by teachers.~~
- ~~3.10~~ ~~One (1) non-teaching staff member who is employed at the school elected by non-teaching staff.~~
- ~~3.11~~ ~~Where appropriate, One (1) parent/guardian representative of a special needs child within the school may be appointed as a special needs advocate.~~ **to advocate for students with special needs.**

MEMBERSHIP

PARENT/GUARDIAN MEMBERS

1. To be eligible for election/appointment to the Catholic School Council a person must:
 - be a parent/guardian of a student enrolled in the school,
 - reside within the Board's jurisdiction, and
 - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Catholic School Council and shall at the first meeting notify the members of employment with the Board prior to the election.
3. A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.

COMMUNITY REPRESENTATIVES

To be eligible to be appointed as a community representative on a Catholic School Council, the community representative(s) must:

- i. provide a letter of reference from a community organization to the Principal of the school to support the nomination,
- ii. reside within the Board's jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board,
- iii. support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.

4. ELECTIONS AND TERM OF OFFICE

- ~~4.~~ Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of the Catholic School Council in consultation with the Principal of the school.
- ~~4.~~ ~~The Principal shall at least fourteen (14) days before the date of the election give written notice of the date, time, and location and availability of election forms to every~~

~~parent/guardian who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/guardians and by posting the notice in the school that is accessible to parents/guardians.~~

~~4.3 Self-nominations are acceptable.~~

~~-~~

~~4.4 The elections must be organized by the school Principal and any retiring Catholic School Council members, if applicable, in a way that will ensure that all parents/guardians and staff have the opportunity to vote for their representatives. The election of parent/guardian members shall be by secret ballot.~~

~~-~~

~~4.5 Principals, with the assistance of the Catholic School Council election committee, are to review and finalize nominations, confirm names on ballots, run the election, and communicate the results.~~

~~-~~

~~4.6 The term of office for elected positions will be a one (1) year term, in order to encourage increased parent/guardian involvement and leadership. It is recommended that every Catholic School Council will include a statement in their By Laws such as “that a term for elected officer positions of the Catholic School Council will not exceed two consecutive years”.~~

~~-~~

~~4.7 Students, staff and non-teaching staff will usually be appointed for a one (1) year term.~~

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~~4.8 A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the By Laws of the Catholic School Council.~~

~~4.9 Names, and addresses, and contact information of the Chair and/or Co-Chair(s) of the Catholic School Council shall be forwarded to the Director of Education within thirty (30) days of the election.~~

~~-~~

~~4.10 Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) days following the election.~~

~~4.11 For election purposes, each Catholic School Council may determine the maximum number of parent/guardian members to be elected as stated in the By Laws of the Catholic School Council.~~

~~4.12 Members of the Catholic School Council will not receive an honorarium or payment for general expenses.~~

5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

~~The role of a Catholic School Council member carries with it certain responsibilities. The Catholic School Council may define the roles and responsibilities of its members in its own operating By Laws in addition to the following responsibilities:~~

~~-~~

~~5.1 Catholic School Council Chair and/or Co-Chair(s) (voting members) shall:~~

- ~~• Call Catholic School Council Meetings in consultation with the Principal.~~
- ~~• Cooperatively plan the agenda with the Principal.~~
- ~~• Chair the meetings.~~
- ~~• Ensure the minutes of the meetings are recorded, maintained, and posted on the school website.~~

- ~~• Participate as ex-officio members of all committees established by the Catholic School Council.~~
 - ~~• Ensure that any views presented in the capacity of Chair and/or Co-Chair(s) represent the position of the Catholic School Council.~~
- 5.2 ~~Parent/Guardian Representatives (voting members) shall:~~
- ~~• Attend and participate in Catholic School Council meetings.~~
 - ~~• Solicit views of other parents/guardians and members of the community to share with the Catholic School Council.~~
 - ~~• Participate in information and training sessions.~~
 - ~~• Respond to requests from the Board.~~
 - ~~• Observe the Catholic School Council's Code of Ethics and established By Laws.~~
 - ~~• Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.~~
 - ~~• Promote the best interests of the Catholic school community.~~
- 5.3 ~~Community Representative(s) (voting members) shall:~~
- ~~• Attend and participate in Catholic School Council meetings.~~
 - ~~• Solicit views of other parents/guardians and members of the community to share with the Catholic School Council.~~
 - ~~• Participate in information and training sessions.~~
 - ~~• Respond to requests from the Board.~~
 - ~~• Observe the Catholic School Council's Code of Ethics and established By Laws.~~
 - ~~• Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.~~
 - ~~• Promote the best interests of the Catholic school community.~~
 - ~~• Vote on matters of the Catholic School Council only.~~
- 5.4 ~~School Principal (non-voting member) shall:~~
- ~~• Facilitate the operation of the Catholic School Council.~~
 - ~~• Attend every meeting of the Catholic School Council, or direct a designate.~~
 - ~~• Support and promote the Catholic School Council.~~
 - ~~• Seek input from the Catholic School Council.~~
 - ~~• Act as a resource on laws, regulations, Board policies and collective agreements.~~
 - ~~• Communicate with the Chair and/or Co-Chair(s) of the Catholic School Council as required.~~
 - ~~• Act as the secretary/treasurer of the Catholic School Council.~~
 - ~~• Prepare and present a Principal's Report at each Catholic School Council meeting including a financial statement of the Catholic School Council.~~
 - ~~• Ensure that copies of the minutes of the meetings are kept at the school and posted on the school website.~~
 - ~~• Assist the Catholic School Council in encouraging participation of all groups within the school community.~~
 - ~~• Cooperatively plan the agenda with the Catholic School Council Chair and/or Co-Chair(s) and forward to all Catholic School Council members a minimum of three (3) calendar days before the meeting date.~~
 - ~~• Maintain a full and accurate account of the proceedings and transactions of each Catholic School Council meeting.~~
- 5.5 ~~School Staff, Student, Special Needs, and Parish Priest Representatives (non-voting members) shall:~~
- ~~• Contribute to the discussions of the Catholic School Council.~~
 - ~~• Solicit views and report where applicable at each Catholic School Council meeting.~~
 - ~~• Communicate information back to their representative groups.~~

6. MEETING PROCEDURES

- ~~6.1 Meetings will open and close with a prayer.~~
- ~~6.2 The Catholic School Council shall meet a minimum of four (4) times during the school year.~~
- ~~6.3 Meetings will commence on time and not last more than two (2) hours, unless the Catholic School Council agrees to a longer meeting as determined by the By-Laws.~~
- ~~6.4 All meetings of the Catholic School Council shall be held at the school and are open to members of the school community.~~
- ~~6.5 Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.~~
- ~~6.6 Substitutes or proxies are not permitted.~~
- ~~6.7 The agenda for Catholic School Council meetings shall be distributed to all members a minimum of three days in advance of the meeting.~~
- ~~6.8 The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council, to every parent/guardian of a student who, on the date the notice is given is enrolled in the school.~~
- ~~6.9 At the first meeting of the new school year, the parent/guardian members of the Catholic School Council shall elect a parent/guardian to serve as Chair and/or Co-Chair(s).~~
- ~~6.10 Minutes of the meetings are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.~~
- ~~6.11 The Catholic School Council may establish committees to carry out specific functions and will seek widespread participation in these activities. Every committee of the Catholic School Council must include at least one (1) parent/guardian member.~~
- ~~6.12 The Catholic School Council shall use consensus, where possible as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.~~
- ~~6.13 The Catholic School Council, in consultation with the Principal of the school, shall inform the general school and parent/guardian communities of its activities, through the school website and school newsletters.~~

7. VACANCIES

A vacancy in the membership of the Catholic School Council does not prevent the council from exercising its authority.

1. Vacancies on the Catholic School Council may occur when:
- a parent/guardian member has reached the end of a year term
 - a member resigns
 - a member is unable to fulfill his/her duties

~~7.1 The By Laws of the Catholic School Council shall include the expectation that members attend Catholic School Council meetings regularly, and will include provisions for the Chair and/or Co-Chair(s) to determine the intent of members to continue serving on the Catholic School Council if absenteeism occurs on a regular basis.~~

~~7.2 There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.~~

~~7.3 If a vacancy of a parent/guardian member occurs, and only if this vacancy changes the simple majority of parents/guardians, notification will be given to all families and interested parents/guardians will be asked to submit their names to the Principal by a designated date. The Catholic School Council will hold an election in accordance with the By Laws of the Catholic School Council.~~

~~7.4 Where a Catholic School Council member submits a letter of resignation or is absent from three (3) consecutive Catholic School Council meetings, the Catholic School Council may appoint a replacement to serve until the next election as per the Catholic School Council By Laws (Member Absences and Attendance at Meetings).~~

~~7.5 If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.~~

~~7.6 If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.~~

~~7.7 Individuals filling a vacated position shall hold the position until the term for that position expires.~~

~~7.8 A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.~~

TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.

OFFICERS

Chair/Co-Chairs

A Catholic School Council shall have a Chair or, if the By-Laws of the council so provide two (2) Co-Chairs. An employee of the Board cannot serve as the Chair/Co-Chair of a Catholic School Council.

Sub-Committees

A Catholic School Council may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Catholic School Council as provided in the By-Laws of the Catholic School Council.

MEETINGS

A Catholic School Council shall meet ~~between September to June~~ at least four (4) times in each school year ~~between September to June~~. ~~Special meetings may also be called by the school Principal or by three (3) parent/guardian members by written request to the school Principal.~~ All meetings will be held at the school that has established the Catholic School Council and shall be open to the public.

VOTING

When a Catholic School Council votes on a matter, each member of the council other than the school Principal is entitled to vote.

8. CODE OF ETHICS

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~~Catholic School Councils shall establish a code of ethics that outlines expectations of its members and guides their behaviour. The code of ethics shall address such matters as:~~

- ~~• roles and responsibilities of Catholic School Council members,~~
- ~~• conflict of interest and the management of conflict,~~
- ~~• manner in which members are expected to act, and~~
- ~~• the establishment of a process for resolving internal conflict disputes in accordance with Board policy.~~

9. ESTABLISHING BY-LAWS

9.1 ~~Every~~ Catholic School Councils ~~must~~ shall develop By-Laws (Appendix A) within the first sixty (60) days of the school year ~~governing the conduct of the Catholic School Council's affairs.~~ to address at a minimum the following areas:

- ~~• Election procedures~~
- ~~• Filling vacancies~~
- ~~• Conflict of interest~~
- ~~• Conflict resolution procedures as per Board Policy No. 800.3~~

- ~~• 9.2 By Laws governing other areas of operation may also be developed but must be in accordance with any applicable Board policies and Ontario Regulation 612/00.~~

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~~9.3 By Laws are to be reviewed annually by the Catholic School Council.~~

~~9.4 Catholic School Councils are encouraged to make additions to the Catholic School Council By Laws Template (Appendix A) to reflect the needs of their individual school.~~

AGENDA/MINUTES AND FINANCIAL RECORDS

Agenda

Every effort will be made to distribute the agenda to members of a Catholic School Council at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the school website (Appendix B-Agenda).

Delegations

Individuals may approach the Chair/Co-Chair(s) of a Catholic School Council or the school Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s) in consultation with the school Principal may approve or reject such requests.

Minutes and Financial Records

1. A Catholic School Council shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board (Appendix C-Meeting Minutes).
2. The approved minutes of the Catholic School Council shall be posted on the website of each the school and remain on the site for four (4) years.
3. A Catholic School Council's meeting minutes and records of its financial transactions shall be available for examination at the school by any person without charge for four (4) years.

INCORPORATION

A Catholic School Council shall not be incorporated.

CONSULTATION BY THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and ~~guidelines~~ **procedures** with respect to:

- the student achievement **and well-being** of all students
- the accountability of the education system to parents/guardians
- the code of conduct (~~provincial and local~~)
- the appropriate dress code for students (~~provincial and local~~)
- the allocation of funding to the Catholic School Council
- the fundraising activities by Catholic School Council members
- the resolution of internal Catholic School Council disputes
- the reimbursement of expenses of the Catholic School Council
- the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians
- the criteria and process for selection and placement of Principals and Vice-Principals
- any new educational initiatives at the Board and school levels
- the development of a plan for providing co-instructional activities

- 9.1 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:
- the Catholic character of the school and/or the system
 - the preparation of the school year calendar
 - the development, implementation and review of all Board policies at the local level
 - the involvement with the Parish and liturgical celebrations and sacraments
 - Board and/or school policies regarding field trips for students
 - school budget priorities
 - the community use of school facilities
 - fundraising activities
 - participation in the Niagara Catholic Parent Involvement Committee (NCPIC)
 - information and training sessions: curriculum , program goals and priorities
 - the school mission statement, and
 - other issues deemed appropriate by the Board

CONSULTATION WITH PARENTS

The Catholic School Council shall consult with parents/guardians of students enrolled in the school about matters under consideration by the Catholic School Council.

10. DELEGATIONS

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- 10.1 ~~Individuals may approach the Chair and/or Co Chair(s) or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair and/or Co Chair(s) in consultation with the Principal may approve or deny such requests.~~
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- 10.2 ~~Delegations will be limited to ten (10) minutes.~~
-
- 10.3 ~~Following a presentation, the Catholic School Council will decide, whether to amend the agenda at that point, refer it to a future meeting, or take no action.~~

11. RESOLUTION OF CONFLICTS RESOLUTION

All members of the Catholic School Council are required to be in compliance with the Board's Complaint Resolution Policy No. 800.3 and the Catholic School Council By-Laws.

~~If, the Principal, after discussion with the Catholic School Council Chair and/or Co Chair(s), determines that the Catholic School Council or any of its members have contravened Regulation 612/00 or Board Policy 800.1, the Principal or Chair and/or Co Chair(s) will discuss the matter with the Family of Schools' Superintendent of Education. Please see the Complaint Resolution Policy No. 800.3.~~

CODE OF CONDUCT

All members of the Catholic School Council are required to be in full compliance with the Board's Code of Conduct Policy No. 302.6.2 and the Catholic School Council By-Laws.

12. FUNDRAISING

- ~~12.1~~ Fundraising activities may be conducted ~~as long as they are~~ in accordance with Board policies and **procedures** ~~guidelines~~. Funds raised are to be used for a purpose approved by the Board and/or Principal.
- ~~12.2~~ Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- ~~12.3~~ ~~All fundraising activities conducted by the Catholic School Council must be included in the annual report prepared by the Catholic School Council.~~

13. ANNUAL REPORT

- ~~13.1~~ ~~The~~ **Every** Catholic School Council shall **annually** submit a ~~n annual~~ written report of ~~n~~ its activities/**fundraising** to the Principal of the school and to the Board. **(Appendix A D)** ~~Please see the~~ *Catholic School Council Annual Report*.
- ~~13.2~~ The Principal shall **on behalf of the Catholic School Council** provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery or by posting the report in the school that is accessible to parents/guardians, or on the school website.

REMUNERATION

A person shall not receive any remuneration for serving as a member or officer of a Catholic School Council.



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.

Niagara Catholic District School Board

(Insert School Name)

Catholic School Council

By-Laws

Revised: _____



Catholic School Council

TERMS OF REFERENCE

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Catholic School Councils support the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, the Bishop of St. Catharines, parish priests, staff, students, parents/guardians, and members of the community.

A Catholic School Council will be established in each elementary and secondary school in the Board to encourage the active participation of **its members** ~~parents/guardians in Catholic Education~~ to improve student achievement and the well-being of all students **in their school community**, and to enhance the accountability of the education system ~~to all parents/guardians in the Board~~.

Name of School
Catholic School Council

BY-LAWS

The **Name of School** Catholic School Council will develop By-Laws within the first sixty (60) days of the school year governing the conduct of the **Catholic School Council**'s affairs:

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair/Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- establishing rules respecting conflicts of interest of the members of the Catholic School Council, and
- establishing a process for conflict resolution for internal Catholic School Council disputes, consistent with the Board Complaint Resolution Policy No. 800.3.

PURPOSE

The purpose of the **Name of School** Catholic School Council through the active participation of **its members** is:

- to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,
- advance student achievement and well-being for all students in their **school community**, ~~Niagara Catholic District School Board~~ and
- to enhance the accountability of the education system to parents/guardians.

The **Name of School** Catholic School Council will achieve its purpose by making recommendations in accordance with the Regulation to the Principal of the school and the Board.

- Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful

of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

MANDATE OF THE CATHOLIC SCHOOL COUNCIL

The **Name of School** Catholic School Council through the active participation of **its members** ~~parents/guardians~~ is:

- to advocate and strengthen Catholic Education
- to improve student achievement and the well-being of students
- to enhance the accountability of the education system to parents/guardians
- to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

COMPOSITION

The composition of the **Name of School** Catholic School Council will **ensure that parent/guardian members constitute a majority of the members and** reflect the diversity of the school community and will include the following:

- **Insert Number of** parent/guardian members.
- The Principal of the school.
- One (1) teacher who is employed at the school.
- One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
- In the case of a school with one or more secondary school grades,
 - one student enrolled in the school who is appointed by the student council, if the school has a student council, or
 - one student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
- In the case of a school with no secondary school grades, one student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the **Catholic School Council**, that the **Catholic School Council** should include a student.
- **Insert Number of** community representative(s) appointed by the Catholic School Council who is not an employee of the school.
- One (1) person to represent the Ontario Association of Parents in Catholic Education (OAPCE).
- A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- One (1) parent/guardian representative of a special needs child within the school to advocate for students with special needs.

PARENT/GUARDIAN MEMBERSHIP

Nomination forms will be available at the school each September prior to the election of Catholic School Council members. Interested parties are to complete a nomination form and submit the completed form by 4:00 p.m. EST. on the designated date to the school Principal. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. To be eligible for election/appointment to the **Name of School** Catholic School Council a person must:
 - be a parent/guardian of a student enrolled in **Name of School**,
 - reside within the Board's jurisdiction, and
 - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the **Name of School** Catholic School Council and shall at the first meeting inform the **Catholic School Council** of their employment with the Board.
3. **A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.**

COMMUNITY REPRESENTATIVES

Nomination Forms will be available at the school each September prior to the elections. Interested parties are to submit a complete Community Representative Nomination form, and provide a letter of reference from a community organization to support the nomination to the Principal of the school by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. A person is not qualified to be nominated or appointed to the **Name of School** Catholic School Council as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
2. A person is **who is employed by the Board** ~~not qualified to~~ **cannot** be nominated or appointed to the **Name of School** Catholic School Council as a community representative unless: ~~the person is employed by the Board.~~

- he or she is not employed at the school; and
- the other members of the Catholic School Council are informed of the person's employment with the Board before the appointment.

A person nominated/appointed to the **Name of School** Catholic School Council as a community representative will be required to:

- act in the best interest of Catholic Education;
- **support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board;**
- carry out responsibilities in a manner that assists the school in fulfilling its duties under the Education Act, the Regulations and the guidelines issued under the Act, and the Catholic School Council Policy No. 800.1 and **Name of School** Catholic School Council By-Laws;
- attend and participate in meetings of the **Name of School** Catholic School Council, including sub-committee meetings of which they are members; and
- promote student achievement and well-being of all students in the **school** ~~Niagara Catholic District School Board.~~

ELECTIONS

Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of **Name of School** Catholic School Council in consultation with the Principal of the school.

The Principal shall at least fourteen (14) days before the date of the election of parent/guardian members give written notice of the date, time, and location and availability of nomination forms to every parent/guardian who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/guardians and by posting the notice in the school that is accessible to parents/guardians, **and posting on the school website.**

If an election is to be held, notification will be given to all candidates as to the date/time of the election.

- Elections will be organized by the Principal and any outgoing **Catholic School Council** members to: review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- Nominees must be in attendance and will be invited to make a brief two (2) minute presentation to parents/guardians.
- The election of parent members shall be by secret ballot.

- Names and addresses, and contact information of the Chair/Co-Chair(s) and OAPCE representative of the **Name of School** Catholic School Council shall be forwarded to the Director of Education/**Designate** within thirty (30) calendar days of the election.
- Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.

TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year (renewable).

OFFICERS

The **Name of School** Catholic School Council shall elect Chair/Co-Chair(s) from the parent/guardian members to chair the **Catholic School Council** ~~for a term of two (2) years at the first general meeting of the council in the school year when there is a vacancy.~~

- An employee of the Board cannot serve as the Chair/Co-Chair(s) of the council.

Chair/Co-Chair(s)

~~The Chair will serve for a two (2) year term and may not serve more than two (2) consecutive terms (four (4) years) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).~~

Election of Chair/Co-Chair(s)

The election of the Chair/Co-Chair shall be by nomination and vote by secret ballot. The candidates receiving a clear majority of votes cast by all parent/guardian members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of vote result in a tie, in which one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

Sub-Committees

The **Name of School** Catholic School Council may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the **Catholic School Council** and to make recommendations on these matters to the **Catholic School Council**. Members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.

Subcommittees shall include, but are not limited to: Faith Formation, Goals, Policy and PRO Grant.

A subcommittee of the **Name of School** Catholic School Council:

- must have at least one (1) parent/guardian member of the **Name of School** Catholic School Council.
- may include persons who are not members of the **Name of School** Catholic School Council.
- members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.

The Chair/Co-Chair(s) of the subcommittee shall:

- in consultation with the school Principal and all subcommittee members determine the date and time of the **Name of School** Catholic School Council subcommittee meetings.
- plan the agenda in consultation with the school Principal.
- Chair the subcommittee meetings.
- Report on the recommendations of the subcommittee at the subsequent **Name of School** Catholic School Council meeting on matters of the committee.
- Record and make available the minutes of the subcommittee meetings to the school Principal and **Catholic School** Council members.
- communicate matters of the subcommittee with the school Principal and the Chair/Co-Chair(s) of the **Name of School** Catholic School Council.

VACANCIES

A vacancy in the membership of the **Name of School** Catholic School Council does not prevent the committee from exercising its authority.

Vacancies on the **Name of School** Catholic School Council occur when:

- a parent/guardian member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill his/her duties

Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:

- advertisements in the school newsletters
- school Synervoice

Filling a parent/guardian vacancy

Where a vacancy of an elected parent/guardian member occurs, the **Name of School** Catholic School Council may appoint a parent/guardian from the pool of candidates from the previous election process to serve on the **Name of School** Catholic School Council until the next election.

- If none of the candidates from the pool of the previous election process is interested in becoming a **Name of School** Catholic School Council member, the **Catholic School Council** may request nominations from interested parents/guardians of the school to submit their names by the designated date for consideration.
- The **Name of School** Catholic School Council may then appoint one (1) of the interested candidates.

Filling a vacancy in the Office of Chair/Co-Chair(s)

Where a vacancy occurs in the office of Chair/Co-Chair(s) the **Catholic School Council** shall elect a parent/guardian member to complete the remainder of the term that has been vacated.

Filling a Community Representative Vacancy

Where a vacancy of a Community Representative occurs, the **Name of School** Catholic School Council may request the agency to appoint another member, choose a different organization, or choose not to fill the position. Individuals filling a vacated position shall hold the position until the original term for that position expires.

ROLES AND RESPONSIBILITIES

The role of the **Name of School** Catholic School Council member carries with it certain responsibilities.

Members

All members of the **Name of School** Catholic School Council must:

- attend all **Name of School** Catholic School Council meetings and subcommittee meetings of which they are members, either physically or through electronic means on a regular basis,
- participate in information and training sessions, and
- work with the **Catholic School Council** to facilitate the approved mandate.
- solicit views of other parents/guardians and members of the community to share with the members.
- respond to requests from the Board.
- observe the Catholic School Council's Code of Ethics and By-Laws.
- maintain a school-wide focus on all issues.

Chair/Co-Chair(s)

The Chair/Co-Chair(s) of the **Name of School** Catholic School Council shall:

- determine the dates of **Name of School** Catholic School Council meetings in consultation with the school Principal.
- plan the agenda with school Principal.
- chair the **Name of School** Catholic School Council meetings.
- communicate regularly with the school Principal regarding matters of the **Catholic School Council**.

- be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the **Name of School** Catholic School Council.
- review the By-Laws annually in consultation with **Name of School** Catholic School Council.
- participate as ex-officio members of all subcommittees established by the **Catholic School Council**.

School Principal

The School Principal shall:

- facilitate and assist in the operation of the **Name of School** Catholic School Council and assist in its operation;
- in consultation with the Chair/Co-Chair(s) determine the date and time of the **Name of School** Catholic School Council and subcommittee meetings and arrange a meeting room;
- plan the agenda with the Chair/Co-Chair(s) and subcommittee Chairs/Co-Chair(s) of the **Name of School** Catholic School Council.
- make every effort to distribute the agenda to all members of the **Name of School** Catholic School Council at least five (5) calendar days prior to the meeting.
- support and promote the approved activities of the **Name of School** Catholic School Council.
- seek input from the **Name of School** Catholic School Council.
- act as a resource on regulations and Board policies.
- communicate with the Chair/Co-Chair(s) of the **Name of School** Catholic School Council on matters of the **Catholic School Council** as required.
- assist the **Name of School** Catholic School Council in encouraging increased parent/guardian involvement.
- ensure that the **approved** minutes of the meetings are recorded, maintained, and posted on the Board website.
- facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- act as the secretary/treasurer to the **Name of School** Catholic School Council.
- prepare and present a report at each meeting, including a financial statement.
- chair the **Name of School** Catholic School Council meeting the event that the Chair/Co-Chair(s) is unable to attend a meeting of the **Catholic School Council**.

MEETINGS

The **Name of School** Catholic School Council shall meet at least four (4) times in each school year **between September to June**. ~~Special meetings may also be called by the school Principal or by three (3) parent/guardian members by written request to the school Principal.~~ All meetings will be held at the school and are open to the public.

1. Meetings will open and close with a prayer.
2. Meetings will commence on time and not last more than two (2) hours, unless the majority of the **Catholic School Council** members agree by motion to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
3. Meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of current **Catholic School Council** members.

4. At all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
5. The **Name of School** Catholic School Council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
6. When the **Catholic School** Council votes on a matter, each member of the **Catholic School** Council is entitled to one (1) vote except for the school Principal.

MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

Catholic School Council members are expected to attend all council meetings and subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled **Catholic School** Council meeting must request to be excused from a meeting by contacting the Chair/Co-Chairs or school Principal and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting will have the time of departure noted in the minutes of the meeting.
- Members, who have not been excused from attendance at a **Catholic School** Council meeting will be recorded as absent in the minutes of the meeting.
- A member of the **Name of School** Catholic School Council may lose his or her position for being absent for (3) three consecutive meetings without authorization.
- Where a **Catholic School** Council member submits a letter of resignation or is absent from three (3) consecutive meetings, the **Catholic School** Council may appoint a replacement to serve until the next election.

AGENDA AND MINUTES AND FINANCIAL RECORDS

Agenda

Every effort will be made to distribute the agenda to members of the Catholic School Council at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the Board website.

Delegations

Individuals may approach the Chair/Co-Chair(s) of the **Name of School** Catholic School Council or the school Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s), in consultation with the school Principal may approve or reject such requests.

Minutes and Financial Records

The approved minutes and financial transactions of the **Name of School** Catholic School Council shall be retained in accordance with the policies of the Board respecting the retention of documents by committees of the Board.

1. The approved minutes of the **Name of School** Catholic School Council shall be:
 - posted and remain on the school website for four (4) years.
2. The approved minutes and records of its financial transactions shall be available for examination at the school by any person without charge for four (4) years.

CONFLICT OF INTEREST

A conflict of interest for a **Name of School** Catholic School Council member involves situations in which the member's private interests may be incompatible or in conflict with the **Catholic School Council**.

- Each **Catholic School Council** member shall avoid situations that could result in an inconsistency between the overall goals and vision of the **Name of School** Catholic School Council and a personal or vested interest that may arise in connection with his or her duties as a Catholic School Council member.
- Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.
- A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins.
- The member must:
 - publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
 - not vote on the matter under discussion.
 - leave the room when the committee is discussing the matter and have this facet recorded in the minutes.
 - not discuss the matter with members or attempt to influence the decision.

CONFLICT RESOLUTION

If the school Principal, after discussion with the **Name of School** Catholic School Council Chair/Co-Chair(s), determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the school Principal or Chair/Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

- If a member becomes disruptive during a meeting, the Chair/Co-Chair(s) shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chair/Co-Chair(s) may direct the individual member to leave the meeting, citing reasons for the request.
- The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Catholic School Council.
- The incident shall be recorded and submitted to the Director of Education by the Director's designate/Superintendent of Education within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting shall be a private meeting and not construed as a meeting of the **Name of School** Catholic School Council.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

CODE OF CONDUCT

A member shall:

- support, encourage and enhance parent engagement at the school level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.
- consider the best interest of all students and the Catholic School Council members.
- be guided by the Mission of Catholic Education and the Mission, Vision and Values of the Board.
- become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the Catholic School Council and Board Staff.
- treat all other **Catholic School** Council members and Board Staff with respect and allow for diverse opinions to be shared, without interruption.
- create a positive environment in which individual contributions are encouraged and valued.

- acknowledge democratic principles and accept the consensus of the **Name of School** Catholic School Council for recommendation to the school Principal.
- focus discussions at Catholic School Council meetings to those items that fall within the mandate of the Catholic School Council.
- bring questions or concerns to the attention of the school Principal through appropriate policies of the Board.
- promote high standards of ethical practice within the Catholic School Council.
- not accept any payment for their involvement on the Catholic School Council.
- refrain from making any negative statements about any individual or groups.
- declare any conflict of interest.



AGENDA
NAME OF SCHOOL CATHOLIC SCHOOL COUNCIL MEETING

DATE
Location

A. ROUTINE MATTERS

1. Opening Prayer
2. Roll Call
3. Approval of the Agenda
4. Election of Chair and/or Co-Chairs (*when necessary*)
5. Election of the Ontario Association for Parents in Catholic Education (OAPCE) Representative (*when necessary*)
6. Disclosure of Interest
7. Approval of Minutes of the **Name of School** Catholic School Council Meeting of **Date**

B. PRESENTATIONS

C. PRINCIPAL'S REPORT

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Report

D. OAPCE REPORT

E. STAFF REPORT

F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

G. NEXT MEETING

H. ADJOURNMENT

I. CLOSING PRAYER



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**MINUTES OF THE
NAME OF SCHOOL CATHOLIC SCHOOL COUNCIL MEETING**

**DATE
Location**

Minutes of the Meeting of the **Name of School** Catholic School Council, held on **Date** at **Time**.

The meeting was called to order at **time** by Chair /Co-Chair **Name of Chair/Co-Chair**.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by _____

2. Roll Call

CATHOLIC SCHOOL COUNCIL MEMBERSHIP		Present	Excused	Absent
Principal/Vice-Principal Secretary/Treasurer				
Chair				
Co-Chair				
Teacher Representative				
Non-Teaching Representative				
Student Representative				
Parish Representative				
OAPCE Representative				
PARENT/GUARDIAN MEMBERS				

3. Approval of the Agenda

Moved by _____

Seconded by _____

THAT the **Name of School** Catholic School Council approve the Agenda of the **Name of School** Catholic School Council Meeting of **Date**.

CARRIED

4. Disclosure of Interest

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

(If conflict of Interest is declared please record)

5. Approval of Minutes of the **Name of School Catholic School Council Meeting of **Date****

Moved by _____

Seconded by _____

THAT **Name of School** Catholic School Council approve the Minutes of the **Name of School** Catholic School Council Meeting of **Date of Last Meeting** as presented.

CARRIED

B. PRESENTATIONS

C. PRINCIPAL'S REPORT

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Statement

D. OAPCE REPORTS

E. STAFF REPORTS

F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

G. NEXT MEETING

H. ADJOURNMENT

Moved by

Seconded by

THAT the **Date** meeting of the **Name of School** Catholic School Council be adjourned.

CARRIED

This meeting was adjourned at _____

I. CLOSING PRAYER was led by _____

Insert School Letterhead

Annual Catholic School Council Report
School Year

CATHOLIC SCHOOL COUNCIL MEMBERSHIP	
Catholic School Council	Chair- Co-Chair(S)-
Principal/Vice-Principal Recording Secretary/ Treasurer	
Parent/Guardian Members	
Teaching Staff	
Non-Teaching Staff	
SEAC Representative	
OAPCE Representative	
Community Representative(s)	
Parish Representative	

MEETING DATES	EVENTS DISCUSSED

GOALS	ACHIEVEMENT OF GOALS

FINANCIAL REPORT

FUNDRAISING ACTIVITY	FUNDS RAISED FOR	REVENUE	EXPENSES	PROFIT
Example	Pasta Night	1000.00	350.00	650.00

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
EDUCATIONAL FIELD TRIPS POLICY (400.2)**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Date: February 28, 2017



Niagara Catholic District School Board
EDUCATIONAL FIELD TRIPS POLICY

STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.2

Adopted Date: May 26, 1998

Latest Reviewed/Revised Date: April 28, 2015

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 educationally based field trip experiences. The Board encourages educational field trips as part of an enriching Catholic educational program for all students, and supports the participation of students and staff in educational activities and programs off school premises.

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.

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 involve preparatory, follow-up and assessment activities. ~~Where~~ **When** an Education Field/**Excursion** 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 Procedures for the implementation of the Policy.

References

- [Canadian Standards Association \(CSA\)](#)
- [Education Statutes and Regulations of Ontario](#)
- [Ontario Physical and Health Education Association \(OPHEA\)](#)
- [Ontario School Boards Insurance Exchange \(OSBIE\):Risk Management Advisory](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
 - [Volunteer Drivers Policy \(302.4\)](#)
 - [Volunteers in Catholic Schools Policy \(800.9\) \(Safe Schools Policy\)](#)
 - [Student Fees Policy \(301.11\)](#)



Niagara Catholic District School Board
EDUCATIONAL FIELD TRIPS POLICY
 ADMINISTRATIVE PROCEDURES

400 – Educational Programs

Policy No 400.2

Adopted Date: May 26, 1998

Latest Reviewed/Revised Date: April 28, 2015

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 be supervised by an 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 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. EXPECTATIONS

The following are required expectations of all educational field trips:

- Enhances the spiritual, esthetic, cultural, intellectual, athletic or social experiences of students.
- 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. 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 improve student knowledge.
- Experiential learning for students and staff at a particular event or location.
- 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 - 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 any time 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 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 may 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. All costs associated with trip supervision, support for special needs and any special requests must be considered, itemized and included in the original application prior to any application being considered by the Principal.
- 2.3. 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.
- 3.4. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration that some students may have limited financial resources.
- 4.5. 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.
6. It is the responsibility of the Principal to ensure that supply costs associated with supervision coverage for any planned field trip, exchange or excursion are factored into the overall cost of the trip for students.
- 5.7. For all overnight field trips and excursions, Principals 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.

6.8. 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

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

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.
- 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. [*\(Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet\)*](#)

2. 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.**

2.3. Approvals of the Principal, Family of Schools' Superintendent of Education, 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 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. 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 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
- [Request for 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.

3.4. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

4.5. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent of Education, if required.

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

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 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)
- 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".

6.7. 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 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.

7.8. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.

8.9. 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.

9.10. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the Board will sponsor, promote or participate in the planning of any unapproved trip.

- ~~10~~.11. 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~~.12. 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~~.13. 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:
- the Board is not responsible for the safety of the student or staff member when away from the group; and,
 - 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
 - the student or staff member must report to the chaperone/supervisor upon their return; and,
 - any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely affect the travel arrangements of the group; and,
 - 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 - 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:
 - A signed parental application form is recommended but not required for a day trip beyond school property where the students will be traveling on foot or is part of non-optional program or Board expectations of students. (i.e. day retreats, Church liturgies, graduation practices, graduation celebrations)
 - Teachers are required to 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 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. 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 REQUIREMENTS

1. The supervising teacher 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 procedures are adhered to. O.P.H.E.A. Safety Services Package at opeha.net

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

- Boating trips are generally to be organized only for secondary school students. Principals 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 meters;
 - 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;

- 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
- that parents/guardians will provide their child with all certified safety equipment for the activity
- that skiing/boarding is a high-risk sport and students are accountable for their own safety
- 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
- that the school nor the Board is responsible for any accident.

11. Procedures in Cases of Student Injury or Illness

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

12. Additional Coverage

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

13. Health Insurance Out of Province

Because of the high cost of health services in other countries, parents must submit proof of an out-of-province health insurance policy which will cover children 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 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 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 Canada or the continental United States require a minimum of two (2) supervisors/chaperones recommended by the Principal, and approved by 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 Canada or the continental United States	N/A	N/A	1:10	1:14+1 additional supervisor

- 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.
 - 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 Senior Administrative Council.

9. Principals are required to make approved chaperones/volunteers 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;
 - the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - 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 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 Procedures 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 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 Procedures. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
15. Notwithstanding Point 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 procedures, 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:

- return to the school with the volunteer driver;
- receive a ride home from another parent as identified on the permission letter; or
- 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. Rental Vehicles

- Vehicles may be rented for student transportation to school board events.
- Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
- Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the board's fleet policy.
- To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the "renter." For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher

- When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
- In the event of an accident, contact the car rental agency immediately.

3. Air Travel

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
MONTHLY FINANCIAL REPORTS POLICY (600.3)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Date: February 28, 2017



Niagara Catholic District School Board

MONTHLY INTERNAL FINANCIAL MANAGEMENT REPORTING POLICY

STATEMENT OF POLICY

600 – Business Services

Policy No 600.3

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: June 15, 2010

~~In Keeping with the Mission, Vision and Values of the~~ The Niagara Catholic District School Board is recognizes a ~~committed~~ commitment to maintaining a high level of fiscal responsibility and financial accountability. The Niagara Catholic District School Board will ensure effective internal reporting through adhering to generally accepted accounting principles, effective business practices and all applicable provincial statues and regulations. The Superintendent of Business and Financial Services will maintain comprehensive operational procedures and internal controls to guide and safeguard the Board's capital and operating resources. ~~In order to monitor the financial transactions of the Board and to assist the trustees and the Director/Secretary and Treasurer to fulfill accountability expectations, the following Financial Reports will be submitted on a monthly basis to the Committee of the Whole for the review of the trustees:~~

- ~~1. — A Summary of Banking Transactions~~
- ~~2. — A Statement of Revenue and Expenditures recorded to date.~~

~~A monthly list of payments will be made available in the Holy Cross Community Room for the review of trustees.~~

The internal financial management reports will continue to ensure fiscal responsibility and transparency. In any given reporting period when revenue shortfalls or unforeseen expenditures arise internal reporting to the Board will be reflected of these changes. Where applicable, a number of strategic alternatives shall be identified to minimize Niagara Catholic District School Board's financial risk including, but not limited to, a reallocation of resources and spending constraints.

Monthly financial reporting shall be distributed to the respective Administrators to enable them to monitor and manage their annual operating budget.

At monthly meetings of the Niagara Catholic District School Board, the Superintendent of Business and Financial Services will provide a Financial Report as of the end of each month. This monthly financial reporting is in compliance with the requirements of the Education Act.

References:

- Education Statutes and Regulations of Ontario

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
EMPLOYMENT WORKPLACE HARASSMENT POLICY (201.7)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: February 28, 2017



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 21, 2016

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting procedures to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue administrative procedures for the implementation of this policy.

References:

- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Ontario Human Rights Code 1990*](#)
- [*Teaching Profession Act*](#)
- [*Safe Schools Act 2012*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*Workplace Violence Policy \(201.11\)*](#)
 - [*Trustee Code of Conduct*](#)
 - [*Complaint Resolution Policy*](#)
 - [*Family and Children Services Niagara \(FACS\) Protocol*](#)
 - [*Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board*](#)



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 21, 2016

The expected duties of a supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

WORKPLACE HARASSMENT

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.

ETHNOCULTURAL HARASSMENT

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- Undermining work/academic performance, and/or
- Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

SEXUAL HARASSMENT IS:

Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;

- Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

Sexual Harassment may include:

- The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- Unwanted and unnecessary physical contact,
- Unwelcome remarks, jokes or other gestures of a sexual nature.
- Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

Sexual Harassment is not:

- Conduct which both parties find acceptable such as an occasional compliment,
- An occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.

- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

- Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do; the complainant may follow the Formal Resolution procedures.
- The complainant may speak directly to the accused, in order to:
 - identify the specific conduct, action or attitudes which are alleged to be harassing
 - demand that the conduct, action or attitudes cease
- The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- The formal complaint shall be in written form.
- The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- The complaint shall be forwarded to the Director if the accused is a Trustee.
- The formal written complaint shall include:
 - identification of the accused individual(s) involved
 - identification of the specific conduct, action, or attitudes which the complainant considers harassing
 - identification of any witnesses to the conduct, action or attitudes
 - a suggested resolution
- A copy of this complaint must be sent by the complainant to the accused within three (3) working days of the registration of the complaint.
- If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- The Supervisor shall arrange a meeting within ten (10) working days of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- **No Merit**
A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting. A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.
- **With Merit**
An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:
 - If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
 - The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
 - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- If either party is not accepting of the findings the matter may be referred to the Director of Education. The Director of Education may elect to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director of Education.
- Should the Director of Education choose to investigate the matter through the Director of Education's office the Director of Education may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) working days of the decision by the Supervisor. The Director of Education will hold a meeting with both parties.
- After a meeting with the Director of Education a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- The final decision of the Director of Education may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against the Chair, the Director of Education will refer the issue to the Vice- Chair of the Board after conducting an informal investigation in order to assess merit.

RECORDS

- All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission of the accused. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- At the written request of the accused, the Director of Education and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- The Director of Education and/or delegate may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaints will be conducted with regard to due process and confidentiality.
- Any breach of confidentiality by those parties involved may result in disciplinary action.
- The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant procedures or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- All principals/supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
EMPLOYMENT WORKPLACE VIOLENCE POLICY (201.11)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: February 28, 2017



Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 21, 2016

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction to the employees.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention of Students, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

References

- [*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009*](#)
- [*Human Rights Code*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)



Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: June 21, 2016

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and
- a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- **Employee** refers to all employees of the Board.

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Procedures shall be posted in a in a specific area, at the Health and Safety Station in every workplace throughout the Niagara Catholic District School Board.

PROVISION OF INFORMATION

Disclosure of Information with respect to Workplace Violence provided to an employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- The employee can be expected to encounter that person in the course of his or her work; and
- The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

DOMESTIC VIOLENCE

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

COMPLAINT PROCEDURE

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the employee immediately, if the immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the immediate Supervisor.
4. At the earliest opportunity, the assaulted employee(s) shall inform the immediate Supervisor. The immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of ~~Plant~~ **Facilities Services**.
5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These procedures do not preclude the assaulted employee(s) from contacting the Police and/or their Association/union representatives.
6. The immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed *Niagara Catholic Violent Incident Form*, resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of ~~Plant~~ **Facilities Services**. A copy of the *Niagara Catholic Workplace Safety and Insurance Board Employee Incident/Accident Report* will also be required in the event of a physical assault.
8. Upon receiving the reports from the employee and immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of ~~Plant~~ **Facilities Services** prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate against employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the employee and immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the employee and immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of ~~Plant~~ **Facilities** if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the immediate Supervisor will be provided to the employee(s).
15. Where the two (2) or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of ~~Plant~~ **Facilities**, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

The employer shall advise the Joint Occupational Health and Safety Committee at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Workplace Violence Survey will be conducted as often as necessary in order to monitor employee input on assessments and the provision necessary information to employees.

The employer will provide for a risk assessment in relation to workplace violence having regard to the nature of the workplace, the type of work, working conditions, circumstances that would be common to similar workplaces and circumstances particular to that workplace. The results of the risk assessment must be provided to the joint health and safety committee or the health and safety representative, or, if none exists, to the workers themselves. Risk assessment must be performed as often as necessary.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report with 48 hours. In the absence of a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector. Although the Board is not required to file a written report the Board will nevertheless file a written report.

The JHSC, the health and safety representative and the union(s) shall be notified within four (4) days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This Policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: February 28, 2017



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: June 21, 2016

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

The Director of Education shall issue Administrative Procedures for the implementation of this Policy.

Reference

- [*Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*Employee Workplace Violence Policy 201.11*](#)



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: June 21, 2016

The Employer through the supervisor has a responsibility for the safety of employees who report to them and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Employer and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction.

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Employer, or legislation, requires to be used or worn; to report to their supervisor, the absence or defect in any equipment or protective device of which they are aware and which may endanger them or another worker; to report to their supervisor any hazard or potential hazard, within the Board's jurisdiction, of which they are aware.

All parties employed within or contracted by the Employer must act in compliance with the *Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*, as amended.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 28, 2017**

TITLE: POLICY AND PROCEDURE REVIEW 2016-2017 SCHEDULE

The Policy and Procedure Review 2016-2017
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 28, 2017



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2016 - JUNE 2017

Updated: January 31, 2017

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	May 2016
2001	2013	302.6.3	Access to Board Premises - Safe Schools	Sept. 2016
2008	2015	302.6.9	Progressive Student Discipline	Sept. 2016
2009	2015	800.8.1	Accessibility Customer Service	Sept. 2016
2011	2013	301.10	Assessment, Evaluation, Reporting and Homework	Oct. 2016
1998	2012	202.2	Catholic Leadership: Principal & Vice-Principal Selection	Oct. 2016
2001	2015	302.6.4	Student Suspension - Safe Schools	Oct. 2016
2001	2015	302.6.5	Student Expulsion - Safe Schools	Oct. 2016
2012	2013	800.8	Accessibility Standards	Nov. 2016
1998	2013	800.1	Catholic School Councils	Nov. 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	Nov. 2016
2001	2013	302.6.3	Access to Board Premises - Safe Schools	Nov. 2016
2008	2015	302.6.9	Progressive Student Discipline	Nov. 2016
2009	2015	800.8.1	Accessibility Customer Service	Nov. 2016
2010	Nil	100.11	Trustee Honorarium	Jan. 2017
2011	2013	301.10	Assessment, Evaluation, Reporting and Homework	Jan. 2017
2001	2015	302.6.4	Student Suspension - Safe Schools	Jan. 2017
2001	2015	302.6.5	Student Expulsion - Safe Schools	Jan. 2017
1998	2015	400.2	Educational Field Trips	Feb. 2017
1998	2010	600.3	Monthly Financial Reports	Feb. 2017
2002	2016	201.7	Employee Workplace Harassment *	Feb. 2017
2002	2016	201.11	Employee Workplace Violence *	Feb. 2017
2002	2016	201.6	Occupational Health & Safety *	Feb. 2017
1998	2013	800.1	Catholic School Councils	Feb. 2017
2012	2013	800.8	Accessibility Standards	Feb. 2017
1998	2012	202.2	Catholic Leadership: Principal & Vice-Principal Selection	Feb. 2017
2011	2011	301.11	Student Fees	March 2017
1998	2011	800.3	Complaint Resolution	March 2017
NEW		NEW	Privacy	March 2017
2010	Nil	100.12	Trustee Code of Conduct	March 2017
2010	Nil	100.11	Trustee Honorarium	March 2017
1998	2015	400.2	Educational Field Trips	April 2017
NEW		NEW	Privacy	April 2017
1998	2010	600.3	Monthly Financial Reports	April 2017
2002	2016	201.7	Employee Workplace Harassment *	April 2017
2002	2016	201.11	Employee Workplace Violence *	April 2017
2002	2016	201.6	Occupational Health & Safety *	April 2017
2011	2011	301.11	Student Fees	May 2017
1998	2011	800.3	Complaint Resolution	May 2017
NEW		NEW	Privacy	May 2017
2010	Nil	100.12	Trustee Code of Conduct	May 2017
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	Dec. 2016
2001	2013	302.6.3	Access to Board Premises - Safe Schools	Dec. 2016
2008	2015	302.6.9	Progressive Student Discipline	Dec. 2016
2009	2015	800.8.1	Accessibility Customer Service	Dec. 2016
2011	2013	301.10	Assessment, Evaluation, Reporting and Homework	Feb. 2017
2001	2015	302.6.4	Student Suspension - Safe Schools	Feb. 2017
2001	2015	302.6.5	Student Expulsion - Safe Schools	Feb. 2017
1998	2013	800.1	Catholic School Councils	March 2017
2012	2013	800.8	Accessibility Standards	March 2017
1998	2012	202.2	Catholic Leadership: Principal & Vice-Principal Selection	March 2017
2010	Nil	100.11	Trustee Honorarium	April 2017
1998	2015	400.2	Educational Field Trips	May 2017
NEW		NEW	Privacy	May 2017
1998	2010	600.3	Monthly Financial Reports	May, 2017
2002	2016	201.7	Employee Workplace Harassment *	May, 2017
2002	2016	201.11	Employee Workplace Violence *	May, 2017
2002	2016	201.6	Occupational Health & Safety *	May 2017
2011	2011	301.11	Student Fees	June 2017
1998	2011	800.3	Complaint Resolution	June 2017
NEW		NEW	Privacy	June 2017
2010	Nil	100.12	Trustee Code of Conduct	June 2017
NEW		NEW	Anti-Spam	