



*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, APRIL 25, 2017  
4:00 P.M.**

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



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| 1. Opening Prayer – Trustee Burtnik  | -    |
| 2. Attendance  | -    |
| 3. Approval of Agenda  | -    |
| 4. Declaration of Conflict of Interest   | -    |
| 5. Minutes of Policy Committee Meeting of March 28, 2017   | 5    |
| 6. Policies  |      |
| <i><u>Action Required</u></i>  |      |
| <b>POLICIES – FOR RECOMMENDATION TO MAY 9, 2017 COMMITTEE OF THE WHOLE</b>                         |      |
| 6.1 Monthly Financial Reports Policy (600.3)   | 6.1  |
| 6.2 Employee Workplace Harassment Policy (201.7)   | 6.2  |
| 6.3 Employee Workplace Violence Policy (201.11)  | 6.3  |
| 6.4 Occupational Health & Safety Policy (201.6)  | 6.4  |
| <b>POLICIES – PRIOR TO VETTING</b>   |      |
| 6.5 Complaint Resolution Policy (800.3)  | 6.5  |
| 6.6 Trustee Code of Conduct Policy (100.12)  | 6.6  |
| 6.7 Student Fees Policy (301.11)   | 6.7  |
| 6.8 Education-Based Research Policy (800.5)  | 6.8  |
| <i><u>Information</u></i>  |      |
| 6.9 Policies Currently Being Vetted to May 10, 2017  |      |
| • Educational Field Trips Policy (400.2)   |      |
| • Privacy Policy (New)   |      |
| 6.10 Policy and Guideline Review 2016-2017 Schedule  | 6.10 |
| 7. Date of Next Meeting  |      |
| May 23, 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  
APRIL 25, 2017**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
MARCH 28, 2017**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of March 28, 2017, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, MARCH 28, 2017

Minutes of the Policy Committee Meeting held on Tuesday, March 28, 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 Chair Vernal.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Vernal.

**2. Attendance**

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

**Student Trustees:**

*Kira Petriello*

*Nico Tripodi*

**Staff:**

*John Crocco*, Director of Education

*Mark Lefebvre*, Superintendent of Education

*Sherry Morena*, Coordinator of Information Management

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

**3. Approval of Agenda**

Moved by Trustee Sicoli

**THAT** the March 28, 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 February 28, 2017**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of February 28, 2017, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES – DEFERRED FROM FEBRUARY POLICY COMMITTEE MEETING**

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

Mark Lefebvre, Superintendent of Education, presented the Educational Field Trips Policy (400.2) with additional revisions from Senior Administrative Council.

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- Remove “*supervision, support for special needs and any special requests*” from Bullet #2 of Part III
- Remove “*taking into consideration that some students may have limited financial resources*” from Bullet #4 of Part III
- Remove Bullet #6 of Part III

The Policy Committee requested that Educational Field Trips Policy, be vetted from March 29, 2017 to May 10, 2017 with a recommended deadline for presentation to the Policy Committee in May 23, 2017, for consideration to the Committee of the Whole and Board in June 2017.

**POLICIES - FOR RECOMMENDATION TO APRIL 4, 2017 COMMITTEE OF THE WHOLE MEETING**

**6.2 Trustee Honorarium Policy (100.11)**

John Crocco, Director of Education/Secretary-Treasurer, presented feedback received from the vetting process and highlighted amendments to the Trustee Honorarium Policy (100.11) following the vetting process.

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

#### **POLICY STATEMENT**

- Paragraph 5 remove “*for the consideration of the Board*” and add “*and then all amounts shall be posted*”

#### **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee

**THAT** the Policy Committee recommend to the April 4, 2017 Committee of the Whole Meeting to approve the revisions to the Trustee Honorarium Policy, as amended.

#### **APPROVED**

### **POLICIES - PRIOR TO VETTING**

#### **6.3 Privacy Policy (NEW)**

Director Crocco and Sherry Morena, Coordinator of Information Management, presented the Privacy Policy (NEW).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- Change “*Guidelines Policy*” to “*Procedures*”
- Change “*his/her*” to “*their*”

The Policy Committee requested that the Privacy Policy, be vetted from March 29, 2017 to May 10, 2017 with a recommended deadline for presentation to the Policy Committee in May, 2017, for consideration to the Committee of the Whole and Board in June 2017.

### ***INFORMATION***

#### **6.4 Policies Currently Being Vetted to April 19, 2017**

- Monthly Financial Reports Policy (600.3)
- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)

**6.5 Policy and Guideline Review 2016-2017 Schedule**

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

**7. Date of Next Meeting**

April 25, 2017 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 5:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 25, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
MONTHLY FINANCIAL REPORTS POLICY (600.3)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Monthly Financial Reports Policy (600.3), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Date: April 25, 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 Board 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  
APRIL 25, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (201.7), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Date: April 25, 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\*](#)
- [\*Bill 132\*](#)
- [\*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.~~

Workplace Harassment means,

- a) 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, or
- b) workplace sexual harassment

**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.

**WORKPLACE SEXUAL HARASSMENT**

**Workplace 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.
  - engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
  - making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

**Sexual Harassment may include:**

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- 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  
APRIL 25, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Date: April 25, 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.
  - **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.
  - “worker” means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program.
  - A person who performs work or supplies services for monetary compensation.
  - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
  - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
  - A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
  - Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleur”)

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 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 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 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 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, 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  
APRIL 25, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Date: April 25, 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  
APRIL 25, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
COMPLAINT RESOLUTION POLICY (800.3)**

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: April 25, 2017





Niagara Catholic District School Board  
**COMPLAINT RESOLUTION POLICY**  
 STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: March 29, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the ~~Niagara Catholic District School Board~~ is committed to open and transparent communication with its **students, parents/guardians, employees,** Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

The Board values and encourages an open and trusting culture that fosters, ~~in individuals,~~ a sense of comfort, without fear of reprisal. The Board encourages the resolution of conflicts within a process that is accountable, transparent and respectful of the ~~complainant’s and the Board’s role~~ **roles of the complainant and the Board** in resolving conflicts in the best interest of students **and employees directly involved in the complaint.**

The Board recognizes that differences of opinion and concerns may arise during a school year. When differences in resolving a concern arise, there may be occasions when a complaint is made against an employee ~~or, a Trustee or the Niagara Catholic District School Board.~~

~~All~~ Trustees and employees of the ~~Niagara Catholic District School Board~~ will co-operate to ensure that all complaints are dealt with in a fair, consistent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and an opportunity for reconciliation between the parties.

Confidentiality of all complaints shall be maintained to the extent practicable and appropriate given the circumstances between the complainant and Board employees directly involved.

This Policy and Administrative **Procedures** provides the process to resolve complaints in accordance with the ~~Education Statutes Act~~ **Act** and ~~its~~ Regulations of ~~Ontario~~ **and** all applicable laws and statutes, ~~and~~ the Mission Statement of the Board **and the social teaching of the Catholic Church on subsidiarity.**

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

### References

- [Education Act, R.S.O. 1990, c. E.2](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Teaching Profession Act](#)
- *Niagara Catholic District School Board Policies/Procedures/Documents*
  - [Board By-Laws \(100.1\)](#)
  - [Trustee Code of Conduct Policy \(100.12\)](#)
  - [Family and Children Services Protocol](#)



## COMPLAINT RESOLUTION POLICY

### ADMINISTRATIVE PROCEDURES

### DEFINITION OF A COMPLAINT

A complaint is defined as any oral or written communication expressing dissatisfaction with the application of policies, procedures, programs, services or actions of an employee, ~~or a~~ Niagara Catholic Trustee or the Niagara Catholic District School Board (the “Board”). Those expressing an oral complaint will be required to put the complaint in writing, dating and signing the complaint to facilitate ~~the~~ an investigation.

Anonymous or pseudonymous complaints or material, unless it is believed that such complaint or material references an illegal, abusive or protection matter or is otherwise ~~believed~~ required to be relevant in ~~investigated~~ at law, will not be considered, copied, distributed, repeated, responded to or entertained by the Board.

In consultation with an employee’s superordinate, anonymous or pseudonymous complaints or material of an illegal, abusive or protection matter will be referred to the appropriate party or parties such as the police and/or Family and Children Services. Any person who has reasonable grounds to suspect that a child is or may be in need of protection, must promptly report the suspicion and the information upon which it is based to a children’s aid society. Subsection 72(1) of the *Child and Family Services Act* sets out the circumstances that must be reported.

Anonymous or pseudonymous written complaints received by staff, excluding those which it is believed refer to an illegal, abusive or protection matter will be shredded.

### INVESTIGATION

Wherever possible, all complaints are to be dealt with at the school or site level, with the employee involved, providing the complaint is not frivolous or vexatious as determined by the employee’s supervisor, in consultation with a Supervisory Officer ~~or the~~ Controller of Facilities Services of the Niagara Catholic District School Board. In accordance with the Processing of Complaint section of these Administrative Procedures, written complaints received by superordinates regarding an employee, other than the employee’s immediate supervisor, will be redirected to the employee’s immediate supervisor.

A person who makes or is the subject of a complaint must not conduct or oversee any aspect of the complaint investigation.

A complaint of a Trustee will be referred directly to the Chairperson of the Board and heard in the In-Camera Meeting of the Board.

Trustees who receive a complaint are to direct the complainant to contact the employee or the school Principal **or relevant supervisor**. If the concern is not resolved at the school level, Trustees will direct the complainant to contact the appropriate Superintendent of Education, **the Controller of Facilities Services** or the Director of Education.

Trustees will ~~only~~ facilitate the direction of the complainant to appropriate supervisory staff so as to not forfeit participation in a potential appeal to the **In-Camera Meeting of the Board**.

Employee complaints related to working conditions and/or Collective Agreement ~~items~~ **provisions** will be investigated as provided in the respective Collective Agreements **and not through this Policy**.

**A complaint by a Trustee that another Trustee has breached the Trustee Code of Conduct will be pursued under the Trustee Code of Conduct Policy (Policy No. 100.12).**

Complaints between employees will follow the process outlined within this Policy and Administrative **Procedures**. Teachers certified by the Ontario College of Teachers have a professional obligation to inform a colleague that an adverse report has been made as set out in **section 18 of the Regulation under the Teaching Profession Act Regulations**, unless, as set out in the ~~Teaching Profession Act Regulation~~, a teacher suspects that another teacher's behaviour constitutes sexual abuse. In such a case, a teacher is not obligated to **make an adverse** report ~~a fellow about another teacher that an allegation of~~ **respecting suspected** sexual abuse of a student ~~has occurred by the other member~~. In all cases, the complainant must strictly adhere to the requirements of the **Regulation under the Teaching Profession Act**, as it may be amended from time to time.

It is the intent that procedural fairness will be observed in the investigation of a complaint. An employee named in a complaint is presumed innocent until such time as it is concluded through the results of the investigation, ~~that~~, on the balance of probabilities, that the complaint is substantiated. In such case, the Board will endeavour that the employee named in a complaint will be notified of the complaint within one (1) ~~working~~ week of the receipt of the complaint, be provided with the specific allegations being made and an opportunity to respond to the allegations ~~within~~ **set out in** the complaint. Unless determined by the Police or Family and Children Services, an employee will be given the name of the individual submitting the complaint and provided with a copy of the complaint. The employee will be informed of the process, ~~decision~~ **determination** and resolution, if any, of the complaint.

No record of a complaint will be kept in the employee's personnel file, unless disciplinary action was determined by the Director of Education / or delegate or the Board.

## CONFLICT OF INTEREST

Employees involved in conducting or directly supervising a complaint investigation must be free from actual or perceived conflict of interest, including actual or perceived non-pecuniary conflicts or biases.

A conflict of interest ~~with resolving the complaint~~ shall exist when the supervisor, otherwise charged with ~~hearing~~ **investigating** the complaint ~~or appeal about~~ **pertaining to** an employee, is related by family or by marriage to the employee who is the subject of the complaint **or has had previous involvement with the complaint or the incident that gave rise to the complaint**. Employees deemed to be supervisors include ~~Managers~~, Principals, Vice-Principals, **Administrators**,

Controller of ~~Plant~~ **Facilities Services**, Superintendents and the Director of Education. Trustees shall declare a conflict of interest with **respect to** a complaint that involves an employee who is related by family or by marriage, or ~~at the appeal to the Board if they have participated in the issue with the complainant~~ **has had previous involvement with the complaint or the incident that gave rise to the complaint.**

For integrity of the process and decision, the supervisor or Trustee who is in a conflict situation will immediately declare a conflict of interest to the complainant and direct the complainant to the Director of Education who will either reassign the complaint to another supervisor or hear the complaint directly. At any time the supervisor or Trustee may refer to the Director of Education for advice.

When a conflict of interest is declared by a Superintendent of Education or Controller of ~~Plant~~ **Facilities Services**, the Director of Education will either reassign the complaint to another Superintendent of Education or hear the complaint.

When a conflict of interest is declared by the Director of Education, the Director will notify the ~~Chairperson~~ of the Board who will assign two (2) Superintendents of Education to investigate the complaint. A report on the investigation will be presented by the two (2) Superintendents of Education to the individual initiating the complaint.

An appeal of the results of the investigation conducted ~~by the two (2) Superintendents of Education rests with the~~ **under this Conflict of Interest section may be made to an In-Camera Meeting of the Board.**

### **COMPLAINT AGAINST THE CONDUCT OF THE BOARD, A TRUSTEE, THE DIRECTOR OF EDUCATION OR A MEMBER OF SENIOR STAFF**

When a complaint is filed against the Board, the Director of Education will notify the ~~Chairperson~~ of the Board and ~~Vice-Chairperson~~ of the Board along with the appropriate Board ~~Solicitor~~ **legal counsel** to determine the next course of action. A report will be presented to the **In-Camera Meeting of the** Board at the earliest opportunity.

In compliance with the Trustee Code of Conduct **Policy**, when a complaint is filed against the conduct of a Trustee, the Director of Education will notify the ~~Chairperson~~ and ~~Vice-Chairperson~~ of the Board who will place the complaint on the meeting agenda of the **In-Camera Meeting of the** Board.

When a complaint is filed against the conduct of the Director of Education, the Director or the Chairperson of the Board, whoever receives the complaint, will notify the appropriate Board ~~Solicitor~~ **legal counsel** to determine the next course of action. A report will be presented to the **In-Camera Meeting of the** Board at the earliest opportunity.

When a complaint is filed against the conduct of a Superintendent of Education, Superintendent of Business and Finance or the Controller of ~~Plant~~ **Facilities Services**, the Director of Education will investigate the complaint. An appeal of the decision by the Director of Education ~~rests with the~~ **may be made at an In-Camera Meeting of the** Board.

## PROCESSING OF COMPLAINT

The appropriate Board staff will endeavour to act on complaints promptly, and no later than two (2) working weeks from the date of receipt of the complaint.

Complainants who persist in opposing rules, routines and functions of a school or the Board, to the point of complaints being malicious, frivolous, and vexatious or harassing of employees, will be advised in a firm and charitable manner that such action will not be condoned or tolerated.

~~Complaints~~ A complaint will not be processed, where the complainants are members of the public who have had a recent opportunity to comment on a Board decision or a similar complaint by the individual has already been processed, or where another process is in place to hear the complaints, such as public meetings or the **Trustee Code of Conduct Policy**.

To facilitate the resolution of complaints the following complaint process will be followed to focus on the issues with the individuals most directly involved with the origin of the issue: Every effort will be made to meet with both parties.

### 1. Complainant and Employee Concerned

The complainant is to contact the employee involved to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

### 2. Complainant and the Employee's Immediate Supervisor

The complainant will be referred to the employee's immediate supervisor to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

### 3. Complainant and Superintendent/Controller of ~~Plant~~ **Facilities Services**

The complainant will be referred to the appropriate Superintendent or Controller of ~~Plant~~ **Facilities Services** to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

### 4. Complainant and Director of Education

The complainant will be referred to the Director of Education for consideration of the complaint and the decisions made by supervisory staff of the Board. If not satisfactorily resolved, then:

### 5. Appeal to the **In-Camera Meeting of the Board**

A complainant may submit a written request to the ~~Chairperson~~ of the Board to delegate to the In-Camera Meeting of the Board if not satisfied with the decision of the Director of Education. The delegation request will follow [\*Board By-Law \(100.1\)\*](#) Section ~~14~~ **16** subsection B through J. The complainant will be advised in writing, unless otherwise advised by Board legal counsel, of any decisions taken by the **In-Camera Meeting of the Board** in relation to the complaint.

## COMPLAINT RESOLUTION AND RECONCILIATION

Upon the resolution of the complaint, the employee's superordinate or in the case of an appeal to the **In-Camera Meeting of the Board**, the Director of Education will meet with all parties involved with the complaint to discuss the resolution of the complaint and endeavour to facilitate an opportunity for reconciliation between the parties.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 25, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: April 25, 2017



Niagara Catholic District School Board  
**TRUSTEE CODE OF CONDUCT POLICY**  
STATEMENT OF POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: NIL

**MISSION STATEMENT**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Policy is in compliance with the Ontario *Education Act* and the Board’s Mission Statement that 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.

**GOVERNANCE, INTEGRITY AND DIGNITY OF OFFICE**

The Niagara Catholic District School Board Trustee Code of Conduct governs individuals elected as a Trustee (“Trustees”) under Section 218 of the Education Act.

**Elected** Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and any other Act or Regulation that may be applicable to the Trustee's duties.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Niagara Catholic District School Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board's resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with the *Education Act* subsection 218.1 (f), Trustees are statutorily required to entrust the day to day management of the Board to its staff.

**CATHOLIC FAITH, COMMUNITY AND CULTURE**

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic Community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Provincial Minister of Education;

- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic Community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

## CIVIL BEHAVIOUR AND COMMUNICATION

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees **under the Education Act, subsection 218.1** and in all matters of communication including email, telephone and face-to-face meetings with **students, staff, parents and other stakeholders supporters of the Board**, appropriate language and professionalism are expected.

Trustees are to communicate with Board staff through the Director of Education or as approved, through the Office of the Director of Education. As outlined in Section 218.1 of the *Education Act*, it is not within the duties of Trustees to give direction to Board staff. In dealing with concerns expressed by **students, parents and other supporters of the Board, members of the community**, Trustees are to comply with the *Niagara Catholic District School Board Complaint Resolution Policy (800.3)* **and direct the individual to follow the process outlined in the Board's Complaint Resolution Policy.**

**Trustees who are contacted by a student, parent or supporters of the Board to meet or to discuss an issue are:**

- a) to direct the individual to follow the Board's Complaint Resolution Policy, if appropriate, or to direct the individual to the appropriate Board staff; and,**
- b) to minimize risk and legal action to the Board and to a Trustee's personal liability, the Trustee has the option to listen to the concern, make no comments or take notes and indicate that the Trustee will inform the Director of Education; and then,**
- c) to inform the Director of Education of the contents of the meeting or conversation.**

Catholic Trustees are bound to uphold and abide by all Board Policies, procedures and protocols. Subject to the duty of a Trustee under Subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff.



Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the Minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

## COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties from time-to-time, and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Policies and Administrative Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in Section 218.1 of the *Education Act*:

A member of a Board shall,

- a. carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1; ~~Board By-Laws and Board Policy~~
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c. consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1 (1) (f);
- d. bring concerns of parents, students and supporters of the board to the attention of board staff through Policies determined by the Board;
- e. uphold the implementation of any Board resolution after it is passed by the Board;
- f. entrust the day-to-day operations and management of the board to its staff through the board's Director of Education;
- g. maintain focus on student achievement and well-being; and
- h. comply with the Board's Code of Conduct.

## UPHOLDING DECISION

Catholic Trustees must understand their role as a corporate body and the expectation that as such they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

## AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.

Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the *Municipal Conflict of Interest Act* provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee’s absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every

declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as defined by ~~set out in~~ **set out in** this Trustee Code of Conduct Policy (“**Code of Conduct**”).

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence amongst those for whom they are responsible;
- Complying with and being seen to comply **with** the letter and spirit of:
  - the laws of Canada and the Province of Ontario
  - contractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide upon an issue, at a meeting that is open to the public, about which a member has an unavoidable pecuniary conflict of interest, that member shall not comment or vote on the issue.

When the Board is to decide upon an issue, at a meeting that is not open to the public, about which a member has an unavoidable pecuniary conflict of interest, that member shall not comment or vote on the issue and must leave the Board Room.

## **LOBBYING**

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education **forthwith**. Trustees must not use their influence to gain ~~nor~~ **or** advance the interest of any particular party during a procurement process.

## **CONFIDENTIALITY**

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational

structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to Section 122 of the *Criminal Code* and contrary to this *Code of Conduct*.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

## BOARD RESOURCES

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to Section 122 of the *Criminal Code*.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

## PROCEDURES FOR GIFTS AND HOSPITALITY

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. **If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.**

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

**Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.**

**Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.**

**ENFORCEMENT OF CODE OF CONDUCT  
AND MUNICIPAL CONFLICT OF INTEREST ACT**

~~In accordance with the provisions of Section 218.3 of the *Education Act*,~~ A breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair in the event that the alleged breach is with the Chair of the Board ~~or the Chair of the Board is unavailable.~~

~~If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, he or she must bring the alleged breach forward: (a) within one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, within one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.~~

~~If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other provided materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.~~

~~At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board ~~in~~ with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct is presented.~~

~~At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach of the Code of Conduct.~~

If the Board determines that a Trustee has breached ~~this~~ the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice ~~that is~~ **which date will be** at least 14 days after the notice is received by the Trustee.

The Board shall consider any **written** submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.

Despite Subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under Section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the **Trustee** has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses **for Trustees involved in a Code of Conduct challenge** will not be paid unless extraordinary circumstances are determined by Board motion.

**References**

- **Criminal Code**  
Section 122
- **Education Act**  
Subsection 207(1); Subsection 207(3); Section 218.1; Section 218.3
- **Municipal Conflict of Interest Act**  
Subsection 3(1)
- **Municipal Freedom of Information and Protection of Privacy Act**
- **Ontario Catholic School Graduate Expectations**
- **Niagara Catholic District School Board Policies/Procedures**
  - **Board's By-Laws (100.1)**
  - **Complaint Resolution Policy (800.3)**
  - **Trustee Expenses and Reimbursement Policy (100.13)**
  - **Trustee Honorarium Policy (100.11)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 25, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
STUDENT FEES POLICY (301.11)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: April 25, 2017





Niagara Catholic District School Board

**STUDENT FEES POLICY**

## STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.11

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: December 20, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board, through shared and committed leadership, recognizes its responsibility to support all stakeholders in our Catholic community implementing consistent and transparent practices that cultivate equity and inclusion.

The Niagara Catholic District School Board will make every effort to ensure that all students have every opportunity to access all programs and activities offered. The dignity of every student and parent/guardian will be honoured in the collection of fees.

The Niagara Catholic District School Board and its schools may choose to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. These opportunities may be subject to an additional fee.

In compliance with Part II, School Attendance, Sections 32 (1) and 32 (2) of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board supports every student's right to attend a school, where the student is a qualified resident pupil, without payment of a fee.

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

**References**

- [\*Education Statutes and Regulations of Ontario, Part II, School Attendance, Sections 32 \(1\) and 32 \(2\)\*](#)
- [\*Ministry of Education, 2011:B02, March 25, 2011 Memorandum – Guidelines for Fees for Learning Materials and Activities\*](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [\*School Generated Funds Policy \(301.6\)\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)



Niagara Catholic District School Board

**STUDENT FEES POLICY**

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 301.11

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: December 20, 2011

**TERMS OF REFERENCE****Student Activity Fees**

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, co-instructional activities, school dances, or theme days or retreats.

***Enhanced Programming and Materials***

Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-instructional activities beyond what is necessary to meet the learning expectations for a particular grade or course. Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

***Optional Programming***

Optional Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement and Hockey Canada Skills Academy programs.

**TRANSPARENCY AND ACCOUNTABILITY**

Fees should reflect the actual cost of the services or materials being provided to the student. A transparent accounting of the amounts collected and expenditures allocated must be made available to the Catholic school community.

Members of the Catholic school community should be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules will be made available to the Catholic school community.

Fee schedules should include:

- An itemized list of fees that states the rationale and purpose of each fee; and
- Information about the process to confidentially address financial hardship.

To ensure consistency and transparency across all Niagara Catholic schools, the application of fees should reflect the following principles:

- The purposes for which funds are collected are consistent with the Niagara Catholic District School Board mission statement, strategic directions and system priorities.
- Fees raised for school purposes are to complement, and not replace, public funding for education.

- Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any course fee.
- Students must be able to participate in school activities and access resources regardless of personal financial barriers.
  - Schools should address financial hardship and support student participation in activities regardless of economic circumstances.
  - A respectful practice for discreet identification of students/parents who may be experiencing financial hardship should be clearly communicated.
  - Financial reporting practices to the school community are in place.

## **FEE CHARGES**

When determining fee charges, a fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary, and alternatives are offered;
- Non-essential or co-instructional in nature and is not required for graduation by an individual student; or
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.
- Examples of Activities, Programs, and Materials Eligible and Non-eligible for Fee Charges are found in Appendix A.

## **BEST PRACTICES**

In addition, school Principals may consider the following best practices when implementing application of fees in their schools:

- Minimizing, where possible, costs related to enhanced programming and materials (for example, speakers, dance instructors, in-class field trips) that are optional to a course;
- Making every effort to ensure all students can participate in student activities regardless of ability to pay;
- Where a student chooses not to participate, alternative assignments should be provided for students to meet the expectations of the course; and
- Modest student activity fees for student agendas, student recognition, yearbooks, school dances, student council activities and clubs, photographs, co-instructional activities and athletics.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 25, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
EDUCATION-BASED RESEARCH POLICY (800.5)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: April 25, 2017



Niagara Catholic District School Board  
**EDUCATION-BASED RESEARCH POLICY**  
STATEMENT OF POLICY

800 – School and Community Councils

Policy No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board will assist staff, individuals or organizations in the field of education-based research, where it is deemed contributory to the greater understanding of the teaching, learning and assessment practices, supports student achievement and well-being and facilitates professional learning in schools. process; and facilitates student learning, professional development, and instructional practices.

The Niagara Catholic District School Board will endeavor to ensure that education research conducted within the Board is of high quality, protects the rights and interests of students, parents/guardians and staff, conforms to legal, ethical and scientific principles and standards, and supports All education-based research must be in keeping with the Mission, Vision, and Values of the Board.

The Board will establish A Research Ethics Review Committee has been established to review applications for all education-based research applications in the Niagara Catholic District School Board.

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

**References**

- [Age of Majority and Accountability Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Education Research Panel \(OERP\) Template](#)



Niagara Catholic District School Board  
**EDUCATION-BASED RESEARCH POLICY**

ADMINISTRATIVE PROCEDURES

800 – School and Community Councils

Policy No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 12, 2012

~~1. Education Research is the investigation of education based topics through the collection, analysis and dissemination of data. This research data is obtained either directly or indirectly from students, staff, parents, school boards or any other education stakeholders through ethically acceptable practices that align with current scientific research methodologies.~~

### **EDUCATION RESEARCH**

Niagara Catholic District School Board staff, individuals and organizations wishing to conduct **education based** research within the Niagara Catholic District School Board must be affiliated with a university, college, **and/or** provincial/national/international ~~education based~~ research organization, as recognized by the Director of Education or his/her designate.

Individuals and/or organizations generally involved in ~~education based~~ research may include:

- Teacher-education candidates
- Graduate students
- Niagara Catholic District School Board staff conducting research as part of a program of study
- University/college researchers
- Government agencies (federal, provincial regional, municipal), and
- Other recognized ~~education based~~ research organizations.

### **RESEARCH APPLICATION**

A request to conduct ~~education based~~ research in the Niagara Catholic District School Board must be **made in writing and submitted** ~~sent~~ to the Director of Education or his/her designate **along with a completed [Niagara Catholic Education-Based-Research Proposal Review Template \(Appendix 1\)](#)** ~~must be submitted and will including e:~~

- A summary of the ~~education based~~ research proposal,
- Details of student, ~~or~~ staff **and/or parent/guardian** population(s) sought,
- Examples of test instruments,
- **Details of data collection, security and privacy,**
- Sponsoring university, college, and / or recognized organization's Board of Ethics notice of approval ~~to conduct the education based research,~~ and
- Samples of a parent /guardian letter and ~~permission~~ **consent** forms.

### **RESEARCH ETHICS REVIEW COMMITTEE**

~~A research application will be forwarded to the Research Ethics Review Committee of the Board. Recommendations by the Research Ethics Review Committee will be provided to the Superintendent of Education who will consult with other Board departments, and Senior Administrative Council to arrive at a final decision to proceed with the education based research.~~

~~The Research Ethics Review Committee is:~~ **will review and evaluate the research proposal and make a recommendation to the Superintendent of Education to either approve or deny the research proposal**  
~~To review all requests for education based research to be conducted within the Niagara Catholic District School Board as it relates to the Board's Mission Statement, Vision 2020 Statements, Strategic Directions, and Enabling Strategies from the Vision 2020 Strategic Plan.~~

- ~~To refer the education-based research to other Board departments and Senior Administrative Council for consultation, and~~
- ~~To recommend to the Superintendent of Education either the approval or denial of the education-based research, or refer back to the researcher for further clarification.~~

The following **applying the** Code of Research Ethics.

### **CODE OF RESEARCH ETHICS**

Education research: ~~be followed for all education-based research:~~

- Must abide by the teachings of the Catholic Church,
- **Must adhere to the Mission, Vision and Values of the Niagara Catholic District School Board and Catholic Education,**
- ~~Will~~ **Must** not pose any risk to the participants,
- Must adhere to the guidelines of the Municipal Freedom of Information legislation (MFIPPA),
- ~~Must apply informed active consent with all students, participants and/or parent(s)/guardian(s)~~
- Must guarantee anonymity of the individual students, schools and school personnel in reporting the results unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
- ~~The Board~~ **Must not be identified the Board** unless permission has been granted by the Director of Education.

### **APPROVED EDUCATION RESEARCH**

The Superintendent of Education will approve education research projects to be conducted in the Niagara Catholic District School Board.

- If the education ~~-based-~~research is approved, **the** Principals~~-(s)~~ will be contacted about their participation **of students, parents/guardians, staff and/or others.**
- Unless otherwise directed by Senior Administrative Council, the decision regarding the participation ~~of a school~~ in approved education ~~-based~~ research will include consultation with the Principal of the school **and with** approval by the ~~appropriate~~ **Family of Schools'** Superintendent of Education.
- ~~A subject's~~ **The** decision to participate in ~~education-based~~ research rests with the participant and/or parents/guardians.
- Upon completion of the education ~~-based~~ research, the researcher(s) will provide a summary report to the participating schools and to the **Family of Schools'** Superintendent of Education.

### **ANNUAL REPORT**

The Superintendent of Education shall prepare an annual report **of education research projects conducted in the Board** for the Committee of the Whole Meeting in June.



**EDUCATION ~~-BASED~~ RESEARCH  
PROPOSAL REVIEW TEMPLATE**

*Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed on this form. The future release of any information pertaining to this research to other groups not mentioned must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.*

***\*Consult the Niagara Catholic District School Board Education ~~-Based~~ Research Policy (800.5), when completing this application.***

**APPLICANT INFORMATION**

Name	_____	Date	_____
Address	_____	Tel. (Res.)	_____
	_____	Tel. (Bus.)	_____
Email	_____	Fax	_____
Institution/Agency	_____		
Position/Role	_____		

**PROJECT DESCRIPTION AND TIMELINE**

Title of Research Project \_\_\_\_\_

Preferred start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Expected date of report to Board (*research summary submitted to the Board / participating schools*)

\_\_\_\_\_

Please list all other school boards to whom you are submitting an application to conduct this research.

**NATURE OF RESEARCH**

- Undergraduate thesis       Master's thesis       Doctoral thesis       University research
- Principal's course       AQ course       Externally-sponsored project
- Other \_\_\_\_\_



**Proof of permission and / or ethical review is required from your university / institution.**

- the approval / ethics certificate from my university / institution is attached
- in progress (please provide details below, including expected date of approval / amendment)

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**RESEARCH OBJECTIVES**

Provide a brief summary of your literature review and/or the theoretical foundations for your study.

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Explain the practical benefits and / or contribution of this research to the participants, to the Niagara Catholic District School Board and / or to the education system in general.

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**DATA COLLECTION AND / OR DATA REQUESTS**

Describe the proposed data collection. Include the number of sites/schools required and the name of any preferred schools or sites.

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How many students will directly participate?

<b>Number of Students</b>	<b>Grade/Program</b>	<b>Time Required</b>	<b>Additional Details</b>

How many teachers will directly participate?

<b>Number of Teachers</b>	<b>Grade/Program</b>	<b>Time Required</b>	<b>Additional Details</b>

How many other school personnel will directly participate?

<b>Number of Staff</b>	<b>Grade / Program</b>	<b>Time required</b>	<b>Additional details</b>

Describe any other requests for data from the district school board.

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**METHOD OF INVESTIGATION / STUDY**

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g. tests, surveys, interview guides etc.) and attach copies to this application.

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2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

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3. Briefly explain the data analysis procedures you will use for your research.

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4. List the security procedures in place for the protection of participant privacy and data storage.

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**ADDITIONAL REQUIREMENTS**

1. Facilities required (e.g. quiet workspace; gymnasium; classroom)

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2. Assistance required (e.g. early access to room for set up; assistance with students)

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3. Other resources or special arrangements required

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**PROVISION FOR FEEDBACK**

1. Please describe your plans to report results to participants, participating schools and/or the Niagara Catholic District School Board.

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2. Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; conference presentations):

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**SIGNATURES**

**Researcher**

I have received and read the Niagara Catholic District School Board Education-Based Research Policy (Policy No. 800.5) about conducting research in the Niagara Catholic District School Board and agree to follow its requirements if my application is accepted.

*Note that the final decision to participate in any research project always rests with the individual (e.g. principal, teachers, other staff; student through a parental consent form or a student assent form)*

\_\_\_\_\_  
*Signature of researcher*

\_\_\_\_\_  
*Date*

**Professor / Sponsor / Affiliated Organization**

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

\_\_\_\_\_  
*Contact person (e.g. sponsoring professor, director of organization)*

\_\_\_\_\_  
*Name of organization*

**RETURN TO:**

**Niagara Catholic District School Board  
Attention: Director of Education  
427 Rice Road  
Welland, ON L3C 7C1  
905.735.0240  
Website: [www.niagaracatholic.ca](http://www.niagaracatholic.ca)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 25, 2017**

**TITLE: POLICY AND PROCEDURE REVIEW 2016-2017 SCHEDULE**

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

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: April 25, 2017



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2016 - JUNE 2017

Updated: March 28, 2017

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
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	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
1998	2015	400.2	Educational Field Trips	March 2017
<b>NEW</b>		<b>NEW</b>	Privacy	March 2017
2010	Nil	100.11	Trustee Honorarium	March 2017
1998	2011	800.3	Complaint Resolution	April 2017
2010	Nil	100.12	Trustee Code of Conduct	April 2017
2011	2011	301.11	Student Fees	April 2017
1998	2012	800.5	Education-Based Research	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
2007	2014	500.2	Student Transportation	May 2017
1998	2015	400.2	Educational Field Trips	May 2017
<b>NEW</b>		<b>NEW</b>	Privacy	May 2017
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

\* Ministry of Labour Compliance Annual Review

**SORTED BY CW/BOARD MEETING DATE**

<b>Policy Issued</b>	<b>Reviewed Revised</b>	<b>Policy #</b>	<b>POLICY NAME</b>	<b>CW/BD</b>
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	2012	202.2	Catholic Leadership: Principal & Vice-Principal Selection	Feb. 2017
1998	2013	800.1	Catholic School Councils	March 2017
2012	2013	800.8	Accessibility Standards	March 2017
2010	Nil	100.11	Trustee Honorarium	April 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
1998	2015	400.2	Educational Field Trips	June 2017
NEW		NEW	Privacy	June 2017
NEW		NEW	Anti-Spam	