



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

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY, FEBRUARY 27, 2018
5:00 P.M.**

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



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- | | |
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| 1. Opening Prayer – Trustee Vernal | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of January 30, 2018 | 5 |
| 6. Policies | |
| <i>Action Required</i> | |
| POLICIES – FROM JANUARY 30, 2018 POLICY COMMITTEE MEETING | |
| 6.1 Trustee Code of Conduct Policy (100.12) | 6.1 |
| POLICIES – FOR RECOMMENDATION TO MARCH 6, 2018 COMMITTEE OF THE WHOLE | |
| 6.2 Student Trustees Policy (100.4) | 6.2 |
| POLICIES – PRIOR TO VETTING | |
| 6.3 Christian Community Service Policy (400.3) | 6.3 |
| 6.4 Electronic Communications Systems Policy – Students (301.5) | 6.4 |
| 6.5 Electronic Communications Systems Policy – Employees (201.12) | 6.5 |
| 6.6 Employee Hiring and Selection Policy – Teachers (203.1) | 6.6 |
| <i>Information</i> | |
| 6.7 Policies Currently Being Vetted
Nil | - |
| 6.8 Policy and Guideline Review 2017-2018 Schedule | 6.8 |
| 7. Date of Next Meeting | |
| March 6, 2018 – Start time to be determined and posted on the Board website and agenda cover sheet | |
| 8. Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
JANUARY 30, 2018**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 30, 2018, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JANUARY 30, 2018

Minutes of the Policy Committee Meeting held on Tuesday, January 30, 2018 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Director Crocco, who chaired the meeting until the election of a Committee Chair.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik

2. Election of Chair of the Policy Committee 2018

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2018. Trustee Sicoli nominated Trustee Burtnik.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chair of the Policy Committee. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming. Trustee Burtnik was acclaimed to the position of Chair of the Policy Committee 2018.

Moved by Trustee Sicoli

THAT Trustee Burtnik be elected to the position of Chair of the Policy Committee 2018.
APPROVED

3. Attendance

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

Staff:

John Crocco, Director of Education

Yolanda Baldasaro, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

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

4. Approval of Agenda

Moved by Trustee Vernal

THAT the January 30, 2018 Policy Committee Agenda be approved, as presented.

APPROVED

5. Declaration of Conflict of Interest

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

6. Minutes of the Policy Committee Meeting

61. November 21, 2017

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of November 21, 2017, as presented.

APPROVED

62. December 14, 2017

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of December 14, 2017, as presented.

APPROVED

7. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO FEBRUARY COMMITTEE OF THE WHOLE MEETING

7.1 Trustee Code of Conduct Policy (100.12)

Following revisions made at the December 14, 2017 Committee meeting the Policy Committee continued to review recommended amendments to the draft Trustee Code of Conduct Policy.

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

POLICY STATEMENT

- Page 3, Paragraph 5 remove “*when approved by the Board*” and add “/or”
- Page 6, Paragraph 1 and 2 add “*prior to*”
- Page 7, Paragraph 7 add “*Niagara*”
- Page 8 after paragraph 1 add a statement to have a third party investigator investigate all alleged breaches of the Code of Conduct.
- Page 9, Paragraph 4 change statement to “*will be reimbursed by the Board if the Trustee has been found to not have breached the Code of Conduct*” and add a statement on repercussions to person bringing false allegations forward.
- Add Terms and Conditions and Collective Bargaining Agreement to the references

The Policy Committee will continue to review the final changes to the policy at the February 27, 2018 Policy Committee Meeting.

7.2 Records and Information Management Policy (600.2)

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Records and Information Management Policy (600.2) following the vetting process.

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

POLICY STATEMENT

- Bullet 4 change “*Terminating*” to “*Who are terminated*”

ADMINISTRATIVE PROCEDURES

- Appendix A remove “*Transferring Permanent*”

Moved by Trustee Vernal

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Records and Information Management Policy (600.2), as amended.

APPROVED

7.3 Niagara Catholic Education Award of Distinction Policy (100.7)

Frank Iannantuono, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Niagara Catholic Education Award of Distinction Policy (100.7) following the vetting process.

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

POLICY STATEMENT

- Add “*The Board reserves the right to approve and/or revoke the prestigious award.*”

ADMINISTRATIVE PROCEDURES

- Page 2, bullet 3 of Criteria add “a”
- Page 2, bullet 6 of Criteria change to “*sacred journey of faith*”
- Page 3, bullet 4 and 5 change “*Manager of Corporate Services and Communications Services*” to “*Communications Officer*”
- Page 3 – Selection Committee change “*An Elementary Principal*” and “*A Secondary Principal*” to “*A member of the Niagara Catholic Principals’ Association*” and add “*representatives of SEAC, NCPIC and Student Senate*”
- Add “*The Selection Committee will be required to maintain confidentiality*”
- Page 3 – Selection Committee – Last Paragraph remove “*for the successful and unsuccessful nominations*” and change last section to “*it will be promptly recommended to the Board for consideration*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Niagara Catholic Education Award of Distinction Policy (100.7), as amended.

APPROVED

7.4 Assignment of Principals & Vice-Principals Policy (202.1)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Assignment of Principals & Vice-Principals Policy (202.1) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 2 – Bullet 9 add “*current*”

Moved by Trustee Vernal

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Assignment of Principals & Vice-Principals Policy (202.1), as amended.

APPROVED

7.5 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 2 bullet 2 remove “*estimated*”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), as amended.

APPROVED

7.6 Nutrition Policy (302.7)

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Nutrition Policy (302.7) following the vetting process.

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

POLICY STATEMENT

- Paragraph 4 add “*The Board supports and encourages all forms of student nutrition programs in our schools.*”

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Vernal

THAT the Policy Committee recommend to the February 13, 2018 Committee of the Whole Meeting to approve the revisions to the Nutrition Policy (302.7), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

7.7 Employee Hiring and Selection Policy (Teachers) (203.1)

Deferred to February 27, 2018 Policy Committee Meeting.

7.8 Electronic Communications Systems Policy (Students) (301.5)

Deferred to February 27, 2018 Policy Committee Meeting.

INFORMATION

7.9 Policies Currently Being Vetted to February 8, 2018

- Student Trustees Policy (100.4)

7.10 Policy and Guideline Review 2017-2018 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2018 Schedule.

7. Date of Next Meeting

February 27, 2018 – 5:00 p.m. start time

8. Adjournment

The meeting adjourned at 6:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: POLICIES – FROM JANUARY POLICY COMMITTEE MEETING
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 27, 2018



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*, Regulations, other relevant legislation and the Board’s Mission Statement. The 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.

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. To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with 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 Administrative Procedures and any other Act or Regulation that may be applicable to the Trustee's duties.

Individual Trustees are 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.

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 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 they serve to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education. As outlined in Section 218.1 of the *Education Act* no individual or group of Trustees has the authority to give direction to staff.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board with respect to an issue of employment, may listen to the concern, offer no judgement on the specifics of any concern presented and, if required, will facilitate in guiding the employee to the relevant Collective Agreement, Terms and Conditions or Board Policy. Trustees will bring information regarding the concern to the attention of the Director of Education.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education will listen to the concern, provide no judgement on the specifics of the concern presented, and if required, direct the individual to the Board's Complaint Resolution Policy or relevant Board Policy. Trustees will bring information regarding the concern to the attention of the Director of Education.

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 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, and in all matters of communication including email, telephone and face-to-face meetings, respectful language and professionalism are expected.

The Trustees are bound to uphold and comply with 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. With the exception of the Chair of the Board and/or the Director of Education, no individual Trustee or group of Trustees has the authority to speak on behalf of the Board.

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 and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties 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;
- 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

Trustees must understand their role as a corporate body and the expectation that 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 Administrative 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 participating in related decisions.

Trustees are not permitted to vote on, discuss, or attempt to influence voting on 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 at 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 **provisions requirements** of the *Municipal Conflict of Interest Act* **but also and** avoid conflicts of interest as 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 on an issue, at a meeting that is open to the public, about which a member has an unavoidable conflict of interest, that member shall not comment or vote on the issue or influence the voting on the issue either **prior to**, during or after the meeting **and must leave the Board Room.**

When the Board is to decide on an issue, at a meeting that is not open to the public, about which a member has an unavoidable conflict of interest, that member shall not comment or vote on the issue or influence the voting on the issue either **prior to**, during or after the meeting 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 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, **financial information**, 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, or disclose to any third party 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 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* and this Code of Conduct.

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

A breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

A Trustee or a supporter of Catholic education who is eligible to participate in the election of a **Niagara** Catholic trustee who has reasonable grounds to believe that a Trustee(s) 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 as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, after 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 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 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 complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board **will direct Board legal counsel to oversee an independent investigation conducted by an external investigator as selected by Board legal counsel. The results of the external investigation will be presented to the Board by Board legal counsel and the external investigator upon completion. Based on the results of the external investigation, the Board** will determine whether there has been a breach of the Code of Conduct.

If the Board determines that a Trustee has not breached the Code of Conduct, the Board may impose sanctions or consequences on the relevant individual(s), which includes a Trustee or Trustees, who have brought the complaint forward. The sanctions or consequences will be determined in consultation with Board legal counsel.

If the Board determines that a Trustee has breached 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, 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 of 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 meeting of the Board shall be In-Camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting 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 complaint will be reimbursed by the Board if the Trustee has been found to have not breached the Code of Conduct.**

(or it could read - In the event that a Trustee has been found to have not breached the Code of Conduct, all legal expenses for the Trustee involved in a Code of Conduct complaint will be reimbursed by the Board.)

On May 30, 2017, the *Modernizing Ontario's Municipal Legislation Act, 2017* (“Bill 68”) received royal assent. The provisions of Bill 68 amending the *Municipal Conflict of Interest Act* (the “Amendments”) do not come into force until March 1, 2019.

Under the Amendments, Trustees who declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Secretary of the Board declaring their interest and including a description of its general nature. The Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees’ written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

The Amendments also enable Trustees to consult municipal Integrity Commissioners for the purpose of ensuring compliance with the *Municipal Conflict of Interest Act*, and to mitigate any penalty imposed on a Trustee in the event of their later having been found to have acted in contravention of the Act. The Board will develop and maintain procedures to facilitate Trustees’ consultation with municipal Integrity Commissioners, where appropriate.

The Board will comply with the requirements contained in the Amendments when these come into force.

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*
- *Ombudsman 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)*
- ***Terms and Conditions and Collective Agreements***



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*, Regulations, other relevant legislation and the Board’s Mission Statement. The 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. To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with 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 Administrative Procedures and any other Act or Regulation that may be applicable to the Trustee’s duties.

Individual Trustees are 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.

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 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 they serve to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education. As outlined in section 218.1 of the *Education Act* no individual or group of Trustees has the authority to give direction to staff.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board with respect to an issue of employment, may listen to the concern, offer ~~provide no judgement decision~~ on the specifics of any concern presented and, if required, will ~~facilitate~~ assist in guiding the employee to the ~~are to refer the employee to the relevant Collective Agreement, Terms and Conditions or Board Policy. or to the Board's Complaint Resolution Policy~~ Trustees will bring information regarding the concern, if required, to the attention of the ~~appropriate board staff.~~ Director of Education.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education person making a complaint ~~are to refer the individual to the Board's Complaint Resolution Policy (800.3).~~ In all instances, Trustees will listen to the concern, provide no judgement decision on the specifics of the concern presented, ~~make no comments on the concern~~ and if required, direct the individual to the Board's Complaint Resolution Policy or relevant Board Policy. Trustees will bring information regarding the concern, if required, to the attention of the ~~appropriate board staff.~~ Director of Education.

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 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 subsection 218.1 of the *Education Act*~~ and in all matters of communication including email, telephone and face-to-face meetings, ~~with students, staff, staff, parents and other stakeholders~~ ~~supporters of the Board,~~ appropriate respectful language and professionalism is 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. no individual or group of Trustees has the authority to give direction to 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's Complaint Resolution Policy (800.3)* and direct the individual to follow the process outlined in the Board's Complaint Resolution Policy or relevant Board Policy as well as bringing the concern to the attention of the appropriate board staff as required.~~

~~Trustees who are contacted by a student, parent, employee or supporters of the Board to meet or to discuss an issue are, based on the issue presented, to direct the individual to comply with the appropriate Board Policy, Collective Agreement or Terms and Conditions Board's Complaint Resolution Policy, if appropriate, or to direct the individual to the appropriate board staff as required. Once a grievance has been filed, Trustees are not to engage an employee or association regarding the grievance.~~

~~To minimize risk and legal exposure to the Board and to protect a Trustee's personal liability, should a Trustee be contacted by a person other than a student, employee, parent or supporter of the Board, the Trustee shall inform the Board of Trustees of the details of such contact.~~

The Trustees are bound to uphold and abide **comply** with 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. **With the exception of the Chair of the Board and/or when approved by the Board,** and the Director of Education, no individual **Trustee** or group of Trustees has the authority to speak on behalf of the Board.

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 and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, 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

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 **Administrative** 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~~ **participating in related** decisions.

Trustees are not permitted to vote on, ~~or~~ **discuss, or attempt to influence voting on** 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 at 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 **provisions requirements** of the *Municipal Conflict of Interest Act* ~~but also~~ **and** avoid conflicts of interest as ~~defined by~~ **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 or influence the voting on the issue either prior to, during or after the meeting and must leave the Board Room.

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 or influence the voting on the issue either prior to, during or after the meeting 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 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, financial information, 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, or disclose to any third party 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 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* and this Code of Conduct.

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 **or a supporter of Catholic education who is eligible to participate in the election of a Niagara Catholic trustee** who has reasonable grounds to believe that ~~another~~ a 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 as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) ~~within~~ one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, ~~within~~ after 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 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 complaint 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~~ will direct Board legal counsel to oversee an independent investigation conducted by an external investigator as selected by Board legal counsel. The results of the external investigation will be presented to the Board by Board legal counsel and the external investigator upon completion. ~~shall based on the results of the inquiries,~~ Based on the results of the external investigation, the Board will determine whether there has been a breach of the Code of Conduct.

If the Board determines that a Trustee has not breached the Code of Conduct, the Board may impose sanctions or consequences on the relevant individual(s), which includes a Trustee or Trustees, who have brought the complaint forward. The sanctions or consequences will be determined in consultation with Board legal counsel.

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~~ of 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 meeting of the Board shall be In-Camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting 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 complaint will be reimbursed by the Board if the Trustee has been found to have not breached the Code of Conduct. ~~will not be paid by the Board unless extraordinary circumstances are determined by Board motion.~~

On May 30, 2017, the *Modernizing Ontario's Municipal Legislation Act, 2017* ("Bill 68") received royal assent. The provisions of Bill 68 amending the *Municipal Conflict of Interest Act* (the "Amendments") do not come into force until March 1, 2019.

Under the Amendments, Trustees who declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Secretary of the Board declaring their interest and including a description of its general nature. The Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees' written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

The Amendments also enable Trustees to consult municipal Integrity Commissioners for the purpose of ensuring compliance with the *Municipal Conflict of Interest Act*, and to mitigate any penalty imposed on a Trustee in the event of their later having been found to have acted in contravention of the Act. The Board will develop and maintain procedures to facilitate Trustees' consultation with municipal Integrity Commissioners, where appropriate.

The Board will comply with the requirements contained in the Amendments when these come into force.

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***
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
STUDENT TRUSTEE POLICY (100.4)**

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 27, 2018



Niagara Catholic District School Board

STUDENT TRUSTEES POLICY

STATEMENT OF POLICY

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: April 24, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board values the leadership, perspectives and participation of students at Board and Board committee meetings through the inclusion of two Student Trustees on the Board.

A Niagara Catholic District School Board Student Trustee serves to uphold the Mission, Vision and Catholic values in representing the interest of all students of the Board.

In accordance with the provisions of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board shall have two (2) Student Trustees on the Board for a ~~one school year~~ term from August 1 ~~until July 31 inclusive~~ **during the year of their election to July 31 during the final year of their term. The Student Trustees shall be elected by the Niagara Catholic Secondary Student Senate (the Student Senate) and the Student Council Presidents of each Niagara Catholic secondary school. Niagara Catholic Student Trustees may serve up to two terms if elected in accordance with the Election Procedures within the Administrative Procedures of this Policy. Commencing May 1, 2012, one of the two elected Student Trustees by the Student Senate should be eligible to serve more than one term as a Student Trustee. Effective May 1, 2013, one of the two (2) elected Student Trustees should have at least one year of experience as a Student Trustee before the start of the new term.**

Effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.

Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.

To be eligible to serve as a Niagara Catholic Student Trustee, the following qualifications are required:

- The pupil must be a practicing Roman Catholic **as attested by the Principal**
- The pupil must be enrolled as a resident, full-time, senior division student at the time of his/her term in one of the Board's Catholic Secondary Schools and have signed parental permission to be a Student Trustee if under 18 years of age.
- The pupil must provide a written letter of endorsement from his/her Catholic secondary school Principal.
- As a Student Trustee, Co-Chair of the Student Senate and a representative of Niagara Catholic, the pupil is expected to conduct him/herself with proper demeanour at all times in accordance with the Mission, Vision, Values and Policies of the Niagara Catholic District School Board.

Student Trustees may be disqualified from serving as a Student Trustee based on:

- Legislative criteria
- Ceasing to be a pupil within the Board
- Ineligibility to meet the terms of this Policy and/or Administrative Procedures

- Committing a serious breach of Board Policy or school Code of Conduct infraction as determined by the Director of Education and/or the Board
- Breaking the Conflict of Interest regulations or disclosed in-camera information
- Being absent from three consecutive meetings of the Board
- Conduct as determined by the Board which is incompatible with the roles and responsibilities of the Student Trustee position.

The Board shall provide the Ministry of Education with the names of the Student Trustees elected, not later than 30 days after the date of the election or by-election as required by legislation.

Upon completion of the Student Trustee's term, the Board will suitably recognize the service of the Student Trustee with a token of appreciation, a notation in the student's Ontario Student Record and a letter of recognition co-signed by the Chair of the Board and the Director of Education.

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

References

- ***Education Statutes and Regulations of Ontario (Reg. 07/07)***
- ***Ontario Municipal Conflict of Interest Act***
- ***Niagara Catholic District School Board Policies/Procedures***
 - ***Board By-Laws (100.1)***
 - ***Trustee Code of Conduct Policy (100.12)***
 - ***Student Senate Policy (100.6.1 and 100.6.2)***



Niagara Catholic District School Board

STUDENT TRUSTEES POLICY

ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: April 24, 2012

1. ROLE OF THE STUDENT TRUSTEES ON THE BOARD

- 1.1 It is expected that the Student Trustees who serve on the Board will present their own views and the perspective of students within the Board on any matter before the Board. Student Trustees will assist the Board in achieving a better understanding of educational issues among pupils.
- 1.2 As Co-Chairs of the Niagara Catholic Student Senate, Student Trustees will present a verbal report on the activities of the Student Senate monthly at the Committee of the Whole Meeting of the Board.
- 1.3 Student Trustees will represent the Board's students at public and official Board functions and on Board committees as assigned by the Chair of the Board and/or Director of Education.
- 1.4 Niagara Catholic Student Trustees are expected to wear their school uniform when in attendance at Board or Board Committee meetings, when representing the Board at either internal or external Board-related meetings or when representing the Niagara Catholic District School Board. Exceptions require the approval of the Director of Education.
- 1.5 Student Trustees on the Board are expected to regularly attend and participate in the Public Session of the Committee of the Whole Meeting, the Public Session of the Board Meeting and Part A of the In-Camera Session of the Committee of the Whole and Board Meetings. Student Trustees are to inform the Secretary of the Board when she/he is unable to attend a meeting.

In accordance with the Education Act – Section 207, Student Trustees are not eligible to attend In-Camera meetings when the subject matter under consideration involves:

- The security of the property of the Board;
 - The disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil 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.
- 1.6 A Student Trustee will not count towards quorum at Committee Meetings or at Board Meetings. Student Trustees are not entitled to a binding vote, but they have the right to have their vote recorded in the Board Minutes upon request through the Chair of the Board.
 - 1.7 Student Trustees may request that a matter before the Board or any of its committees, be put to a recorded vote, in which case there must be two votes, a non-binding recorded vote that includes the Student Trustee's vote; and a recorded binding vote that does not include the Student Trustee's vote.

- 1.8 A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Student Trustee sits. If no member of the Board or committee moves the suggested motion, the record shall show the suggested motion.

2. CONFLICT OF INTEREST

- 2.1 In accordance with the Education Statutes and Regulations of Ontario, Ontario Municipal Conflict of Interest Act, the Niagara Catholic District School Board By-Laws and the Niagara Catholic District School Board Trustee Code of Conduct Policy, if a Student Trustee is present at a meeting where a matter in which he/she has a direct, indirect or deemed pecuniary interest is considered, he/she must act as follows:
- The Student Trustee's interest and the general nature of that interest must be disclosed prior to any consideration of the matter.
 - The Student Trustee must not take part in the discussion of, or vote on any question in respect of the matter.
 - The Student Trustee must not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
 - In the case of a meeting that is closed to the public ("in camera meeting"), the Student Trustee must, in addition to complying with the above, leave the meeting.
 - If absent from a meeting where such a matter is considered, the Student Trustee must disclose his/her interest and comply with the requirements provided above at the next meeting.
- 2.2 A "pecuniary interest" is an interest in a matter that is related to or measurable in money.
- 2.3 An "indirect pecuniary interest" occurs when the Student Trustee or a parent of a Student Trustee has an interest in or works for a business that has a pecuniary interest in a matter before the Board or is a member of a body or organization that has a pecuniary interest in the matter before the Board.
- 2.4 An exception to an indirect pecuniary interest is when the matter relates to the Student Trustee's whole School Community.
- 2.5 A "deemed pecuniary interest" is a pecuniary interest direct or indirect of a parent. If the parent would have a pecuniary interest in the matter whether direct or indirect, the Student Trustee has a pecuniary interest.

3. ELECTION PROCEDURES

- 3.1 To facilitate the representation of pupils from various schools throughout the Board, each secondary school is eligible to have two (2) pupils as members of the Student Senate and **the Elementary Student Senate is represented by their Co-Chairs, who serve as members** ~~each Secondary Family of Schools is eligible to have one (1) intermediate elementary student as a member of the Student Senate.~~
- 3.2 ~~Two senior~~ **Two senior** Secondary student members of the Student Senate will be elected annually by the Student Senate to serve as Student Trustees on the Board from August 1 to July 31 inclusive. A Student Trustee has the opportunity to seek re-election **as a Student Trustee**. A Student Trustee running for re-election may not participate in any meetings or preparation plans relating to the election process.

- 3.3 Given the importance placed on the role of Student Trustees in serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate, ~~effective May 1, 2013, one of the two (2) elected Student Trustees by the Secondary Student Senate should have at least one year of experience as a Student Trustee before the start of the new term.~~ **effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.**

Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.

In the event that the elected student cannot serve the two year term as a Student Trustee, the Student Senate will determine a process to replace the student serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate.

- 3.4 Prior to the Friday of Catholic Education Week of each school year, the election of the following year's Student Council members will occur in all secondary schools within the Niagara Catholic District School Board.

Prior to the annual Niagara Catholic Student Leadership Symposium:

- Each Secondary Principal will select (1) Administrative Appointee member for the new school year's Student Senate; and
- Each secondary Student Council will select (1) member of the new school year's elected Student Council to serve on the new school year's Student Senate.
- Each Secondary Family of Schools' **Student Council** will ~~select~~ **elect one (1) two (2) intermediate elementary students to serve as Co-Chairs of their Secondary Family of Schools' Student Council and Senators** on the ~~New Year's~~ **next year's** Elementary Student Senate. The elementary students ~~selected~~ **elect** will be an intermediate student for the ~~new~~ **next** school year. ~~The selection of the student will be determined by consensus of the Family of Schools' Principals and will annually rotate among elementary schools within each Secondary Family of Schools.~~ **The new Elementary Student Senate will elect two (2) students who will serve as Co-Chairs of the Elementary Student Senate and the two elementary student representatives on the Secondary Student Senate from August 1 to July 31 inclusive.**

- 3.5 Prior to May 20 of each school year, the Niagara Catholic Student Senate will host a Niagara Catholic Student Leadership Symposium where the newly elected Student Senate will ~~elect two~~ **(2) Co-Chairs of the Student Senate** who will also serve as the Board's two (2) Student Trustees from August 1 to July 31 inclusive.

- 3.6 The Student Senate will assist the Student Trustees on the Board by bringing forward pupil issues, gathering pupil opinion and communication with pupils. The Student Trustees on the Board will be responsible for reporting Board activities to the Student Senate on a regular basis.

- 3.7 A minimum of two secondary administrators will be appointed by the Director of Education to facilitate the operation of the Student Senate and to act as a resource. The administrators and Student Senate will dialogue with and report to the Director of Education.

In the fall of each year, a retreat may be organized for all students elected to the Student Senate facilitated by the Board's Chaplaincy Leader.

4. MENTORING FOR THE STUDENT TRUSTEES ON THE BOARD

- 4.1 The Chair of the Board, in consultation with the Student Trustees, will designate a Trustee(s) mentor for the Student Trustees throughout the student's term as a Student Trustee.
- 4.2 The Chair of the Board, the Trustee Mentor(s) and the Director of Education will provide an annual orientation for newly-elected Student Trustees.
- 4.3 Student Trustees have the same status as a Board member regarding access to Board resources and opportunities to participate in Board functions, retreats, OCSTA meetings and Professional Development activities designed for Trustees.

5. FILLING STUDENT TRUSTEE VACANCIES

- 5.1 A vacancy shall be filled by a by-election of Student Senate members if a Student Trustee is disqualified by the Board and/or the Student Trustee is unable or unwilling to fulfill his/her duties **or term. In the event that a by-election is required, the Student Senate and the moderators will determine the process to replace the student serving on the Student Senate. The by-election process must be communicated to all eligible students.** The term for an interim Student Trustee will be for the remainder of the school year.

6. REIMBURSEMENT FOR STUDENT TRUSTEES ON THE BOARD

- 6.1 The Niagara Catholic District School Board will provide for reimbursement of the Student Trustees for travel expenses and other expenses incurred in connection with carrying out the responsibilities, approved by the Chair of the Board and the Director of Education in compliance with relevant Board Policy.
- 6.2 A Student Trustee shall receive an honorarium as specified in legislation. The amount of the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 6.3 A Student Trustee shall be allocated an amount for professional development in accordance with Board Policy and Administrative Procedures.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
CHRISTIAN COMMUNITY SERVICE POLICY (400.3)**

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Date: February 27, 2018



Niagara Catholic District School Board
CHRISTIAN COMMUNITY SERVICE POLICY
 STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the mission, vision and values of the Niagara Catholic District School Board Christian Community Service enables students to witness solidarity with people who are in need and who require assistance. It provides students with an opportunity to model the teaching of Jesus Christ and puts into practice the social teaching of the Church. Students learn firsthand the lessons of the Parable of the Good Samaritan and the corporal works of mercy. It Christian Community Service fosters an understanding of civic responsibility and participation, helps students develop and share their skills with others in the wider community and develops strong ties between students and their community which will foster valuable and long-term relationships. Involvement in Christian Community Service reflects the Ontario Catholic School Graduate Expectations and is an essential component of the Religious Education program for students in Grades 9 to 12 in the Niagara Catholic District School Board.

As stated in Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011 every student who begins secondary school must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). These activities may be completed at any time during the secondary school program and is an essential component of the Religious Education program for students in Grades 9 to 12.

Students of Grade 8 are able to start accumulating Christian Community Service hours in the summer prior to their entering Grade 9. This service must comply with this policy and its administrative procedures, insuring that the summer activity is eligible and that necessary approval and proper documentation is completed.

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

References

- [*Ontario Catholic School Graduate Expectations, 2nd Edition 2011, Institute for Catholic Education*](#)
- [*Ontario School: Kindergarten to Grade 12: Policy and Program Requirements, 2016*](#)
- [*PPM 124a - Ontario Secondary School Diploma Requirement: Community Involvement Activities in English Language Schools*](#)
- [*Ontario Catholic Secondary Curriculum Policy Document for Religious Education, 2016*](#)



Niagara Catholic District School Board
CHRISTIAN COMMUNITY SERVICE POLICY
 ADMINISTRATIVE PROCEDURES

400 – Educational Programs

Policy No 400.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: June 12, 2012

1. Students in Grades 9 to 12 will select one or more Christian Community Service activities in consultation with their parents/guardians. These activities will be completed during each year of secondary school as an essential component of the Religious Education program in order to fulfill the diploma requirement of 40 hours for graduation. The total of 40 hours of Christian Community Service would be the minimum expectation for students. The Secondary school principal may approve special requests.
2. Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. The community could be a club, a parish, an organization, or a public institution. Students will be expected to select an activity that meets the criteria as described in the Niagara Catholic District School Board Information Brochure and the Guiding Principles for Christian Community Service.
3. Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still may count toward the forty (40) volunteer hours needed for graduation.

Guiding Principles for Christian Community Service

- An event or activity designed to be of benefit to the community;
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to Catholic standards and does not conflict with Catholic values;
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance;
- Participation in global initiatives/projects that do not conflict with Catholic values;
- Participation in an event or activity that promotes positive environmental awareness and action;
- Participation in activities that promote the human rights and well-being of all groups in society, as long as the values of these groups are in harmony with Catholic teaching;
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association or political organization that seeks a positive contribution to the community and is not in conflict with Catholic teaching.

Appropriate Christian Community Service Placements

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

Catholic/Christian social service agencies or social justice groups

- Charitable activities – assistance at church bazaars, pancake suppers, spaghetti suppers
- Coaching minor sports
- Community Care residences
- Fundraising for not-for-profit organizations
- Homeless shelters

- Hospitals and Hospices
- Journey Retreat Leaders (before and after school hours);
- Parish ministries
- Local food banks
- Nursing homes
- Pilgrimage, Starvation, or any school activities designated toward raising money for developing countries
- Refugee centres
- Service clubs
- Unpaid academic tutoring
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Secondary School Principal.

INELIGIBLE ACTIVITIES

Ministry of Education Ineligible Activities

- A requirement of a class or course in which the student is enrolled (i.e., co-operative education portion of the course, job shadowing, work experience).
- An activity that takes place during the time allotted for the instructional program on a school day; however, activities during the student's lunch breaks or "spare" periods are permissible.
- An activity that takes place in a logging or mining environment, if the student is under sixteen years of age.
- An activity that takes place in a factory, if the student is under fifteen years of age.
- An activity that takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult.
- An activity that would normally be performed for wages by a person in the workplace.
- An activity that involves the operation of a vehicle, power tools, or scaffolding.
- An activity that involves the administration of any type or form of medication or medical procedure to other persons.
- An activity that involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act.
- An activity that requires the knowledge of a trades person whose trade is regulated by the provincial government.
- An activity that involves banking or the handling of securities, or the handling of jewellery, works of art, antiquities, or other valuables.
- An activity that consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities.
- An activity that involves a court-ordered program (i.e., community-service program for young offender, probationary program).

Niagara Catholic District School Board Ineligible Activities

- Any activity that takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- Activities completed for reward (i.e. bonus marks)
- Work normally done for a wage or any form of payment
- Work required for a course in which the student is enrolled
- Baby-sitting, shovelling snow, raking leaves for family or friends
- Any activity that provides direct financial benefit or other gain (political, social, etc.) to the student or to the student's family/relatives;

- Any activity that provides direct financial benefit or other gain (political, social, etc.) to the student or to the student's family; and
 - Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church;
 - Scorekeeping/managing school teams during the school instructional day;
 - Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.
4. Students will be responsible for completing all documentation according to Board requirements. The forms Notification of Planned Christian Community Service Activities and the Completion of Christian Community Service Activities must be completed each year by students.
 5. The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department, and as outlined in the school's student agenda or on the school website. Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's Maplewood profile.
 6. If a student enrolled in a Niagara Catholic Secondary School is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre-approval.
 7. Community Sponsors are responsible for providing a safe environment and the appropriate training, equipment and preparation for students who will be under their supervision. They must be aware of the "ineligible activities" as outlined in the Board's Information Brochure. The person (not parent/guardian) supervising the student's activity must verify the date(s) and number of hours completed on the Completion of Christian Community Services Activities' Form found on the Catholic Secondary School's website.
 8. Principals, in co-operation with the Religion and Student Services Departments, are responsible for sharing information and documentation with students, parents and the broader community, approving special requests, and ensuring that completed Christian Community Service hours are entered on a student's official transcript and report card.
 9. The Niagara Catholic District School Board's liability insurance covers students who are involved in Christian Community Service, but it is recommended that students participating in the program purchase Student Accident Insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
ELECTRONIC COMMUNICATIONS SYSTEMS POLICY
(STUDENTS) (301.5)**

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Date: February 27, 2018



Niagara Catholic District School Board
***ELECTRONIC COMMUNICATIONS
SYSTEMS POLICY (STUDENTS)***

STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.5

Adopted Date: March 28, 2006

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the board recognizes the educational value of students utilizing electronic communications systems to enhance their learning through the responsible access to global information and communication. The Board further recognizes the critical role that parents play in educating their children on the appropriate use of electronic communication systems and in monitoring their use of these systems.

This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever-changing technology.

This policy governs acceptable student use of the internet and electronic resources provided by the Niagara Catholic District School Board in all of its elementary and secondary schools.

For this Policy the term "Electronic communications systems" refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, ~~Electronic Mail~~, **E-Mail, Messaging Service, Social Media**, Fax, Telephone, Pagers, Personal Electronic Devices, TV, DVD, CD and Radio.

Students are accountable for the appropriate use of the Board’s communication systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedoms; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant policies of the Niagara Catholic District School Board.

There is no expectation of privacy when communicating using any of the Board’s electronic communication systems.

The Niagara Catholic District School Board recognizes that students may have in their possession personal electronic devices while at school or at school related activities. Students are permitted to bring in personal electronic devices to be used in wireless enabled common areas throughout the school as approved by the administration and in classrooms where approved by the classroom teacher. This policy governs the acceptable use of personal electronic systems by students while at school. The use of these devices are prohibited where they are deemed to interfere with student learning. Academic and administrative staff at the school and/or at the Board level shall determine what, if any, use is interfering with learning.

The Ontario Code of Conduct, Niagara Catholic District School Board Code of Conduct Policy and school Code of Conduct provide disciplinary consequences for students who violate this Policy.

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

References:

- [*Canadian Charter of Rights and Freedoms*](#)
- [*Education Statutes and Regulations of Ontario*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)

- [Ontario College of Teachers, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017](#)
- [Ontario Human Rights Code](#)
- [Provincial Code of Conduct](#)

Niagara Catholic District School Board Policies/Procedures

- *Safe Schools Policy 302.6*
- *Electronic Communications Systems Policy (Employees) 201.12*
- *Revised Emergency Response Protocol “Lockdown”*



Niagara Catholic District School Board
***ELECTRONIC COMMUNICATIONS
SYSTEMS POLICY (STUDENTS)***
ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 301.5

Adopted Date: March 28, 2006

Latest Reviewed/Revised Date: June 12, 2012

In accordance with the Electronic Communications Systems (Students) Policy No. 301.5, all elementary and secondary schools within the Niagara Catholic District School Board will include the following information in Student Handbooks or Agendas.

ELECTRONIC COMMUNICATIONS SYSTEMS (STUDENTS)

The Niagara Catholic District School Board in keeping with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Code of Conduct provides safe schools that respect the rights and freedoms of every individual. While security and firewall filters are in place, students are prohibited from knowingly accessing or participating in religiously, racially, or culturally offensive sites, e-mail, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory or harassing on-line systems or sites.

All messages sent on Niagara Catholic District School Board communication systems are Board records and the Board reserves the right to access and disclose the content of such messages.

For the purpose of this policy ‘common areas’ will be defined and outlined by the Principal or person in charge of that building. Personal Electronic Devices are defined as a piece of electronic equipment such as a laptop computer, tablet, ~~or a~~ mobile phone, **wearable technology (e.g. smart watches) and medical monitoring devices (e.g. Wi-fi enabled blood glucose monitors, etc.)**.

GENERAL ELECTRONIC COMMUNICATIONS SYSTEMS

1. Students assume full responsibility for using all Board communication systems in an ethical and appropriate educational manner in compliance with the mission, **vision, beliefs** and **Gospel** values of the Niagara Catholic District School Board.
2. Students are to obtain permission from a teacher to use Board computer systems.
3. Students are directed to the internet through the Board network system.
4. Students are permitted to bring in personal electronic devices to be used in Board authorized wireless enabled common areas throughout the school as approved by the Principal and in classrooms where approved by the teacher.
5. Students vandalizing, modifying or causing damage to electronic communication systems **or computing devices**, including software, will be responsible for the full cost to repair or replace hardware or software.

6. Students are prohibited from removing any computer hardware or computer components from its location; attempting to gain unauthorized access to Board electronic communication systems, computing devices, networks or data; accessing any e-mail or download any material that knowingly contains a virus.
7. Students are to adhere to and respect all copyright laws.
8. Students who have permission to post information to the Internet are to have the classroom teacher review the work to ensure that it is consistent with the Municipal Freedom of Information and Protection of Privacy Act.
9. Students are to report to their teacher or Principal any abuse of electronic communications systems.
10. The use of Board computers, wireless access and Internet access is a privilege and any breach may result in the closure of user accounts, cancellation of computer and Internet privileges and disciplinary action in accordance with Board Policy and the Code of Conduct.
11. All electronic communications systems, its data and messages generated on or handled by Niagara Catholic equipment are the sole property of the Board and can be traced, viewed and stored.
12. Niagara Catholic staff will notify and fully cooperate with authorities in any investigation relating to activities conducted through the Board's electronic communications systems.

PERSONAL ELECTRONIC DEVICES

1. Cell and smart phones, as well as other personal electronic devices, are eligible for appropriate student use in wireless enabled common areas of the schools as approved by the administration of the school for instructional and co-instructional purposes.
2. Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by staff for instructional or co-instructional purposes.
3. The Board and its staff assume no responsibility for the use, safety, security, loss, recovery, repair or replacement of a personal electronic device when carried on to Board premises. The secure storage of these devices is the sole responsibility of the owner/user.

Devices designed to disrupt computing or networking services whether wired or wireless are strictly prohibited.

COMPUTER TECHNOLOGY USE

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible access to global information and communication. Students are prohibited from:

- Deliberately causing any physical damage to a Board device;
- Deliberately draining computing, network or power resources for non-academic use;
- Violating terms of software licensing agreements and copyright laws;
- Utilizing virtual private networking software or any kind to bypass Board controls and protections;
- Hacking into any program, site or personal account;
- Manipulating files that are not on a personal account;
- Using obscene, harassing, racial or other inappropriate language;

- Erasing, damaging, copying files of another user;
- Tampering with computer settings, network configurations or desktop settings;
- Knowingly downloading viruses;
- Copying licensed material or software;
- Installing any software not approved by the Niagara Catholic District School Board;
- Using any other person's account on the system;
- Attaching unauthorized devices to a computer or network;
- Using external storage devices (i.e. USB) without permission;
- **Soliciting or advocating non-Board or personal interests;**
- **Using communication tools to distract or interfere with the learning environment;**
- **Misrepresenting oneself or the Board;**
- Any other activity deemed inappropriate.

INTERNET USE

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible internet access to global information and communication. Students are prohibited from:

- accessing, participating, transmitting or saving illegal, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory material;
- accessing and participating in on-line harassing systems or sites;
- accessing, participating, transmitting or saving material that does not comply with the Mission, Vision, Values and policies of the Niagara Catholic District School Board;
- cyber-stalking, cyber-bullying, ~~or~~ spamming **or phishing;**
- accessing chat rooms or discussion forums that are not approved by school staff;
- transmitting information in violation of Canadian, Ontario or municipal laws;
- duplicating, plagiarizing, storing or transmitting copyrighted material that violates copyright law;
- downloading large files that will take up system file space without permission of school staff;
- **use of computing mining technologies of any kind;**
- **usage of Board devices or internet in order to profit;**
- any other activity deemed inappropriate by staff.

STUDENT DISCIPLINE

Students are to report to their teacher or Principal any abuse of electronic communications systems. Principals will determine the appropriate consequence for students who violate this Electronic Communications (Students) Policy as provided by the Ontario Code of Conduct, the Niagara Catholic District School Board Code of Conduct Policy (Safe Schools) and the school Code of Conduct. Principals will consult with their Family of Schools Superintendent regarding consequences for severe violations of this Policy.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
ELECTRONIC COMMUNICATIONS SYSTEMS POLICY
(EMPLOYEES) (201.12)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Date: February 27, 2018



Niagara Catholic District School Board
**ELECTRONIC COMMUNICATIONS
 SYSTEMS POLICY (EMPLOYEES)**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the use of electronic communications to share information and knowledge in support of the Board's mission is encouraged. Towards this end, the Board provides its employees with access to the Board's electronic communication systems.

For this Policy, the term "Electronic communications systems" refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, **Network**, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices (~~PEDs~~), TV, ~~DVD~~, ~~CD~~ **optical disc media** and Radio.

The system is also meant to increase communication, enhance productivity and assist the Board in sharing information internally, as well as externally with the local community, including parents, social service agencies, government agencies and businesses.

Information technologies such as computers, personal electronic devices, software, e-mail, network, Internet and the Intranet are to be used as productivity enhancement tools by Board staff in support of Board-related activities. Electronic communications systems and all data and messages generated on, or handled by Board equipment are considered to be the property of the Board and are not the property of users of the information technology.

Employees are accountable for the appropriate use of the Board's communications system in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedom; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant, policies of the Niagara Catholic District School Board.

There is no expectation of privacy when communicating using any of the Board's electronic communication systems.

Those who use the Board's electronic communication services are expected to do so responsibly. Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

Any breaches of this policy may lead to discipline up to and including dismissal.

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

References

- [**Canadian Charter of Rights and Freedoms**](#)
- [**Education Statutes and Regulations of Ontario**](#)
- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Ontario Code of Conduct**](#)
- [**Ontario College of Teachers**](#)
- [**The Ontario Human Rights Code**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - Records and Information Management Policy (600.2)



Niagara Catholic District School Board
**ELECTRONIC COMMUNICATIONS
 SYSTEMS POLICY (EMPLOYEES)**

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: June 12, 2012

ETIQUETTE

The use of the Board's electronic communications systems must reflect the highest standard of courtesy and professional conduct and should be used only if there is a valid work-related reason.

CLASSROOM PHONES AND CELL PHONES

School staff is expected to focus their full attention on the instruction of students within a classroom and school setting. Notwithstanding emergency situations, school staff is not to place or accept personal calls by classroom phones or cell phones **nor otherwise utilize a personal electronic device for personal means** during instructional classroom time, planning and preparation time and while on supervision.

For the purpose of this policy ~~Ppersonal Eelectronic ddevices~~ are defined as, **but not limited to, a piece of** electronic equipment such as a laptop computer, tablet or a mobile phone.

PRIVACY

- All Electronic communications are property of the ~~B~~board.
- Electronic communications ~~is~~**are** neither private nor secure.
- Users should be aware that all electronic records are Board documents that may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The confidentiality of employee, student, and other personal data must always be maintained.
- **In the process of operating and maintaining the Board's network, services and Cloud systems, privacy cannot be guaranteed.**
- **There are occasions when it may be necessary to access an employee's electronic files, whether they are transmitted to onsite Board storage or Board provisioned Cloud storage (i.e. Google G Suite, Microsoft Office 365).**
- There are occasions when it may be necessary to access an employee's e-mail messages.
- In the process of operating and maintaining the e-mail systems, privacy cannot be guaranteed.
- There may be occasions when records of telephone calls will be reviewed to ensure appropriate use.
- —

LEGISLATION

Internet and computer use are subject to applicable legislation and Board policies, including the Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.

As with other written resources, there is an obligation to consider copyright and material use limitations where documents or pictures are downloaded from the Internet.

PERMITTED USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

All electronic communications systems provided by the Board are the property of the Board. The electronic systems including hardware and software are the Board's property.

While the use of the Board's electronic communications systems ~~are~~ is intended for legitimate Board-related purposes only, the Board recognizes that there may be times when occasional non-work related use is acceptable. Such usage must be minimal, be in compliance with this policy, not interfere with an employee's work responsibilities, not adversely affect performance or productivity, and not be for personal gain. As with all use of the Board's electronic communications systems, there is no expectation of privacy.

INAPPROPRIATE/UNACCEPTABLE USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

Inappropriate use of the Board's electronic communications systems and computer network systems can ~~be removed~~ result in the removal or suspension of these privileges at any time by the Board.

The following list of inappropriate uses of the Board's electronic communications systems is not exhaustive and is only used as a guideline for governing conduct in general. Examples of inappropriate use include, but are not limited to the following items:

- ~~Users of the internet shall not intentionally access inappropriate material on the internet.~~
- Users of the internet may occasionally encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material.
- The installation of any software that is not authorized by the Board and for which the Board does not have the appropriate license is strictly prohibited. ~~Users shall not install any software without express written permission from the IT Services Endpoint Manager.~~
- Modification (upgrading or removing) of hardware ~~components~~ and peripherals by non-computer support staff is prohibited, except by computer technicians, managers or other individuals as designated by a member of Senior Administrative Council. Any damages and / or labor charges resulting from unauthorized modifications will be the responsibility of the individual involved.
- Movement of hardware and peripherals (from its assigned location in the school) is prohibited, except by computer technicians, managers or other individuals as designated by a member of Senior Administrative Council. Principals may authorize an individual to borrow a laptop, LCD projector or other devices on a temporary basis. All permanent relocations are the responsibility of the Board computer technicians, managers or other individuals as designated by a member of Senior Administrative Council.
- Non-Board owned hardware and peripherals (excluding external memory cards) may not be ~~physically connected (hard wired) to the network or Internet at any Board site, without the express permission of the Computer Services / Information IT Services Managers or Family of Schools Superintendents.~~
- ~~Usage of devices or technologies which cause service disruption to Board electronic communication systems services are strictly prohibited.~~

Board electronic communication systems shall not be used for, and not limited to:

- Sending messages, ~~or posting messages on social media,~~ of a ~~bullying, fraudulent, defamatory, discriminating, embarrassing, fraudulent, harassing, intimidating, obscene, profane, sexually explicit, threatening~~ ~~harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory,~~ or otherwise unlawful or inappropriate (including graphics) nature is prohibited. Users encountering or receiving these kinds of ~~messages or materials~~ should immediately report the incident to their supervisor. The supervisor, in turn shall report the incident to the appropriate Superintendent.
- Initiating or forwarding chain mail.
- Viewing ~~websites containing~~ pornographic material.

- Using of Board devices, network or internet in order to profit.
 - Computer hacking.
 - Cryptocurrency mining or other forms of computing processing power or storage capability mining or exploitation.
 - Disseminating or storing commercial or personal advertisements, solicitations, personal promotions, political lobbying, destructive programs (i.e. viruses) or uses of this nature.
 - Sending e-mail or other electronic communications which hide the identity of the sender or represents the sender as someone else.
 - Encouraging the use of controlled substances or the use of the system for the purpose of inciting crime.
 - Excessive personal use.
 - Making or distributing inappropriate statements about other employees, unions, departments and/or the Board (defamation and insubordination).
 - Negligent misrepresentations on behalf of the Board.
-
- Borrowing, copying or reusing other's information without their consent and/or knowledge.
 - Any activity that constitutes a violation of the Criminal Code (e.g. child pornography, hate crimes, etc.), and/or other laws.
 - The dissemination of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act.
 - The dissemination of proprietary information.
 - Accessing contact information or confidential information for improper purposes.

MONITORING/CONSEQUENCES AND BOARD RIGHTS

While a reasonable, small, and infrequent amount of time may be spent on personal matters, the Board may monitor employees to ensure compliance with this policy. As part of regular, day-to-day business operations, the Board does not monitor internal mail and communications, however, mail and communication may be monitored should a specific need arise. In addition, telephone logs may be checked occasionally.

Any request to carry out a forensic audit must have the approval of the Director of Education prior to such an audit being carried out.

The Board has the right to limit individual or organizational use of its electronic communication systems at any time, without notice and without providing any explanation except that it is in the interests of the integrity of the system.

Any breaches of this policy may lead to discipline up to and including dismissal. The general principles regarding workplace discipline will be applied. These principles include consideration of the seriousness of the behavior, the use of progressive discipline and consideration of mitigating factors.

Disciplinary measures will be enforced consistently for all employees who violate this policy.

MESSAGE MANAGEMENT

Messages that are directed to all staff including but not limited to all Elementary Principals, all Secondary Principals and all Secretaries are sent through the Director of Education, or a member of Senior Administration Council. System emails with the exception of emergencies will be sent daily after 1:30 pm. The Office of the Director/Secretary-Treasurer (through the Board Services & Communications Department) shall receive and distribute all invitations to events, messages and general business related communication directed to the Board.

DRAFT

Users must carefully consider the audience for the message and target the message in order to reduce the volume of unwanted e-mail. Messages are not private. Paragraphs and messages must be short and to the point so that they can be located quickly. An appropriate subject title should be included in all messages so that they are easily identifiable. Replying that a message is received should be limited to reduce volume of email traffic. Users should check e-mail frequently and delete messages promptly (including from the Sent and Delete Boxes).

For **ncdsb.com email services**, ~~E-mail~~ messages are stored on the ~~e-mail server~~ **Board systems** and messages older than two years will be **automatically** ~~deleted in the month of August each year~~. In accordance with the Records and Information Management Policy, **certain employee's** messages will be archived for a seven year period.

For **niagaracatholic.ca email services provided by Google**, messages are stored indefinitely.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)
(203.1)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: February 27, 2018



Niagara Catholic District School Board
**EMPLOYEE HIRING AND SELECTION
POLICY (TEACHERS)**
STATEMENT OF POLICY

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The purpose of this policy is to recognize the inherent dignity and worth of every person, and to provide for equal rights and opportunities without discrimination for all qualified employees and applicants for employment with the Niagara Catholic District School Board, in accordance with the Ontario Human Rights Code. All employees employed by the Board will have an understanding of and a genuine commitment to the Board's mission, vision and values and expected to respect and to support the Catholic philosophy of the Board and its schools.

In its hiring of exemplary and qualified teachers, to meet the needs of the system, the Niagara Catholic District School Board will give preferential consideration by virtue of the availability of qualified candidates, to qualified Roman Catholic applicants in accordance with the Ontario Human Rights Code, Section 24(1) (a), the historical right under the Constitution Act, 1982 and the Education Statutes and Regulations.

Conflict of Interest

The Board shall ensure that no individual will be involved in any part of the hiring process if it is self-declared and/or deemed to be a Conflict of Interest.

This policy and accompanying Administrative Procedures will clearly define and clarify the hiring and selection practices of all employee groups of the Niagara Catholic District School Board.

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

References

- [Education Statutes and Regulations of Ontario](#)
- [Ontario Human Rights Code](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [Equity and Inclusive Education Policy \(100.10\)](#)



Niagara Catholic District School Board
**EMPLOYEE HIRING AND SELECTION
 POLICY (TEACHERS)**

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

TEACHER SELECTION

The Niagara Catholic District School Board is committed to hiring exemplary and qualified teachers. The Hiring Policy specifically addresses the selection of teacher candidates for a teaching position within the Niagara Catholic District School Board.

Criteria and qualifications for positions will be established in a fair and objective manner. This criterion is outlined in the Administrative Procedures as set out below.

Recruitment for positions will ensure that all qualified applicants have the opportunity to apply. Applications and documentation of all teacher candidates and employees of the Niagara Catholic District School Board will be maintained in a confidential filing system in the Human Resources **Services** Department.

The Niagara Catholic District School Board will not discriminate in its hiring and promotion practices on the basis that the qualified applicant is related to a current or former employee. Staff who is related will declare a conflict of interest and not partake in any part of the selection process.

CONFLICT OF INTEREST

No individual will be involved in any part of the hiring process if it is self-declared and/or deemed a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic.

Conflicts of Interest will be declared to either the Superintendent of ~~Education~~ – Human Resources **Services** or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the hiring process.

SELECTION PROCEDURES FOR NEW HIRES TO THE OCCASIONAL ~~LIST~~ **ROSTER**

A. Selection of Candidates to be interviewed

Individuals, applying for available teaching positions with the Niagara Catholic District School Board, unless exempted as per a Letter of Permission, are required to:

- Be a Catholic
- Be in ‘Good Standing’ with the Ontario College of Teachers
- Meet all requirements set out in Teacher Application Package (Apply to Education)
- Submit a pastoral reference
- Submit a faith reference portfolio
- Submit practice teaching reports and final evaluations
- Submit references
- Meet all qualifications as required by regulations
- Submit related experience
- Submit undergraduate transcripts and/or graduate Faculty of Education transcripts

B. Interview Procedures for Individual Placement on the Occasional Teacher ~~list~~ Roster

Annual Board Interviews and Selection of Candidates

- The Human Resources ~~Department~~ **Services** will organize interviews for teacher candidates which will be conducted during specified dates as determined by the Superintendent of Human Resources **Services**.
- The interviews are to be conducted by a panel consisting of a minimum ~~three (3)~~ **two (2)** Principals and/or Vice-Principals, including at least one (1) Principal as appointed by the Superintendent of Human Resources.
- All candidates for a given position will be asked ~~the same~~ **identical** questions.
- The Human Resources **Services** Department will screen and process the recommendations of the Interview Panel and validate whether the candidate has met all the requirements for a teaching position in the Niagara Catholic District School Board, including satisfactory references, Vulnerable Sector Checks, pastoral references, and other requirements as requested.
- ~~The Human Resources Department~~ **Human Resources Services** will notify successful individuals for placement on the Occasional Teacher ~~List~~ **Roster**.
- All candidates being interviewed will be debriefed on the strengths and weaknesses of the interview by staff as appointed by ~~the Human Resources Department~~ **Services**.

SELECTION PROCEDURES FOR NEW HIRES TO PERMANENT CONTRACT POSITIONS

Candidates being selected for permanent contracts will be based on the following process:
Hiring of teachers will be determined by the system needs of the Niagara Catholic District School Board and will be in accordance with the Education Act, Regulations, Board Policy or Guideline and the Collective Agreement.

It is a requirement of the Niagara Catholic District School Board that, as a condition of Employment a teacher will have completed at least Part I of the OCSTA/OECTA course in Religious Education or its equivalent within 2 years of employment.

A vulnerable sector background check (dated within the last year) shall be a condition of employment and shall be used to determine whether candidates have a record of offences which would render them unsuitable for employment. The candidate shall be directed to the appropriate Police Department who will be responsible for the processing of the vulnerable sector background check. The fee charged for this service shall be the responsibility of the candidate.

TEACHER SELECTION PROCESS

1. The **Teacher Candidates** will be interviewed at the board level by a team consisting of the Superintendent of Human Resources, and/or a designate, and a minimum of ~~3~~ **2** Principals **and/or Vice-Principals** as determined by the Superintendent of Human Resources **Services**.
2. **The Teacher Candidates** ~~will be~~ **being** considered for ~~System level Interviews~~ **permanent contract positions** will be based on:
 - Pastoral reference and Faith Reference Portfolio
 - ~~Initial System Level Interview Results (for occasional position)~~
 - Qualifications (**i.e. Undergraduate Courses, Graduate Courses, Additional Qualification Courses and/or other related experience**)
 - **Performance Appraisals and/or evaluations**
 - Specific areas of specialization
 - Experience with Niagara Catholic and other related experience
 - ~~Principal~~ **Recommendations provided by supervisors**

3. Senior Administrative Council will be informed of recommendations for **the** hiring of teachers based on the scoring of teacher candidates as outlined in Section 2 as well as the results of the ~~Final System Level Board Interviews~~ **for permanent contract positions.**
4. The Director of Education will approve hiring for permanent teacher positions to the Niagara Catholic District School Board.
5. The Director of Education, through the Superintendent of Human Resources **Services will** submit the In-Camera Staffing Report to the Board for information.
6. ~~The Human Resources Department~~ **Human Resources Services** will be responsible for all offers of teaching positions with the Board as well as the specific teaching assignment **for the candidate.**
7. Upon request, ~~the Human Resources Department~~ **Human Resources Services** will debrief ~~those individuals~~ **candidates** on the strengths and weaknesses of their interview.
8. The Superintendent of Human Resources **Services will** ~~notify~~ **inform** the teacher ~~recruits~~ **candidates** in writing of their permanent status and any necessary **requirements from the Board.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

TITLE: POLICY AND PROCEDURE REVIEW 2017-2018 SCHEDULE

The Policy and Procedure Review 2017-2018
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 27, 2018



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: January 30, 2018

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2010	Nil	100.12	Trustee Code of Conduct	September 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	September 2017
1998	2011	800.3	Complaint Resolution	September 2017
1998	2012	800.5	Education-Based Research	September 2017
2011	2011	301.11	Student Fees	September 2017
1998	2011	600.2	Records and Information Management	October 2017
2005	2011	302.7	Nutrition	October 2017
2004	2012	100.7	Niagara Catholic Education Award of Distinction	October 2017
1998	2012	202.1	Assignment of Principals & Vice-Principals	October 2017
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	October 2017
1998	2012	100.4	Student Trustees	November 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	November 2017
1998	2011	600.2	Records and Information Management	January 2018
2005	2011	302.7	Nutrition	January 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	January 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	January 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	January 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	February 2018
2006	2012	301.5	Electronic Communications Systems (Students)	February 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	February 2018
2001	2012	400.3	Christian Community Service	February 2018
2010	Nil	100.12	Trustee Code of Conduct	February 2018
1998	2012	100.4	Student Trustees	February 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	March 2018
2002	2012	301.4	Fundraising	March 2018
2012	2012	701.5	Bottled Water	March 2018
2012	2012	302.8	Diabetes Management	March 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	March 2018
2011	2011	400.6	Environmental Stewardship	April 2018
2001	2012	302.5	Student Parenting	April 2018
1998	2012	702.1	Playground Equipment	April 2018
1998	2012	301.3	Attendance Areas	April 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	April 2018
2006	2012	301.5	Electronic Communications Systems (Students)	April 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	April 2018
2001	2012	400.3	Christian Community Service	April 2018
2002	2016	201.7	Employee Workplace Harassment *	May 2018
2002	2016	201.11	Employee Workplace Violence *	May 2018
2002	2016	201.6	Occupational Health & Safety *	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	May 2018
2002	2012	301.4	Fundraising	May 2018
2012	2012	701.5	Bottled Water	May 2018
2012	2012	302.8	Diabetes Management	May 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	May 2018
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2011	800.3	Complaint Resolution	October 2017
1998	2012	800.5	Education-Based Research	October 2017
2011	2011	301.11	Student Fees	October 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	December 2017
1998	2011	600.2	Records and Information Management	February 2018
2005	2011	302.7	Nutrition	February 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	February 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	February 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	February 2018
2010	Nil	100.12	Trustee Code of Conduct	March 2018
1998	2012	100.4	Student Trustees	March 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	May 2018
2006	2012	301.5	Electronic Communications Systems (Students)	May 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	May 2018
2001	2012	400.3	Christian Community Service	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	June 2018
2002	2012	301.4	Fundraising	June 2018
2012	2012	701.5	Bottled Water	June 2018
2012	2012	302.8	Diabetes Management	June 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	June 2018
NEW		NEW	Anti-Spam	