



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

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY, APRIL 24, 2017
4:00 P.M.**

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



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- | | |
|--|-----|
| 1. Opening Prayer – Trustee Sicoli | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of March 20, 2018 | 5 |
| 6. Policies | |
| <i><u>Action Required</u></i> | |
| POLICIES – FOR RECOMMENDATION TO MAY 8, 2018 COMMITTEE OF THE WHOLE | |
| 6.1 Christian Community Service Policy (400.3) | 6.1 |
| 6.2 Electronic Communications Systems Policy (Students) (301.5) | 6.2 |
| POLICIES – PRIOR TO VETTING | |
| 6.3 Electronic Communications Systems Policy (Employees) (201.12) | 6.3 |
| 6.4 Student Parenting Policy (302.5) | 6.4 |
| 6.5 Playground Equipment Policy (702.1) | 6.5 |
| 6.6 Continuing Education Policy (400.1) | 6.6 |
| <i><u>Information</u></i> | |
| 6.7 Policy Form Updates | 6.7 |
| 6.8 Policies Currently Being Vetted to May 10, 2018 | - |
| • Bottled Water Policy (701.5) | |
| • Employee Code of Conduct and Ethics Policy (201.17) | |
| • Environmental Stewardship Policy (400.6) | |
| • Voluntary and Confidential Self-Identification for First Nation, Métis and Inuit Students Policy (301.9) | |
| 6.9 Policy and Guideline Review 2017-2018 Schedule | 6.9 |
| 7. Date of Next Meeting | |
| May 22, 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
APRIL 24, 2018**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
MARCH 20, 2018**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of March 20, 2018, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MARCH 20, 2018

Minutes of the Policy Committee Meeting held on Tuesday, March 20, 2018 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burtnik.

2. Attendance

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

Student Trustees:

Nico Tripodi
Hannah Tummillo

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Frank Iannantuono, Superintendent of Education/Human Resources
Scott Whitwell, Controller of Facilities Services

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

3. Approval of Agenda

Vice-Chair Burtnik requested Item 6.1 be moved to 6.5 of the agenda.

Moved by Trustee Vernal

THAT the March 20, 2018, Policy Committee Agenda be approved, as amended.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of February 27, 2018

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of February 27, 2018, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 Employee Code of Conduct & Ethics Policy (201.17)

Frank Iannantuono, Superintendent of Education, presented the Employee Code of Conduct & Ethics Policy (201.17).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- Replace all gender specific pronouns with non gender specific pronouns
- Rephrase paragraph in Bullet 2.5
- Bullet 8.2 replace “*him/her in the fall of each school year*” with “*them on an annual basis*”
- Add “*8.3 Human Resources Services will track all employees as they are informed of and/or have received the contents of this Policy and Administrative Procedures.*”

The Policy Committee requested that the Employee Code of Conduct & Ethics Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation

to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

6.2 Environmental Stewardship Policy (400.6)

Scott Whitwell, Controller of Facilities Services, presented the Environmental Stewardship Policy (400.6).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add “*Pope Francis Centre Laudato SI Encyclical on climate and justice*” as a reference
- Add “*Bobbled Water Policy 701.7*” as a reference

ADMINISTRATIVE PROCEDURES

- Page 4 delete “*in the Board’s strategic plan*”

The Policy Committee requested that the Environmental Stewardship Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

6.3 Bottled Water Policy (701.5)

Controller Whitwell, presented the Bottled Water Policy (701.5).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add “*Ontarioecoschools.org*” as a reference

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Bottled Water Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

6.4 Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Change “*Truth and Reconciliation Commission*” reference to “*National Centre for Truth and Reconciliation*”

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy, be vetted from March 21, 2018 to May 10, 2018 with a recommended deadline for presentation to the Policy Committee on May 22, 2018, for consideration to the Committee of the Whole and Board in June 2018.

6.5 Electronic Communications System Policy – Employees (201.12)

Yolanda Baldasaro, Superintendent of Education, presented the Electronic Communications System Policy – Employees (201.12) on behalf of Giancarlo Vetrone, Superintendent of Business & Financial Services.

The Policy Committee supported a recommendation that based on discussions, the Electronic Communications System Policy – Employees be rewritten and brought back to the April Policy Committee Meeting.

INFORMATION

6.6 Policies Currently Being Vetted to April 12, 2018

- Christian Community Service Policy (400.3)
- Electronic Communications Systems Policy – Students (301.5)
- Employee Hiring and Selection Policy – Teachers (203.1)

6.7 Policy and Guideline Review 2017-2018 Schedule

Chair Burtnik presented the Policy and Guideline Review 2017-2018 Schedule.

7. Date of Next Meeting

April 24, 2018 – 4:00 p.m.

8. Adjournment

The meeting adjourned at 6:20 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
APRIL 24, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
CHRISTIAN COMMUNITY SERVICE POLICY (400.3)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Christian Community Service Policy (400.3), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Date: April 24, 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. 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 may 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 entrance into 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 for Catholic Elementary School programs (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 [Catholic](#) 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~~ **their** Christian Community Service over the summer, or in a semester in which ~~he/she~~ **the student** 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
APRIL 24, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ELECTRONIC COMMUNICATIONS SYSTEMS POLICY
(STUDENTS) (301.5)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Electronic Communications Systems Policy (Students) (301.5), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Date: April 24, 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~~ for the purpose of enhancing 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, Network, Intranet, Cloud, ~~Electronic Mail~~, E-Mail, Messaging Service, Social Media, Fax, Telephone, Pagers, Personal Electronic Devices, TV, ~~DVD~~, CD ~~optical disc media~~ 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*
- *Privacy Policy 600.6*
- *Diabetes Management Policy 302.8*



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, **but not limited to:** religiously, racially, or culturally offensive sites; **inappropriate e-mail/text messaging/social media correspondence;** 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/**other supervised school locations** 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/**other supervised school locations** 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 **or images;**

- 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
APRIL 24, 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: April 24, 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 system.

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, Fax, Telephone, Pagers, Personal Electronic Devices (PEDs), TV, DVD, CD 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 during instructional classroom time, planning and preparation time and while on supervision.~~

~~For the purpose of this policy Personal Electronic devices are defined as a piece of electronic equipment such as a laptop computer, tablet or a mobile phone.~~

PRIVACY

- ~~• All Electronic communications are property of the board.~~
- ~~• Electronic communications is 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.~~
- ~~• 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 system, 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 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 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 guide for governing conduct in general. Examples of inappropriate use include, but are not limited to the following items:

- 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.
- Modification (upgrading or removing) of hardware 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 connected to the Internet at any Board site, without the express permission of the Computer Services /Information Services Managers or Family of Schools Superintendents.

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

- Sending messages of a fraudulent, 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 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.
- Computer hacking.
- 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.~~

~~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).~~

~~E-mail messages are stored on the e-mail server and messages older than two years will be deleted in the month of August each year. In accordance with the Records and Information Management Policy, messages will be archived for a seven year period.~~



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: April 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Board provides access to, and recognizes the value of, staff utilizing electronic communications systems to share information and knowledge in support of the Board's mission.

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 the users of the information technology.

Employees are accountable for the appropriate use of the Board’s electronic communications systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation. This includes, but is not limited to, the following: 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.

Employees must make a concerted effort to protect their passwords and not share them with anyone. Employee passwords represent the electronic employee identity and provide access to a wide variety of privileged services, applications and data that should not be accessible by any other person than the employee.

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

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, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017](#)
- [The Ontario Human Rights Code](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
 - [Records and Information Management Policy 600.2](#)
 - [Electronic Communications System Policy \(Students\) 301.5](#)
 - [Employee Code of Conduct and Ethics Policy 201.17](#)



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: April 2018

In accordance with the Electronic Communications Systems (Employees) Policy No. 201.12, all employees shall be governed by the administrative procedures in this policy.

DEFINITIONS

1. Electronic communications systems refer to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, E-Mail, Messaging Services, Social Media, Fax, Telephone, Pagers, Personal Electronic Devices, TV, Optical Disc Media and Radio.
2. Common areas will be defined and outlined by the Principal or person in charge of that building.
3. Personal Electronic Devices are defined as a piece of electronic equipment such as a laptop computer, tablet, mobile phone, wearable technology (e.g. smart watches) and medical monitoring devices (e.g. Wi-Fi enabled blood glucose monitors, etc.).

ETIQUETTE

1. 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.
2. While security and firewall filters are in place, employees are prohibited from knowingly accessing or participating in religiously, racially, or culturally offensive sites or e-mail, and commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory or harassing activities.

RECORDS

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.

DESK PHONES AND CELL PHONES

1. Staff are expected to focus their full attention on their work duties; especially during instruction of students within a classroom and school setting.
2. 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 or utilize a Board issued device for personal means during instructional classroom time, planning and preparation time and while on supervision.

PRIVACY

1. In the process of operating and maintaining the Board's network and services, privacy cannot be guaranteed.
2. All Electronic communications using the Board's devices and/or services are property of the Board.
3. Electronic communications are neither private nor secure.

4. 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.
5. 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.
6. There are occasions when it may be necessary to access an employee's e-mail messages.
7. In the process of operating and maintaining the e-mail systems, privacy cannot be guaranteed.
8. There may be occasions when records of telephone calls will be reviewed to ensure appropriate use.

LEGISLATION

9. 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.
10. As with other written resources, there is an obligation to consider copyright and material use limitations where documents, pictures or other media are downloaded from the Internet.

PERMITTED USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

1. 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.
2. While the use of the Board's electronic communications systems are 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 of any type.

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

1. Inappropriate use of the Board's electronic communications systems and computer network systems can result in the removal or suspension of these privileges at any time by the Board. Some inappropriate use may lead to discipline up to and including dismissal
2. The following chart 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.

INAPPROPRIATE USE	DESCRIPTION
Acting on Behalf of the Board	<ul style="list-style-type: none">● Negligent misrepresentations on behalf of the Board or making statements on behalf of the Board when you are not authorized to do so is prohibited.
Chain Mail	<ul style="list-style-type: none">● Initiating or forwarding chain mail is prohibited.
Confidential Information	<ul style="list-style-type: none">● Accessing and/or disseminating contact information or confidential information for improper purposes is prohibited.
Controversial Material	<ul style="list-style-type: none">● 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.

Criminal Activity	<ul style="list-style-type: none"> Any activity that constitutes a violation of the Criminal Code (e.g. child pornography, hate crimes, etc.), and/or other laws is prohibited.
Cryptocurrency	<ul style="list-style-type: none"> Cryptocurrency mining or other forms of computing processing power or storage capability mining or exploitation is prohibited.
Defamatory Statements	<ul style="list-style-type: none"> Making or distributing inappropriate statements about other employees, unions, departments and/or the Board (defamation and insubordination) is prohibited.
Disruptive Technology	<ul style="list-style-type: none"> Usage of devices or technologies which are known to cause or could reasonably be expected to cause service disruption to Board electronic communication systems services are strictly prohibited.
Dissemination of any Material that does not Benefit the Board	<ul style="list-style-type: none"> Disseminating or storing commercial or personal advertisements, solicitations, personal promotions, political lobbying, destructive programs (i.e. viruses) or uses of this nature are prohibited.
Hacking	<ul style="list-style-type: none"> Computer hacking, even hacking one considers to be “ethical” in nature is prohibited.
Hardware Modification	<ul style="list-style-type: none"> Modification (upgrading or removing) of hardware components and peripherals by non-IT Services support staff is prohibited, except by managers or other individuals as designated by a member of Senior Administrative Council or a management member of IT Services. Any damages and / or labor charges resulting from unauthorized modifications will be the responsibility of the individual involved.
Hardware Movement	<ul style="list-style-type: none"> 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 or a management member of IT Services. 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 IT Services personnel, managers or other individuals as designated by a member of Senior Administrative Council.
Identity Fraud	<ul style="list-style-type: none"> Sending email or other electronic communications which hide the identity of the sender or represents the sender as someone else. Borrowing, copying or reusing other's information without their consent and/or knowledge.

Inappropriate Material	<ul style="list-style-type: none"> ● Users of the internet shall not intentionally access inappropriate material on the internet.
Inappropriate Messaging	<ul style="list-style-type: none"> ● Sending messages, or posting messages on social media, of a bullying, fraudulent, defamatory, discriminating, embarrassing, fraudulent, harassing, intimidating, obscene, profane, sexually explicit, threatening 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.
Personal Information	<ul style="list-style-type: none"> ● The dissemination of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act is prohibited.
Personal Means	<ul style="list-style-type: none"> ● Excessive personal use is prohibited.
Pornographic Material	<ul style="list-style-type: none"> ● Viewing pornographic material is prohibited.
Profiteering	<ul style="list-style-type: none"> ● Using of Board devices, network or internet in order to profit is prohibited
Promotion of Controlled Substances	<ul style="list-style-type: none"> ● Encouraging the use of controlled substances or the use of the system for the purpose of inciting crime.
Proprietary Information	<ul style="list-style-type: none"> ● The dissemination of proprietary information is prohibited.
Software Installation	<ul style="list-style-type: none"> ● 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.
Use of Non-Authorized Hardware	<ul style="list-style-type: none"> ● 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 IT Services, Managers or Family of Schools Superintendents.

MONITORING/CONSEQUENCES AND BOARD RIGHTS

1. 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.
2. 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.

3. 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.
4. 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 Board.
5. Any breaches of this policy may lead to discipline up to and including dismissal. The general principles regarding workplace discipline will be applied in a consistent manner. These principles include consideration of the seriousness of the behavior, the use of progressive discipline and consideration of mitigating factors.

MESSAGE MANAGEMENT

1. 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.
2. 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.
3. Where messages are concerned, senders and recipients should understand the following:
 - 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).
4. Where storage of messages is concerned, users should be aware:
 - For ncdsb.com on premise email services, messages are stored on Board systems and messages older than two years will be automatically deleted.
 - For ncdsb.com off-premise email services provided by Microsoft, staff is provided with email storage consisting of 50GB of space which should afford them with email storage for the duration of their employment. Email messages are stored indefinitely and will not be automatically deleted on this platform.
 - For niagaracatholic.ca email services provided by Google, messages are stored indefinitely in accordance with Google's current standard.
 - In accordance with the Records and Information Management Policy, the messages of certain employees will be archived for a seven-year period.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
APRIL 24, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
STUDENT PARENTING POLICY (302.5)**

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Date: April 24, 2018



Niagara Catholic District School Board

STUDENT PARENTING POLICY

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.5

Adopted Date: March 27, 2001

Latest Reviewed/Revised Date: December 18, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, and in the spirit of Gospel values and being faithful to Church teaching, Niagara Catholic District School Board staff is to be assisted in understanding the Catholic teaching of respect for life from the moment of conception.

The Board recognizes and provides support in cases of student pregnancy and parenting. In such cases, it empowers Board personnel to respond with respect, compassionate concern and unconditional love in accordance with the principles and procedures necessary for the implementation of this policy.

Through the implementation of a resource guide, the Board will require staff to respond by empowering Board personnel: to respond with respect, compassion and love; to assist the student by providing information, insight and support; to support the rights of the child in the womb; to make a concerted effort to involve the student's family members in the process; and to encourage the student to continue ~~his/her~~ **with** education **and** within the system **in order to** maintain ~~his/her~~ career plans. Within this loving, affirming environment our students will receive psychological and spiritual guidance and their right to privacy and confidentiality will be safeguarded where possible.

The Director of Education will establish a Niagara Catholic Resource Guide ~~that will serve to~~ **in** support ~~the implementation~~ of this policy.

References

- [*Evangelium Vitae \(the Gospel of Life\), March 25, 1995, Pope John Paul II*](#)
- [*The Ontario Conference of Catholic Bishops: This Moment of Promise. Feb. 1989*](#)
- ~~Elisabeth Kubler-Ross: Death – The Final Stages of Growth. 1975~~
- ~~York Region Roman Catholic School Board: Teen Pregnancy Policy. 1991~~
- ~~Prieur, Father Michael, Theological Orientations Regarding Some Aspects of Treatment in the Sexual Assault Examination of St. Joseph Hospital, January 1979, London, Ontario~~
- ~~Origins, September 11, 1986, Bishops' Joint Committee Reply: Use of Morning After Pill in Cases of Rape, Volume 16: No. 19 Donum Vitae~~
- [Ontario Human Rights Commission – Policy on Preventing Discrimination because of Pregnancy](#)
- [Family Life Education for Secondary Students – Assembly of Catholic Bishops of Ontario](#)
- [Education Commission of the Ontario Assembly of Catholic Bishops – March 2003](#)
- [Statement from the Assembly of Catholic Bishops of Ontario – January 14 2011](#)
- [Family Life Education – Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8](#)
- [Fundamental Principles of Catholic Social Teaching – Assembly of Catholic Bishops of Ontario, January 2013](#)
- [Post-Synodal Apostolic Exhortation Amoris Laetitia \(Chapter 5\) of the Holy Father Francis to Bishops, Priests, and Deacons, Consecrated Persons, Christian Married Couples, and all the lay faithful on love in the family](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
APRIL 24, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
PLAYGROUND EQUIPMENT POLICY (702.1)**

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Date: April 24, 2018



Niagara Catholic District School Board
PLAYGROUND EQUIPMENT POLICY
STATEMENT OF POLICY

700 – Buildings and Site

Policy No 702.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: May 22, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board recognizes that playground equipment on its school sites has been provided through the participation of school and community groups in raising funds for its purchase, installation, inspection and maintenance in accordance with the guidelines on playground equipment.

The Board also encourages the formation of community partnerships to assist in the purchase, installation and maintenance of playground equipment and surfaces in accordance with the guidelines on playground equipment.

The Board recognizes the appropriate use of playground equipment and adult supervision, as well as the fact that that playground equipment will be utilized by the community outside of the normal school day.

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

Reference Publications:

- [CAN/CSA-Z614-07\(Latest Edition\) \(Canadian Standard Association for Children's Playspaces and Equipment\)](#)
- [ASTM F 1292-99 \(American Society for Testing Materials-Standard Test Method for Shock-Absorbing Properties of Playing Surface Systems and Materials\)](#)
- [Ontario School Boards' Insurance Exchange – Advisory Bulletins](#)



Niagara Catholic District School Board
PLAYGROUND EQUIPMENT POLICY
 ADMINISTRATIVE PROCEDURES

700 – Buildings and Site

Policy No 702.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: May 22, 2012

DEFINITION

For the purpose of this document, “Playground Equipment” is defined as a play structure, anchored to the ground, or two or more play structures that are attached or functionally linked that provide one or more play activity, and are for approved use in the play areas of Niagara Catholic Elementary Schools.

NEW PLAYGROUND EQUIPMENT

1. All new installations of playground equipment must be reviewed and approved by the Controller of ~~Plant Facilities Services~~ in accordance with this Policy and Administrative Procedures. The Controller of ~~Plant Facilities Services~~ and ~~Plant Facilities Services~~ staff will review items such as the age appropriateness of the proposed play structure, location, drainage, underground utilities (gas, water, telephone, cable, hydro, drainage pipes) and compliance with standards and regulations. As well, the resources allocated to the life-cycle maintenance of the equipment will be reviewed.
2. All equipment must comply with current working Standard: CAN/CSA Z614-07(Latest Edition).
3. All playground equipment and installation must be purchased through Niagara Catholic Purchasing Services.
4. The Accessibility for Ontarians with Disabilities Act (AODA) compels School Boards to have their buildings, premises and structures accessible. Playgrounds are included in the Act. All new playground equipment installations must be AODA compliant (site to be accessible and equipment to include ground level accessible equipment for student enjoyment)
5. ~~Effective September 2012, for a~~All new playground installations, protective ground surfacing must be poured-in-place seamless chemical- binder/rubber-filler synthetic surface to a sufficient depth to achieve critical height protection per CAN/CSA Z614-2007(Latest Edition). Loose fill surfacing is not acceptable.
6. Location of the equipment and construction/installation will take place under the direction and supervision of ~~Plant Facilities Services~~.
7. All installed equipment becomes the property of the Board.
8. No equipment shall be installed without there being sufficient school generated funds for the ongoing inspection, ~~and~~ maintenance **repairs and renovations** of the equipment and grounds. (\$4,000 or more should be available every year for maintenance of the equipment or protective surfacing).

EXISTING PLAYGROUND EQUIPMENT

1. Equipment that is deemed unsafe shall be put out of bounds to students pending repairs or removal. Equipment is to be removed from a school upon direction of the Controller of ~~Plant Facilities Services~~, after consultation with the Principal, where repairs to the equipment to make it safe cannot be cost

effectively implemented. Where playground equipment is removed or not installed at elementary schools, it will be the responsibility of the Board to provide active playground areas painted on the asphalt playground.

2. It is recommended that whenever possible preschool play facilities are separated from school-aged play facilities and the entire play area to be contained within a fenced perimeter. The inspection of such fenced play space for small children will be done by a qualified Playground Inspector appointed by the ~~Daycare~~ **Child Care** Provider. Any actions arising from the inspection report, renovations, repairs or replacements of equipment or surfacing material within this area will be the responsibility of the ~~Daycare~~ **Child Care** Provider.
3. ~~To avoid skin contact on existing wood borders built with CCA pressure treated lumber, a cedar top cap must be secured to the existing border.~~
4. Principals shall maintain sufficient funds as determined by the Controller of ~~Plant~~ **Facilities Services** for the ongoing inspection, ~~and~~ maintenance **repairs and renovations** of the playground equipment and surfacing. (\$4,000 or more should be available every year for maintenance of the equipment or protective surfacing).

PLAYGROUND EQUIPMENT NEAR FACILITIES UNDER CONSTRUCTION

1. Equipment that is within the construction site of a renovation or addition to the existing facility shall be put out of bounds to students until the construction is completed
2. The playground equipment shall not be used until any disturbed protective surfacing has been restored according to the requirements of the current Standard and cleared for student use by ~~Plant~~ **Facilities Services**.

PLAYGROUND SAFETY

Proper supervision is a key component to student safety on the playground.

The following steps while not all encompassing; will assist staff in supervising students using playground equipment:

- Ensure the equipment is used properly
- Monitor and control the number of students who have access to the equipment
- Enforce safety rules and sanction students not following the rules

WINTER USE

The playground equipment is NOT safe for use if there is/are:

- Freezing temperatures - at temperatures below 0 C, very few types of protective ground surfacing remain resilient enough to offer any degree of protection to a falling child - regardless of depth. Snow build-up - snow can cause two problems on a play structure - firstly, it can make play surfaces very slippery; secondly, it can create suffocation hazards if the openings at the end of tube slides or similar structures become closed in by drifting snow.
- Ice or freezing rain - ice or freezing rain can make play surfaces, hand grips and stairways very slippery, increasing the risk of slip and fall injuries.
- Playground equipment cannot be operated safely under the winter conditions as described above, schools should place this equipment "off limits" during these conditions.

PLAYGROUND RISK MANAGEMENT STRATEGY

In determining what is the best course of action to maintain playground equipment, a prioritization system will be introduced. The three priority levels that are applied to each piece of equipment are:

- Priority #1 – Hazards which are life threatening or permanently disabling;
- Priority #2 – Hazards which are serious and may cause non-disabling injury;
- Priority #3 – Hazards that may cause slight injury, or equipment not in compliance with **CAN/CSA Z614-07(Latest Edition)**.

The Risk Management Strategy shall be completed yearly by a playground inspector appointed by Plant Services.

Monitoring should consist of retaining documentation of daily/weekly inspection reports by the custodian, with noted deficiencies and copies of completed work orders to validate that the deficiencies have been corrected. Custodians must maintain accurate logs to verify inspections of play equipment.

Daily Inspection

A walk-through inspection must take place, each morning, prior to the students' arrival. The custodian must inspect for overnight vandalism to the structure itself, or harmful debris on and under the structure. This walk-through must be logged, and any action taken documented.

Weekly Inspection

A weekly inspection must be conducted by the custodian to check for loose bolts, wear, and the general security of the structure. Weekly inspections must be logged, and any action taken documented.

If a weakness is identified in a structure and it cannot be immediately repaired, the equipment must be removed from service until repairs can be made.

Yearly Inspections

Every year a comprehensive written report must be prepared by a certified playground inspector appointed by **Plant-Facilities** Services. These reports will be made available to the Principal in order to implement the necessary repairs.

Reported injuries that have occurred on the playground equipment must be recorded and immediately reported to the Principal, Family of Schools Superintendent and the Superintendent of Business & **Finance Financial Services** with a copy to **Plant Facilities** Services.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
APRIL 24, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
CONTINUING EDUCATION POLICY (400.1)**

Prepared by: Ted Farrell, Superintendent of Education
Presented by: Ted Farrell, Superintendent of Education
Date: April 24, 2018



Niagara Catholic District School Board
CONTINUING EDUCATION POLICY
 STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the importance of Continuing Education programs and accepts its role in providing quality Catholic education programs through its Continuing Education Learning Centres to enhance lifelong learning opportunities for elementary ~~students~~, secondary ~~students~~, and adult students.

The Niagara Catholic learning community benefits when Continuing Education programs and courses are provided for students in order to complete their **Ontario** Secondary School ~~Graduation~~ Diploma, improve literacy and numeracy skills, learn English as a Second Language, International Languages, or obtain new skills for life and career endeavours through a variety of program delivery models which allows all students to realize their potential.

Staff will continue to actively pursue ~~L~~ocal, ~~N~~ational and ~~I~~nternational Continuing Education initiatives, in collaboration with government agencies and community partners to provide quality Catholic Continuing Education courses and programs for all students and staff.

The Niagara Catholic Continuing Education Department is mandated to be self-funded and self-sustaining and will endeavor to provide a wide variety of Catholic Continuing Education courses and programs subject to funding and viability.

In order for the Niagara Catholic District School Board to be recognized as an international destination for students and staff, Catholic educational experiences and educational partnerships will continue to be developed through International Education partnership agreements which in turn will facilitate international experiences and opportunities for students and staff.

References

- [*Citizenship and Immigration Canada – Immigration, Refugees and Citizenship Canada*](#)
- [*Enrollment Register Instructions for Continuing Education Programs 2017-2018 School Year*](#)
- [*Continuing Education Enrolment Registers: Instructions for Administrators, 2013-2014*](#)
- [*Education Act, Section 171. \(1\), 31*](#)
 - a. [*Regulation 285 “Continuing Education”, R.R.O. 1990*](#)
 - b. [*Education Act, R.S.O. 1990, Chapter E.2, subsection 41\(6\)*](#)
- [*Literacy and Basic Skills: Service Provider Guidelines, 2012 2016*](#)
- [*Ministry of Citizenship, ~~and~~ Immigration and International Trade*](#)
- [*Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2011 2016*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
APRIL 24, 2018**

TITLE: POLICY FORM UPDATES

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 REQUEST FOR **CREDIT PROGRAM** OVERNIGHT FIELD TRIP,
 EXTENDED OVERNIGHT FIELD TRIP
 AND EXCURSION

This form applies to all Credit Program Overnight Field Trips, Extended Overnight Field Trips and Excursions that involve overnight accommodation.
(Education Field Trip Policy 400.2)

REQUESTED BY ORGANIZING TEACHER	SCHOOL	DATE
TYPE OF TRIP <input type="checkbox"/> Overnight Field Trip (Up to 3 nights) <input type="checkbox"/> Extended Overnight Field Trip (4 or more nights) <input type="checkbox"/> Excursion		
DESCRIPTION OF THE TRIP <hr/> <hr/> <hr/>		
TARGET GROUP OF STUDENTS (Class/Team/Organization) <hr/> <hr/>		
REQUEST FOR SPECIAL ACCOMMODATIONS <hr/> <hr/> <hr/>		

TRIP DETAILS		
DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS <hr/> <hr/>	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS/PARTICIPANTS	NUMBER OF STAFF	NUMBER OF CHAPERONES

LEARNING OUTCOMES OF TRIP

PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)

POST-TRIP FOLLOW UP / EVALUATION OF EDUCATIONAL VALUE

COSTS		
TOTAL COST OF TRIP PER PERSON \$ _____	COST INCLUDES: _____ _____	
ADDITIONAL COSTS \$ _____	ADDITIONAL COSTS INCLUDE: _____ _____	
TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST

TRANSPORTATION COSTS (if not using a Tour Company)		
1. Attach three (3) proposals from Transportation Vendors. 2. Identify below the three vendors and quotes. 3. Indicate Principal Approved Vendor.		
Vendor #1 _____	\$	_____
Vendor #2 _____	\$	_____
Vendor #3 _____	\$	_____
Principal Approved Vendor # _____		
If not selecting the lowest price Vendor, please provide a rationale:		

ACCOMMODATION / HOTEL COSTS (if not using a Tour Company)		
1. Attach three (3) proposals from Accommodation / Hotel Vendors. 2. Identify below the three vendors and quotes. 3. Indicate Principal Approved Vendor.		
Vendor #1 _____	\$	_____
Vendor #2 _____	\$	_____
Vendor #3 _____	\$	_____
Principal Approved Vendor # _____		
If not selecting the lowest price Vendor, please provide a rationale:		

TOUR OR TRAVEL COMPANY COSTS

- 1. Attach three (3) proposals from Tour or Travel Company Vendors.
- 2. Identify below the three vendors and quotes.
- 3. Indicate Principal Approved Vendor.

Vendor #1 _____ \$ _____

Vendor #2 _____ \$ _____

Vendor #3 _____ \$ _____

Principal Approved Vendor # _____

If not selecting the lowest price Vendor, please provide a rationale:

SUBMISSION CHECKLIST

The following information must be included at the time of submission, unless otherwise deferred by a Superintendent of Education:

- Board Forms completed in full
- Names of all Principal approved staff and volunteers provided
- Airline specific checklist completed (if required)
- Tour Company checklist completed (if required)
- Insurance checklist
- Confirmation of arrangements, if required for students with special accommodations
- Confirmation that students will attend an appropriate liturgy if the trip occurs on a Day of Obligation
- Confirmation that copies of medical emergency information and plans are on the trip and at the School
- Confirmation that prior to departure, students are instructed in appropriate behavior and safety procedures and requirements for a specific trip
- Confirmation that all participating staff/chaperones have reviewed and understand the Board's Education Field Trip Policy 400.2
- Confirmation that all participating staff/chaperones have reviewed and understand the OPHEA Guidelines
- If there will be any swimming, boating or other water based activities on this trip, proof to be provided that a swim test has been performed for each student and confirmation that any student that does not pass the swim test will wear a properly fastened Personal Flotation Device
- Confirmation that high care activities are supervised by certified personnel
- Confirmation that valid operators licences are provided for boating excursions
- Confirmation that parent/guardian permission forms are complete for each participating student
- Principal designated in-charge person
- Confirmed number of supervisors as required by Board Policy 400.2
- Copy of three (3) written proposals which are specific to a trip
- Driver-Authorization to Transport Students forms completed by staff or volunteer drivers, if required by the trip
Confirmation that staff/volunteer drivers have a minimum of \$1 Million in auto insurance, OPCF #44 and will not exceed six (6) students in a vehicle unless properly licenced.

PRINCIPAL COMMENTS:

SUPERVISING STAFF NAME	TYPE OF COVERAGE ARRANGED

APPROVALS

SIGNATURE OF ORGANIZING TEACHER	DATE
SIGNATURE OF PRINCIPAL OF CONTINUING EDUCATION	DATE
SIGNATURE OF SUPERINTENDENT OF CONTINUING EDUCATION	DATE
SIGNATURE DIRECTOR OF EDUCATION	DATE

Revised March 2018

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR DAY AND EXTENDED DAY FIELD TRIP**

This form applies to any field trip that occurs within the hours of classes of a school or which extends beyond regular school hours, but does not include an overnight stay.

INSTRUCTIONS ON REVERSE SIDE

REQUESTED BY ORGANIZING TEACHER	SCHOOL	DATE
TYPE OF TRIP		
Day Trip	Extended Day Trip	

TRIP DETAILS

DATE OF TRIP	NUMBER OF PUPILS AND GRADES(S)	PICK UP TIME AT SCHOOL
DESTINATION OF TRIP	NUMBER OF CHAPERONES	RETURN TIME PICK UP
ADDRESS _____ _____	NUMBER OF TEACHERS	TIME BUS REQUIRED BACK AT SCHOOL
	TOTAL # PASSENGERS	TOTAL # BUSES
		DURATION OF TRIP

SPECIAL REQUESTS

(Pertaining only to field trips involving exceptional students or students with special needs)

LEARNING OUTCOMES OF TRIP

FOLLOW UP ACTIVITIES

DESCRIPTION OF FOLLOW UP ACTIVITIES

COSTS

COST PER BUS	ADDITIONAL COSTS	TOTAL COST TO PUPIL

APPROVAL

SIGNATURE OF PRINCIPAL	DATE

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR DAY AND EXTENDED DAY FIELD TRIP

INSTRUCTIONS

All trips are to be approved by the Principal prior to any announcement or confirmation of plans.

Please note the following:

1. All trips should be booked at least two weeks in advance.
2. Teachers should make every effort to ascertain the cost prior to the trip.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
REQUEST FOR OVERNIGHT FIELD TRIP,
EXTENDED OVERNIGHT FIELD TRIP
AND EXCURSION

This form applies to any trip scheduled during the school year, organized and/or supervised by a teaching staff member for students (some or all) from that teacher's school that involve overnight accommodation.
(Education Field Trip Policy 400.2)

REQUESTED BY ORGANIZING TEACHER	SCHOOL	DATE			
TYPE OF TRIP <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">Overnight Field Trip (Up to 3 nights)</td> <td style="width: 33%; text-align: center; padding: 5px;">Extended Overnight Field Trip (4 or more nights)</td> <td style="width: 33%; text-align: center; padding: 5px;">Excursion</td> </tr> </table>			Overnight Field Trip (Up to 3 nights)	Extended Overnight Field Trip (4 or more nights)	Excursion
Overnight Field Trip (Up to 3 nights)	Extended Overnight Field Trip (4 or more nights)	Excursion			
DESCRIPTION OF THE TRIP					
TARGET GROUP OF STUDENTS (Class/Team/Organization)					
REQUEST FOR SPECIAL ACCOMMODATIONS					

TRIP DETAILS

DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS _____	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS/PARTICIPANTS	NUMBER OF STAFF	NUMBER OF CHAPERONES

LEARNING OUTCOMES OF TRIP

PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)

POST-TRIP FOLLOW UP / EVALUATION OF EDUCATIONAL VALUE

COSTS		
TOTAL COST OF TRIP PER PERSON \$ _____	COST INCLUDES: _____ _____	
ADDITIONAL COSTS \$ _____	ADDITIONAL COSTS INCLUDE: _____ _____	
TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST

TRANSPORTATION COSTS (if not using a Tour Company)	
<p>1. Attach three (3) proposals from Transportation Vendors. 2. Identify below the three vendors and quotes. 3. Indicate Principal Approved Vendor. OFSAA Transportation Requests are to be completed on a separate form.</p> <p>Vendor #1 _____ \$ _____</p> <p>Vendor #2 _____ \$ _____</p> <p>Vendor #3 _____ \$ _____</p> <p>Principal Approved Vendor # _____</p> <p>If not selecting the lowest price Vendor, please provide a rationale: _____ _____</p>	

ACCOMMODATION / HOTEL COSTS (if not using a Tour Company)	
<p>1. Attach three (3) proposals from Accommodation / Hotel Vendors. 2. Identify below the three vendors and quotes. 3. Indicate Principal Approved Vendor.</p> <p>Vendor #1 _____ \$ _____</p> <p>Vendor #2 _____ \$ _____</p> <p>Vendor #3 _____ \$ _____</p> <p>Principal Approved Vendor # _____</p> <p>If not selecting the lowest price Vendor, please provide a rationale: _____ _____</p>	

TOUR OR TRAVEL COMPANY COSTS

- 1. Attach three (3) proposals from Tour or Travel Company Vendors.
- 2. Identify below the three vendors and quotes.
- 3. Indicate Principal Approved Vendor.

Vendor #1 _____ \$ _____

Vendor #2 _____ \$ _____

Vendor #3 _____ \$ _____

Principal Approved Vendor # _____

If not selecting the lowest price Vendor, please provide a rationale:

SUBMISSION CHECKLIST

The following information must be included at the time of submission, unless otherwise deferred by a Superintendent of Education:

- Board Forms completed in full
- Names of all Principal approved staff and volunteers provided
- Airline specific checklist completed (if required)
- Tour Company checklist completed (if required)
- Insurance checklist
- Confirmation of arrangements, if required for students with special accommodations
- Confirmation that students will attend an appropriate liturgy if the trip occurs on a Day of Obligation
- Confirmation that copies of medical emergency information and plans are on the trip and at the School
- Confirmation that prior to departure, students are instructed in appropriate behavior and safety procedures and requirements for a specific trip
- Confirmation that all participating staff/chaperones have reviewed and understand the Board's Education Field Trip Policy 400.2
- Confirmation that all participating staff/chaperones have reviewed and understand the OPHEA Guidelines
- If there will be any swimming, boating or other water based activities on this trip, proof to be provided that a swim test has been performed for each student and confirmation that any student that does not pass the swim test will wear a properly fastened Personal Flotation Device
- Confirmation that high care activities are supervised by certified personnel
- Confirmation that valid operators licences are provided for boating excursions
- Confirmation that parent/guardian permission forms are complete for each participating student
- Principal designated in-charge person
- Confirmed number of supervisors as required by Board Policy 400.2
- Copy of three (3) written proposals which are specific to a trip
- Driver-Authorization to Transport Students forms completed by staff or volunteer drivers, if required by the trip
- Confirmation that staff/volunteer drivers have a minimum of \$1 Million in auto insurance, OPCF #44 and will not exceed six (6) students in a vehicle unless properly licenced.

PRINCIPAL COMMENTS:

SUPERVISING STAFF NAME	TYPE OF COVERAGE ARRANGED

APPROVALS

SIGNATURE OF ORGANIZING TEACHER	DATE
SIGNATURE OF PRINCIPAL	DATE
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE
SIGNATURE OF EXTENDED OVERNIGHT FIELD TRIP & EXCURSION SUPERINTENDENT (if required)	DATE

Revised March 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
APRIL 24, 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: April 24, 2018



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: March 20, 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
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
2011	2011	400.6	Environmental Stewardship	March 2018
2012	2012	701.5	Bottled Water	March 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	March 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	April 2018
2001	2012	302.5	Student Parenting	April 2018
1998	2012	702.1	Playground Equipment	April 2018
1998	2013	400.1	Continuing Education	April 2018
2001	2012	400.3	Christian Community Service	April 2018
2006	2012	301.5	Electronic Communications Systems (Students)	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
2011	2016	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	May 2018
1998	2012	301.3	Attendance Areas	May 2018
1998	2016	701.2	Pupil Accommodation Review	May 2018
2010	2016	800.6	Community Planning & Partnerships	May 2018
2012	2012	302.8	Diabetes Management	May 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	May 2018
2011	2011	400.6	Environmental Stewardship	May 2018
2012	2012	701.5	Bottled Water	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
2001	2012	400.3	Christian Community Service	May 2018
2006	2012	301.5	Electronic Communications Systems (Students)	May 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	June 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	June 2018
2011	2011	400.6	Environmental Stewardship	June 2018
2012	2012	701.5	Bottled Water	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	