



*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

**THURSDAY, MAY 24, 2018
4:00 P.M.**

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



- | | |
|--|---|
| 1. Opening Prayer – Trustee Burtnik | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of April 24, 2018 | 5 |
| 6. Policies | |

Action Required

POLICIES – FOR RECOMMENDATION TO JUNE 12, 2018 COMMITTEE OF THE WHOLE

- | | |
|---|-----|
| 6.1 Electronic Communications Systems (Students) Policy (301.5) | 6.1 |
| 6.2 Employee Hiring and Selection Policy (Teachers) (203.1) | 6.2 |
| 6.3 Employee Code of Conduct & Ethics Policy (201.17) | 6.3 |
| 6.4 Environmental Stewardship Policy (400.6) | 6.4 |
| 6.5 Bottled Water Policy (701.5) | 6.5 |
| 6.6 Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy (301.9) | 6.6 |

POLICIES – PRIOR TO VETTING

- | | |
|--|------|
| 6.7 Employee Workplace Harassment Policy (201.7) | 6.7 |
| 6.8 Employee Workplace Violence Policy (201.11) | 6.8 |
| 6.9 Occupational Health & Safety Policy (201.6) | 6.9 |
| 6.10 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) | 6.10 |
| 6.11 Catholic School Councils Policy (800.1) | 6.11 |

Information

- | | |
|---|------|
| 6.12 Policies Currently Being Vetted to September 10, 2018 | - |
| • Continuing Education Policy (400.1) | |
| • Electronic Communications Systems Policy (Employees) (201.12) | |
| • Playground Equipment Policy (702.1) | |
| • Student Parenting Policy (302.5) | |
| 6.13 Policy and Guideline Review 2017-2018 Schedule | 6.13 |
| 7. Date of Next Meeting | |
| September 25, 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
MAY 24, 2018**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
APRIL 24, 2018**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 24, 2018, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, APRIL 24, 2018

Minutes of the Policy Committee Meeting held on Tuesday, April 24, 2018 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:10 p.m. by Policy Committee Chair Burtnik.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

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
Ted Farrell, Superintendent of Education
Pat Rocca, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Finance
Scott Whitwell, Controller of Facilities Services

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

3. Approval of Agenda

Moved by Trustee Vernal

THAT the April 24, 2018, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of March 20, 2018

Moved by Trustee Vernal

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

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO THE MAY 8, 2018 COMMITTEE OF THE WHOLE MEETING

6.1 Christian Community Service Policy (400.3)

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Christian Community Service Policy (400.3) following the vetting process.

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

POLICY STATEMENT

- Add “;” to paragraph 1 and remove the word “*may*”

ADMINISTRATIVE PROCEDURES

- Page 3 add “*and Secondary*”
- Page 3 add “*that support social justice initiatives*”
- Page 3 add “*or other immediate*”
- Page 3 and 4 remove duplicated bullets

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the May 8, 2018 Committee of the Whole Meeting to approve the revisions to the Christian Community Service Policy (400.3), as presented.

APPROVED

6.2 Electronic Communications Systems Policy (Students) (301.5)

The Policy Committee requested that the Electronic Communications Systems Policy (Students) be revised to align with the Electronic Communications Systems Policy (Employees) and brought back to the May Policy Committee Meeting.

POLICIES - PRIOR TO VETTING

6.3 Electronic Communications Systems Policy (Employees) (201.12)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Electronic Communications Systems Policy (Employees) (201.12).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add *“The confidentiality of employee, student, and other personal data must always be maintained.”*

ADMINISTRATIVE PROCEDURES

- Page 2 add *“cloud”*
- Page 2 bullet 1 of Desk Phones and Cell Phones remove *“especially during instruction of students within a classroom and school setting.”* Bullet 2 remove *“school”* add *“or messages”* replace *“instructional classroom time, planning and preparation time and while on supervision”* with *“scheduled work times”*
- Page 3 bullet 4 make last paragraph bullet 1

The Policy Committee requested that the Electronic Communications Systems Policy (Employees) (201.12), be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.4 Student Parenting Policy (302.5)

Pat Rocca, Superintendent of Education, presented the Student Parenting Policy (302.5).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 1 change *“is to”* to *“will”*
- Paragraph 2 remove *“in cases”*
- Paragraph 3 remove *“by empowering Board personnel: to respond”*
- Add resource guide to references with a link to the guide

The Policy Committee requested that the Student Parenting Policy (302.5) be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the

Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.5 Playground Equipment Policy (702.1)

Scott Whitwell, Controller of Facilities Services, presented the Playground Equipment Policy (702.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Playground Equipment Policy (702.1), be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.6 Continuing Education Policy (400.1)

Ted Farrell, Superintendent of Education, presented the Continuing Education Policy (400.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Continuing Education Policy (400.1), be vetted from April 25, 2018 to September 10, 2018 with a recommended deadline for presentation to the Policy Committee in September 2018, for consideration to the Committee of the Whole and Board in October 2018.

6.7 Policy Form Updates

Superintendent Farrell presented updates to the Niagara Catholic District School Board Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip, and Excursion form and the Niagara Catholic District School Board Request for Overnight Field Trip, Extended Overnight Field Trip, and Excursion form.

Moved by Trustee Vernal

THAT the Policy Committee receive and approve the revised forms, as presented.

APPROVED

INFORMATION

The Policy Committee requested staff to update all policies with gender specific pronouns to non gender specific pronouns.

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 fir First Nation, Métis and Inuit Students Policy (301.9)

6.9 Policy and Guideline Review 2017-2018 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2018 Schedule. Added to the Cyclical Review for May 2018 will be the Employee Attendance During Inclement Weather & Workplace Closure Policy and for September 2018 will be the Equity and Inclusive Education Policy.

7. Date of Next Meeting

May 24, 2018 – 4:00 p.m. Start time

8. Adjournment

The meeting adjourned at 6:25 p.m.

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

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

RECOMMENDATION

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

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Date: May 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. **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.

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.

DEFINITIONS

1. 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, 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 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.
2. 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.

ELECTRONIC COMMUNICATION SYSTEMS (STUDENTS) RECORDS

~~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 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 before it is posted in order 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 (at appropriate times and intervals) as approved by the administration of the school for instructional and co-instructional purposes.
2. Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by school 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 IN APPROPRIATE/UNACCEPTABLE USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

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:

INAPPROPRIATE USE	DESCRIPTION
Acting on Behalf of a School or the Board	<ul style="list-style-type: none"> ● Negligent misrepresentations on behalf of a school or the Board or making statements on behalf of a school or 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 students, parents or staff might consider inappropriate or offensive. ● It is the responsibility of the individual student not to intentionally access such material.
Criminal Activity	<ul style="list-style-type: none"> ● Any activity that constitutes a violation of the Criminal Code 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 students, teachers, other staff and/or a school or the Board (defamation and insubordination) is prohibited.
Deliberate Damage	<ul style="list-style-type: none"> ● Deliberately causing any physical damage to a Board device.
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 or school 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 of programs, technology, websites, or personal accounts; 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 without authorization. ● Any damages and / or labor charges resulting from unauthorized modifications will be the responsibility of the student or the student’s parents involved.
Hardware Movement	<ul style="list-style-type: none"> ● Movement of hardware and peripherals (from its assigned location in the school) is prohibited without authorization from a Principal.
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 Principal. The

	Principal, in turn, shall report the incident to the appropriate Superintendent.
Interference of another person's data	<ul style="list-style-type: none"> ● Erasing, damaging, or copying files of another user.
Interference with Learning Environment	<ul style="list-style-type: none"> ● Using electronic communication systems to distract or interfere with the learning environment;
Manipulation of non-Personal Files	<ul style="list-style-type: none"> ● Manipulating files that are not on a personal account.
Misrepresentation	<ul style="list-style-type: none"> ● Misrepresenting oneself or the Board while using electronic communications systems;
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.
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.
Soliciting	<ul style="list-style-type: none"> ● Soliciting or advocating non-Board, non-School or personal interests;
Tampering with Settings and/or Configurations	<ul style="list-style-type: none"> ● Tampering with computer settings, network configurations or desktop settings.
Unauthorized Devices	<ul style="list-style-type: none"> ● Attaching unauthorized devices to a computer or network.
Use of Another Person's Account	<ul style="list-style-type: none"> ● Using any other person's account on any system;
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 Family of Schools Superintendents.
Violation of Software Agreements or Copyright Laws	<ul style="list-style-type: none"> ● Violating terms of software licensing agreements and copyright laws;
USB Use Without Permission	<ul style="list-style-type: none"> ● Using external storage devices (i.e. USB devices) without permission;

<p>Use of VPN (Virtual Private Networking)</p>	<ul style="list-style-type: none"> ● Utilizing virtual private networking software or any kind to bypass Board controls and protections;
<p>Any other inappropriate behaviour</p>	<ul style="list-style-type: none"> ● Performing any other activity using the Board’s electronic communication systems that is deemed inappropriate.

- ~~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 while using electronic communications systems;~~
- ~~Using systems to engage in criminal activity;~~
- ~~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 school 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
MAY 24, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)
(203.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Hiring and Selection Policy (Teachers) (203.1), as presented.

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

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

Date: May 24, 2018



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

STATEMENT OF POLICY

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

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

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

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

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

Conflict of Interest

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

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

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

References

- [*Education Statutes and Regulations of Ontario*](#)
- [*Ontario Human Rights Code*](#)
- [*Regulation 274/12*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Equity and Inclusive Education Policy \(100.10\)*](#)



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

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

TEACHER SELECTION

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

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

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

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

CONFLICT OF INTEREST

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

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

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

A. Selection of Candidates to be interviewed

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

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

B. Interview Procedures for Individual Placement on the Occasional Teacher ~~List~~ Roster**Annual Board Interviews and Selection of Candidates**

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

SELECTION PROCEDURES FOR NEW HIRES TO PERMANENT CONTRACT POSITIONS

Candidates being selected for permanent contracts will be based on the following process:

Hiring of teachers will be determined by the system needs of the Niagara Catholic District School Board and will be in accordance with the Education Act, Regulations, Board Policy or Guideline and the Collective Agreement.

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

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

TEACHER SELECTION PROCESS

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

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

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

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE CODE OF CONDUCT & ETHICS POLICY (201.17)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Code of Conduct & Ethics Policy (201.17), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2018



Niagara Catholic District School Board

EMPLOYEE CODE OF CONDUCT AND ETHICS POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.17

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board (the “Board”), all employees of the Board occupy positions of public trust and confidence and, as such, are expected to discharge their duties and responsibilities with integrity and professionalism.

This policy will create and maintain a culture of integrity through clearly defined expectations for all employees.

As an accountable public organization, the Board is committed to conducting all of its affairs with the highest standards of ethics, integrity, honesty, fairness and professionalism. Of equal importance to the achievement of the strategic plan and annual system priorities of the Niagara Catholic District School Board, is the way in which we achieve them.

It is imperative that Board employees act, and be seen to act, in the best interests of the public they serve. It is the responsibility of the Board to promote student achievement and well-being through the delivery of Catholic education programs and the effective stewardship of the Board’s resources.

All employees of the Board are required to be in compliance with the Mission, Vision and Values of the Board, all provincial statutes, regulations, the Municipal Freedom of Information and Protection of Privacy Act and its Regulations, and Policies and Administrative Procedures of the Board. Employees are responsible to be aware of and understand the provisions of this Code, as well as other applicable Board policies, including those specifically identified in this Code

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

References

- [*Broader Public Sector Accountability Act, 2010*](#)
- [*The Ethical Standards for the Teaching Profession, Ontario College of Teachers*](#)
- [*Human Rights Code*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health and Safety Act*](#)
- [*Ontario Education Act Statutes and Regulations*](#)
- [*School Board Governance Act 2009*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Accessibility Customer Service Policy \(800.8.1\)*](#)
 - [*Electronic Communications Systems Policy \(Employees\) \(201.12\)*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)
 - [*Employee Workplace Violence Policy \(201.11\)*](#)
 - [*Occupational Health and Safety Policy \(201.6\)*](#)
 - [*Purchasing/Supply Chain Management Policy \(600.1\)*](#)
 - [*Municipal, Provincial and Federal Election Administrative Procedures - DM 056 \(2011-2012\)*](#)



Niagara Catholic District School Board

EMPLOYEE CODE OF CONDUCT AND ETHICS POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.17

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

The Employee Code of Conduct and Ethics establishes the standards that govern the way all employees of the Niagara Catholic District School Board (the “Board”) are expected to interact with each other, our students, parents, trustees, parish priests, suppliers and the community. In addition, some employees owe professional responsibilities to professional associations, self regulatory organizations or regulators.

Within this framework, employees are expected to exercise good judgment and be accountable for their actions.

1.0 COMPLYING WITH THE LAW

- 1.1 Employees shall comply with the letter and spirit of all of the laws of Canada and the Province of Ontario and any contractual obligations resulting from the employees’ duties, responsibilities, assignments, and/or any contractual obligations of the Board.

2.0 PERSONAL INTEGRITY**2.1 Criminal Offence**

Employees must refer to the Board’s Criminal Background Check Policy (302.6.7) and its Administrative Procedures on the annual requirements of an employee.

2.2 Hospitality, Gifts or Favours

The Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff. Gifts that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they were given.

Although the exchange of common courtesies is recognized as acceptable business practice, there is a danger in offering or accepting gratuities or favours that could be mistaken for improper payment. As such it is important that employees adhere to the following conditions.

Conditions for Accepting

As professionals, employees should not use their position for improper gain, nor under any circumstances accept gifts of cash, bonds, securities, and/or personal loans.

An employee may accept hospitality or a gift (other than cash, bonds, securities or loans) from another individual in the course of the professional relationship, if:

- i. The employee is not involved in purchasing goods, processing accounts, or is otherwise involved in supply chain management;
- ii. The employee believes that the donor is not trying to obligate them, or improperly influence a decision; and
- iii. It is a “normal business practice” for the purposes of courtesy and good business relations and acceptance is legal and consistent with generally accepted ethical standards.

In the professional opinion of the employee, if there is uncertainty regarding what is considered an appropriate gift to give or receive, the employee must discuss the gift with his/her immediate supervisor.

2.3 *Honoraria*

Employees shall not accept honoraria including gift certificates or payments of any kind, while performing instructional or informational duties during the work day. The exception to this may be available if significant preparation time was required and this preparation time was conducted on personal time. All honoraria must be reported to the Superintendent of Human Resources and/or designate as part of the prior approval process to participate in the event during instructional time.

In the professional opinion of the employee, if there is uncertainty regarding what is considered an appropriate honorarium to give or receive, the employee must discuss the honoraria with his/her immediate supervisor.

2.4 *Alcohol and Substance Use*

The Board is committed to providing a work and business environment that is free of alcohol and drug abuse. This will not include accommodations which are provided by the Board for addictions. The following conduct is prohibited, and if violated, will result in immediate discipline:

- i. Employees will not consume alcoholic beverages (with the exception of sacramental wine) and/or illegal substances during an employee's scheduled working hours;
- ii. Employees will not consume, provide or serve alcoholic beverages on Board sites, facilities, or at approved events or activities except when the event is approved by the Controller of Facilities and/or designate through the permit approval process within the Community Use of Schools Policy;
- iii. Employees will not provide or serve alcoholic beverages on Board sites, facilities or at Board events or activities to individuals who are under the legal drinking age, or who are impaired; and
- iv. Employees will not consume, possess, sell, or distribute illegal substances, on Board premises, sites, facilities, or at Board events or activities.

2.5 *Working Relationships*

The conduct and language of employees shall meet acceptable social standards as in any professional business environment. In all working relationships, all employees are ~~expected to apply~~ **ensure that** the principles of human rights, equity, dignity and respect, ~~The workplace must be free from~~ **are followed** as outlined in Employee Workplace Harassment Policy and the Employee Workplace Violence Policy.

2.6 *Standards of Behaviour*

All Board employees must:

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

- Respect all members of the school community;
- Respect the need of others to work in an environment that is conducive to the learning and teaching.

2.7 Use of the Internet, Email and Electronic and Social Media

All employees are prohibited from transmitting, viewing, generating, printing, retrieving, downloading or storing any communication of a discriminatory, defamatory, obscene, damaging, threatening or harassing nature, or any material that is inappropriate for an educational or business environment. Employees must comply with the Board's Electronic Communications Systems Policy - Employees.

Employees must refer to the Board's Electronic Communication Policy - Employees (201.12) and its Administrative Procedures on the requirements of an employee.

2.8 Irregular Conduct

Employees are not to engage in any irregular conduct which includes, but not limited to, any criminal, fraudulent or illegal conduct, any impropriety, lack of professional responsibility or dishonesty, under any circumstances. Such conduct may be subject to internal disciplinary action, including possible termination of employment, and may also lead to criminal prosecution or a civil suit.

2.9 Board Property

Employees must make every effort to protect Board property and assets from harm, theft, loss or misuse. No employee is permitted to use Board resources for personal gain.

2.10 Board Trademark

As a public institution, the Niagara Catholic District School Board has an officially registered logo. The Board logo is a trademark and must be appropriately placed on all official Board literature; including materials, such as letterhead, memorandum, agendas, brochures, educational materials, Board generated publications and commencing September 2012 on all newly purchased student co-curricular uniforms, spirit wear or athletic uniforms. Where appropriate, all materials that are created or prepared by a Board employee in the course of his/her duties must receive authorization by his/her immediate supervisor and must properly use the Board logo in its entirety.

2.11 Media Relations

In accordance with Board policy, the Chair of the Board and the Director of Education are the only official spokespersons for the Board.

2.12 Workplace Health and Safety

All employees must work in compliance with the Board's Occupational Health and Safety Policy, and the Occupational Health and Safety Act and its Regulations.

Employees must refer to the Board's Occupational Health and Safety Policy (210.6.) and its Administrative Procedures.

3.0 CONFLICTS OF INTEREST

- 3.1 Employees shall not use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative and/or business associate.

- 3.2 Employees must not engage in or promote any outside employment, business or commercial undertaking (paid or volunteer) that interferes with the performance of his or her duties as an employee of the Board, from which an economic, financial or commercial advantage may be derived by the employee, a relative and/or business associate of the employee as a result of business, financial or commercial information gained by the employee from employment with the Board.
- 3.3 Employees shall not use his or her position, authority or influence to give any person or organization special treatment that might or might be perceived to advance the interests of the employee, or the interests of a relative and/or business associate of the employee. This includes providing preferential treatment or publicly endorsing suppliers or products.
- 3.4 Employees will not participate in any decision or recommendation in which he or she, or a relative or business associate may have a pecuniary financial, commercial or business interest.
- 3.5 Employees may make personal political contributions and charitable donations, at their discretion, subject to satisfying themselves that there is no regulatory prohibition or restriction on such contributions. An employee will not commit the Board to a political or charitable contribution without prior approval from the Board. If an employee holds a position in a political organization which may influence the financial needs of that organization, or if an employee is asked to conduct financial transactions or fund raising on that organization's behalf, senior administration may review this relationship to ensure that there is no perception of influence. An employee will not engage in any political activity in the workplace unless authorized by senior administration as provided in the Municipal, Provincial and Federal Election Administrative Procedures.

4.0 SUPPLY CHAIN POLICY

Employees involved in any aspect of purchasing or other supply chain related activities must comply with the Purchasing/Supply Chain Management Policy.

5.0 CONFIDENTIALITY OF INFORMATION

- 5.1 Employees shall keep confidential and will not use, directly or indirectly, for his or her benefit or for the benefit of any person, organization, firm or other entity, the Board's proprietary or confidential information disclosed or entrusted to that employee or developed or generated by the employee during the performance of his or her duties with the Board or otherwise made known to that employee.
- 5.2 Except as required by law, and in accordance with the Education Act, and Municipal Freedom of Information and Protection of Privacy Act, an employee shall not use or disclose the personal and/or educational information of students and/or other employees and their families in the Board's possession, or which may come to the attention of such employee during the course of his/her duties with the Board.

6.0 USE OF BOARD TECHNOLOGY

- 6.1 Employees, when using Board technology devices and systems and accessing Board information, must be identified at all times. In addition, access to passwords must be strictly controlled. It is an employee's responsibility to take the necessary steps to protect his or her logon id, password, digital signature any or other means used to identify oneself on the Board computer network.

- 6.2 Communication conducted over the Board’s internal network or any external network is not considered private. Communication conducted over external networks must be protected from unauthorized access (for example, with encryption). When communicating via the Board’s internal network, employees should consider the sensitivity and confidentiality of the information. All computer hardware, software, email, voicemail and internet accounts provided to employees are the property of the Board and may be monitored and accessed by authorized Board representatives in accordance with Electronic Communications Systems Policy and applicable law. In addition, all information stored, processed or transmitted on any Board system or network used by the Board to conduct business, is considered the property of the Board and can be accessed at any time.
- 6.3 Employees must refer to the Board’s Electronic Communications Systems Policy – Employees and its Administrative Procedures on the use of the Board’s computer systems and technology.

7.0 APPEARANCE AND COURTESY

The Niagara Catholic District School Board is a public organization and as such, requires all employees to dress and present themselves in a professional, and respectful manner. Employees not dressed in a manner considered by their immediate supervisor as professional for the worksite will be required to change their dress.

All employees represent the Board to parents, students and the community with whom they come in direct contact. Employees must be courteous and respectful in all dealings with the public and other employees and in all other business relationships.

8.0 COMPLIANCE WITH THE CODE OF CONDUCT AND ETHICS

- 8.1 It is the responsibility of every employee, in every job class and every level to safeguard the assets, property and reputation of Niagara Catholic District School Board.
- 8.2 The Principal of each school and the administrators of each Board department will review the contents of this Policy and Administrative Procedures with all employees who report to him/her ~~them in the fall of each school year~~ **on an annual basis.**
- 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.**

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

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ENVIRONMENTAL STEWARDSHIP POLICY (400.6)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Environmental Stewardship Policy (400.6), as presented.

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



Niagara Catholic District School Board
ENVIRONMENTAL STEWARDSHIP POLICY
 STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.6

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the the Niagara Catholic District School Board, the Board recognizes the sacredness and connectedness of all God's creation and the responsibility to promote a reverence for the environment and to encourage sustainability through the effective stewardship of all resources.

The Board believes that environmental education and the effective stewardship of God's gifts is a shared responsibility of students, staff and community members, and:

1. **supports** the message of Pope Francis issued in his May 24, 2015 encyclical letter *Laudato Si (On Care For Our Common Home)* teaching of the Church in *Laudato Si*, the encyclical letter of Pope Francis on the care for our common home, May 24, 2015:

"...Saint Francis of Assisi reminds us that our common home is like a sister with whom we share our life and a beautiful mother who opens her arms to embrace us. This sister now cries out to us because of the harm we have inflicted on her by our irresponsible use and abuse of the goods with which God has endowed her."

2. **supports** the message of Pope Saint John Paul II on the occasion of the World Day of Peace, January 1, 1990:

"The ecological crisis is a moral crisis," and "the responsibility of everyone." "Care for the environment is not an option. In the Christian perspective, it forms an integral part of our personal life and of life in society. Not to care for the environment is to ignore the Creator's plan for all creation and results in an alienation of the human person."

The Board is committed to preparing students to meet the social and environmental challenges of the future, through the following goals:

Teaching and Learning

By the end of Grade 12, students will acquire knowledge, skills and perspectives that foster understanding of their fundamental connections to each other, to the world around them, and to all living things.

Student Engagement and Community Connections

Increase student engagement by fostering active participation in environmental projects and building links between schools and communities.

Environmental Leadership

Increase the capacity of system leaders to implement evidence-based environmental education programming, practices, and operations.

The Director of Education will issue administrative procedures in support of this policy.

References

- [*Pope Francis Encyclical Letter Laudato Si \(May 24, 2015\)*](#)
- [*Ontario EcoSchools*](#)
- [*Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools, Ministry of Education, 2009*](#)

- ~~*Environmental Education: Scope and Sequence of Expectations, The Ontario Curriculum, 2009 Edition, Ministry of Education*~~
- *Environmental Protection Act, R.S.O. 1990 and its Regulations*
- *Green Clean Program Resource Guide, Ontario Ministry of Education, March 2010*
- *Green Schools Resource Guide: A Practical Resource for Planning and Building Green Schools in Ontario, Ministry of Education, 2010*
- *Ontario Catholic School Graduate Expectations, 2nd Edition 2011, Institute for Catholic Education*
- ~~*Peace with God the Creator, Peace with all Creation, Pope John Paul II, World Day of Peace Message, January 1, 1990*~~
- *Ready Set Green! Tips, Techniques, and Resources from Ontario Educators, Ministry of Education, 2007*
- *Shaping Our Schools, Shaping Our Future: Environmental Education in Ontario Schools, Report of the Working Group on Environmental Education, Ministry of Education, 2007*
- ~~*The Environment, Sector Specific Guide, Specialist High Skills Major, Ministry of Education*~~
- *You love all that exists...all things are yours, God, lover of life, A pastoral letter on the Christian Ecological Imperative from the Social Affairs Commission, Canadian Conference of Catholic Bishops, October 4, 2003, Feast of St. Francis of Assisi (Patron Saint for Ecology)*
- *Niagara Catholic District School Board Policies/Procedures*
 - *Bottled Water Policy (701.5)*



Niagara Catholic District School Board
ENVIRONMENTAL STEWARDSHIP POLICY
 ADMINISTRATIVE PROCEDURES

400 – Educational Programs

Policy No 400.6

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: NIL

TEACHING AND LEARNING STRATEGIES

1. The Niagara Catholic District School Board will endeavour to increase student knowledge and develop skills and perspectives in students that foster environmental stewardship.

Board Staff will:

- Use relevant curriculum resource documents to support implementation of revised curricula;
- Support staff and students in linking environmental knowledge and related skills and activities to the teachings of diverse communities, including ~~First Nation, Métis, and Inuit~~ **Indigenous** peoples, and to principles of responsible citizenship.

Schools will:

- Provide opportunities for students to acquire knowledge and skills related to environmental education in all subject areas, and encourage them to apply their knowledge and skills to environmental issues through action-based projects;
- Challenge students to develop skills in systems thinking and futures thinking that they will need to become discerning, active citizens.

2. The Niagara Catholic District School Board will endeavour to model and teach environmental education through an integrated approach that promotes collaboration in the development of resources and activities.

Board Staff will:

- Foster collaborative opportunities for educators to develop and share activities, integrated approaches, and action research projects related to environmental education;
- Encourage innovative interdisciplinary programs that focus on the environment and include field components.

Schools will:

- Develop learning opportunities that help students understand the underlying causes, the multiple dimensions, and the dynamic nature of environmental issues;
- Develop professional learning communities to share effective practices about pedagogical strategies that support learning and teaching about the environment.

STUDENT ENGAGEMENT AND COMMUNITY CONNECTIONS STRATEGIES

1. The Niagara Catholic District School Board will endeavour to build student capacity to take action on environmental issues.

Board Staff will:

- Engage student leaders in the design and delivery of environmental education projects at the board level;
- Share school and student projects across the board that demonstrate engagement in environmental stewardship;
- Encourage environmental learning for all students inside and outside the classroom;

- Support students, on a system-wide basis, as they develop skills and act as decision makers to effect positive environmental change.

Schools will:

- Engage student leaders in the design and delivery of environmental education at the school level;
 - Encourage students to enrich their learning by using information technology to access resources, connect with others, and create e-communities that focus on environmental issues;
 - Encourage action research that promotes partnerships and the innovative implementation of environmental education concepts and principles;
 - Create opportunities for students to address environmental issues in their homes, in their local communities or at the global level;
 - Work with Catholic School Councils in promoting environmental education;
 - Encourage students to plan environmental education activities for all students;
 - Encourage all students to participate in environmental education activities on school grounds.
2. The Niagara Catholic District School Board will provide leadership support to enhance student engagement and community involvement.

Board Staff will:

- Offer community-linked experiences and programs, such as a Specialist High Skills Major focused on the environment;
- Encourage the **Niagara** Catholic Parent Involvement Committee to provide advice on the implementation of environmental education;
- Share information about local resources that support environmental awareness and protection, energy conservation, waste management, protection of the biosphere, and outdoor education;
- Share links and partnerships with community organizations to help extend engagement in and responsibility for environmental education to the broader community.

Schools will:

- Work with parents, the Catholic School ~~Council~~ **Councils**, community groups, and other educational stakeholders to provide awareness and foster appropriate environmentally responsible practices;
- Enrich and complement students' classroom learning by organizing out-of-classroom experiences and activities as appropriate;
- Encourage students to consider ways of completing their community service requirements that involve addressing environmental issues in their communities.

ENVIRONMENTAL LEADERSHIP STRATEGIES

1. The Niagara Catholic District School Board will endeavour to increase the extent to which environmental education is integrated into Board policies, procedures and strategic plans.

Board Staff will:

- ~~Create a system-wide environmental education and management committee,~~ **Participate in environmental programs such as the Ontario EcoSchools certification program;**
- Embed environmental education as a priority ~~in the Board's strategic plan;~~
- Develop and implement a plan for integrating sustainable environmental practices into each of the Board's operational services;
- ~~Develop an environmental action plan that is annually reviewed, renewed, and communicated to all Board employees and trustees;~~
- Integrate environmental education into staff development for all employee groups;
- Encourage staff, students and parents to adopt and promote environmentally appropriate practices;

Schools will:

- Create an implementation plan that aligns with the Board Environmental Stewardship Policy;
 - Adopt environmentally responsible management practices that are consistent with Board Policy and consider the advice of members of the school community on these matters;
 - Share expertise and knowledge through existing networks.
2. The Niagara Catholic District School Board will endeavour to enhance the integration of environmentally responsible practices into the management of resources, operations and facilities.

Board Staff will endeavour to:

- Implement strategies, programs and procedures to protect and conserve the environment, while ensuring that school and workplace environments are safe and healthy;
- Develop environmentally responsible purchasing practices, while considering quality, price and service;
- Renew facilities utilizing energy efficient replacement components;
- Ensure maximum building utilization;
- Design and construction of new facilities and additions to “Green Building” standards.

Schools will:

- Encourage staff to participate in school or school board sessions on environmental sustainability and the role of staff in preparing and implementing the school and/or Board action plan;
- Plan an environmentally responsible approach to managing resources and operations.

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

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
BOTTLED WATER POLICY (701.5)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Bottled Water Policy (701.5), as presented.

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



Niagara Catholic District School Board
~~BOTTLE~~ BOTTLED WATER POLICY
STATEMENT OF POLICY

700 – Buildings and Site

Policy No 701.5

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board acknowledges that universal access to potable water is essential to a clean, safe and ecologically friendly environment at all sites within the Board.

The Board has a mandate to embrace environmental issues as supported by the Board's ~~Eco-Schools~~ **EcoSchools** initiatives in all elementary and secondary schools and at all Board sites.

The Board recognizes that water is a basic human right and that universal access to potable water models environmental stewardship for all students and their families.

Effective September 1, 2013, the sale or distribution of single use bottled water, and or commercially bottled single use plastic water containers shall be eliminated at all Board sites, Catholic Education Centre, elementary and secondary schools, ~~Adult and~~ Continuing Education sites and other work sites in the Board.

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

References

- [***Ontarioecoschools***](#)
- [***Canadian Catholic Organization for Development and Peace***](#)
- [***Niagara Catholic District School Board Policies/Procedures***](#)
 - [***Nutrition Policy \(302.7\)***](#)
 - [***Environmental Stewardship Policy \(400.6\)***](#)



Niagara Catholic District School Board
~~BOTTLE~~ BOTTLED WATER POLICY
ADMINISTRATIVE PROCEDURES

700 – Buildings and Site

Policy No 701.5

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

ELIMINATION OF SINGLE USE BOTTLED WATER

1. The Board will promote that at all meetings, workshops/training sessions/professional development activities, and special events that the consumption of water will be from municipal water sources.
2. The Board will eliminate the provisions of water from commercially bottled, single-use plastic containers insofar as municipal sources are available.
3. The Board will promote refillable containers for students and staff at all Board sites and through school generated funds the installation of hydration water stations throughout the Board.
4. Fundraising activities in school communities will follow these procedures.
5. All beverages provided in elementary and secondary schools will comply with the [*Niagara Catholic District School Board Nutrition Policy \(302.7\)*](#).
6. If access to safe, potable water is not available due to a water advisory, or emergency, any Board site may use water from commercial sources until such time that potable water has been restored, subject to the approval by the Medical Officer of Health and government regulations.

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

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
VOLUNTARY AND CONFIDENTIAL SELF-IDENTIFICATION
POLICY FOR FIRST NATION, MÉTIS AND INUIT STUDENTS
POLICY (301.9)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy (301.9), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: May 24, 2018



Niagara Catholic District School Board

VOLUNTARY AND CONFIDENTIAL**INDIGENOUS STUDENTS SELF-IDENTIFICATION POLICY****FOR FIRST NATION, MÉTIS AND INUIT SELF-IDENTIFICATION STUDENTS POLICY**

STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.9

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, and in accordance with the teachings of the Catholic Church and grounded in the value of human dignity, the Board realizes acknowledges that all people are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27), representing the diversity of all students, to reach their fullest potential, in accordance with the teachings of the Catholic Church and grounded in the value of human dignity. The policy of the Board shall provide in all its operations an educational environment the diversity within its Catholic community.

The Board supports that the learning aspirations and potential of all Indigenous First Nation, Métis and Inuit students can be realized achieved through a focus on improved programs and services, and builds on strong partnerships with First Nation, Métis and Inuit parents and their communities. The Board will invite all partnerships, and relationships with students, families, and communities.

The policy of the Board shall provide in all its operations an educational environment the diversity within its Catholic community.

This Policy has been developed to assist with implementation of the Ontario First Nation, Métis and Inuit Policy Framework, 2007.

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

References

- [*Building Bridges to Success for First Nation, Metis and Inuit Students*](#)
- [*Constitutional Act, 1982*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)
- [*Ontario Education Act, Section 8.1\(1\): Collection and Use of Personal Information*](#)
- [*Ontario First Nation, Metis and Inuit Education Policy Framework*](#)
- [*Ontario Human Rights Commission Guidelines for Collecting Data on Enumerated Grounds Under the Code*](#)
- [*Ontario's Indigenous Education Strategy*](#)
- [*National Centre for Truth and Reconciliation*](#)

Niagara Catholic District School Board Policies/Procedures

- [*Admission of Elementary and Secondary Students Policy \(301.1\)*](#)
- [*Equity and Inclusive Education Policy \(100.10\)*](#)
- [*Ontario Student Records \(OSR\) Policy \(301.7\)*](#)
- [*Safe Schools Policy \(302.6\)*](#)
- [*Vision 2020 Strategic Plan*](#)



Niagara Catholic District School Board

VOLUNTARY AND CONFIDENTIAL

INDIGENOUS STUDENTS SELF-IDENTIFICATION POLICY

FOR-FIRST NATION, MÉTIS AND INUIT SELF-IDENTIFICATION STUDENTS POLICY

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 301.9

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: NIL

PURPOSE OF VOLUNTARY SELF-IDENTIFICATION

- To aggregate student achievement data related to the performance of First Nation, and Métis and Inuit students.
- To assist schools in better understanding the demographics of their population.
- To assist students that may require additional programming, targeted initiatives and additional support.

BACKGROUND DEFINITIONS

~~Aboriginal~~ **Indigenous** (~~formally also known as aboriginal~~) identification refers to the definition in the *Constitution Act, 1982, Part II, Section 35 (2)* in that “aboriginal peoples of Canada” includes the Indian, Inuit and Métis **peoples of Canada**.

This also includes:

1. First Nation students who attend provincially funded elementary or secondary schools.
2. Métis students who attend provincially funded elementary or secondary schools.
3. Inuit students who attend provincially funded elementary or secondary schools.

Niagara Catholic supports Indigenous students by:

- developing effective strategies, and learning opportunities that are responsive, flexible and accessible to improve student achievement and well-being;
- closing the gap in student achievement in the areas of literacy and numeracy; and
- increasing retention and Indigenous student graduation rates to support the pursuit of postsecondary education or training and/or to enter the workforce.

~~First Nation: Canada’s original peoples whose history is interwoven with the creation of 1876 Indian Act, Indian and Northern Affairs Canada (INAC) and subsequent registry system. The term “First Nation” has been adopted to replace the word “band” in the names of communities.~~

~~Status: people registered under the Indian Act who identify with a First Nation community/ancestral land.~~

~~Non-Status: people who identify with a First Nation community/ancestral land but are not registered under the INAC registry system.~~

~~Métis: people of mixed First Nation and European ancestry. The Métis history and culture draws on diverse ancestral origins, such as Scottish, Irish, French, Ojibwe and Cree.~~

~~Inuit: people’ in Inuktitut and generally refers to Canada’s original people whose homeland is northern Canada, living mainly in Nunavut, the Northwest Territories, Northern Quebec and Labrador.~~

VOLUNTARY and CONFIDENTIAL INDIGENOUS STUDENT SELF-IDENTIFICATION FIRST NATION, MÉTIS AND INUIT VOLUNTARY SELF-IDENTIFICATION PROCEDURE

Indigenous students have the right to voluntarily and confidentially self-identify as First Nation, Métis or Inuit.

1. Self-identification of First Nation, Métis or Inuit students may be declared by:
 - Parents/guardians of students under the age of 18,
 - Students 18 years of age and older,
 - Students who are 16 or 17 years of age and are withdrawn from parental control.
2. Self-identification may be declared at the time of registration on student registration forms, or for students currently enrolled in a Niagara Catholic school on the *Voluntary and Confidential Indigenous Student Self-Identification Card* available at the school to be completed and submitted to the Principal.

REMOVAL OF IDENTIFICATION

Parents/guardians of students under the age of 18, students 18 years of age and older, and students who are 16 or 17 years of age and are withdrawn from parental control shall be entitled to remove the identification at any time, upon written request to the Principal.

~~Voluntary self-identification of First Nation, Métis or Inuit students may be declared by:~~

- ~~• Parents/guardians of students under the age of 18;~~
- ~~• Students 18 years of age and older;~~
- ~~• Students who are 16 or 17 years of age and are withdrawn from parental control.~~
- ~~• Voluntary self-identification shall include all First Nation, Métis or Inuit people, regardless of status.~~
- ~~• No proof of ancestry shall be required.~~
- ~~• Parents/guardians of new students registering in a Niagara Catholic District School Board elementary or secondary school may voluntarily acknowledge their child's First Nation, Métis or Inuit ancestry on the Student Registration Form and will be invited to self-identify their child at the time of registration. New students 18 years of age and older or new students who are 16 or 17 years of age and are withdrawn from parental control may voluntarily acknowledge their own First Nation, Métis or Inuit ancestry on the Student Registration Form and will be invited to self-identify himself/herself at the time of registration.~~
- ~~• Parents/guardians of students, currently registered in a Niagara Catholic District School Board elementary or secondary school may voluntarily acknowledge their child's First Nation, Métis or Inuit ancestry on a Student Data Verification Form or a form created for such identification purposes.~~
- ~~• Students 18 years of age and older or students who are 16 or 17 years of age and are withdrawn from parental control and are currently registered in a Niagara Catholic District School Board secondary school may voluntarily acknowledge their own First Nation, Métis or Inuit ancestry on a Student Data Verification Form or a form created for such identification purposes.~~
- ~~• Parents/guardians of students under the age of 18, students 18 years of age and older, and students who are 16 or 17 years of age and are withdrawn from parental control shall be entitled to remove the identification at any time, upon written request to the Principal.~~

STUDENT INFORMATION MANAGEMENT CONFIDENTIALITY

- ~~• All Data collected under this policy will be securely stored and maintained according to legislation and will be communicated to the Ontario EQAO (Education Quality and Accountability Office) (EQAO) and the Ontario Ministry of Education, to respect student privacy and will be treated under the same rules and regulations that govern Ontario Student Records, the Education Act, the Ontario Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Freedom of Information and Protection of Privacy Act (FIPPA).~~
- ~~• Aggregate data and information will be communicated to EQAO (Education Quality and Accountability Office) and the Ministry of Education for reporting purposes of the province. Information given for this purpose will be protected by the protocols as outlined in Section 8.1 of the Education Act for EQAO and the Ministry of Education.~~

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

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2018



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 23, 2018

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

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

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

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

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

References:

- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Occupational Health & Safety Act \(December 2009\) Bill 13**](#)
- [**Bill 132: Sexual Violence and Harassment Action Plan Act**](#)
- [**Ontario Human Rights Code 1990**](#)
- [**Teaching Profession Act**](#)
- [**Safe Schools Act 2012**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Workplace Violence Policy \(201.11\)**](#)
 - [**Trustee Code of Conduct**](#)
 - [**Complaint Resolution Policy**](#)
 - [**Family and Children Services Niagara \(FACS\) Protocol**](#)
 - [**Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board**](#)



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 23, 2017

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

WORKPLACE HARASSMENT

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

ETHNOCULTURAL HARASSMENT

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

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

Sexual Harassment is:

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

- Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.
- **E**ngaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Sexual Harassment may include:

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

Sexual Harassment is not:

- Conduct which both parties find acceptable such as an occasional compliment,
- An occasional or appropriate comment which a reasonable person, in their circumstances, would not take to have an unwelcome sexual connotation.
- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

**COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION
(VERBAL PROCESS)**

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

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

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

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

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

RECORDS

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

OTHER CONSIDERATIONS

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

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

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2018



Niagara Catholic District School Board
EMPLOYEE WORKPLACE VIOLENCE POLICY
 STATEMENT OF POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 23, 2017

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

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

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

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

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

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

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

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

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

References

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



Niagara Catholic District School Board
EMPLOYEE WORKPLACE VIOLENCE POLICY
 ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 23, 2017

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

- the exercise of physical force by a person against a **worker employee**, in a workplace, that causes or could cause physical injury to the **worker employee**;
- an attempt to exercise physical force against a **worker employee**, in a workplace, that could cause physical injury to the **worker employee**; and
- a statement or behaviour that it is reasonable for a **worker employee** to interpret as a threat to exercise physical force against the **worker employee**, in the workplace, that could cause physical injury to the **worker employee**.
- **Workplace** refers to any place where **workers employees** perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- **Worker-Employee** refers to all **workers employees** of the Board.
- “worker” means any of the following
 - A person who performs work or supplies services for monetary compensation.
 - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
 - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
 - A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
 - Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

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

The Employee Workplace Violence Policy and Administrative Procedures shall be posted in a in a specific area, at the Health and Safety Station, in every workplace throughout the Niagara Catholic District School Board **where five or more workers are regularly employed or unless an inspector orders otherwise.**

PROVISION OF INFORMATION

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

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

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

DOMESTIC VIOLENCE

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

COMPLAINT PROCEDURE

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

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

14. Copies of reports made by the worker ~~employee~~ and immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the immediate Supervisor will be provided to the ~~worker employee(s)~~.
15. Where the two (2) or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

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

The Workplace Violence Survey (**Appendix B**) will be conducted as often as necessary in order to monitor ~~worker employee~~ input on assessments and the provision necessary information to ~~workers employees~~.

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

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

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

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

RISK ASSESSMENTS

A number of factors may contribute to the occurrence of workplace violence including;

Workplace Location - risk of workplace violence occurring due to the nature of the community in which the workplace is located, off site locations, working alone or in isolated areas, physical attributes of the workplace, areas on the periphery of the workplace (parking lots, portables), entry controls or us of the workplace by non-workers.

General Workplace – workplace violence occurring du to the characteristics of the general population including staff, students, parents and the general public.

Specific Workplace - workplace violence occurring due to individual students, staff, parent or clients who individually create a specific risk of workplace violence.

Handling Money – risk of workplace violence occurring due to the handling of money arising from fundraising activities, school photos, trips, charitable donations, staff funds, school site fees or registration fees.

RATING SCALE

The below rating scale is provided to determine the likelihood of violence in the workplace and assist in deciding those controls. The scale relies on a combination of frequency and severity.

Low – One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk is minimal. The risk of workplace violence is not related to a normal part of the work routine, and /or there is minimal potential for intervention or first aid to be required.

Moderate - One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

High - One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

SUMMONING ASSISTANCE

SCHOOL-WIDE P.A. SYSTEM

<i>Strengths</i>	Immediate school-wide communication
<i>Weaknesses</i>	May not be heard in noisy areas / One way communication / Restricts type of information communicated

CLASSROOM P.A. SYSTEM

<i>Strengths</i>	Direct link to main office / Simple usage
<i>Weaknesses</i>	Requires someone in the office / Fixed location in class means staff may not be able to access / Useful inside the building only

INDIVIDUAL CELL PHONE

- Strengths* Fast one-to-one communication / Can be used at most locations / Has text option / Can be used for variety of messages / Few range limitations
- Weaknesses* Requires recipient to be available / Signal strength may be poor / If being attacked – not enough time to dial

2-WAY RADIO (WALKIE-TALKIE)

- Strengths* Almost instant / One button use / Voice or signal communication / can warn numerous recipients / Used for a variety of messages / Few weak spots within range
- Weaknesses* Requires constant charging and staffing / No 9-1-1 component

WORK REFUSALS

All workers have the right to refuse to work when they have reason to believe their health or safety is in danger. The limited right of teachers to refuse work remains. A teacher cannot refuse to work as per *O.Reg. 857*, if the circumstances are such that the life, health or safety of a pupil is in imminent jeopardy.

The Occupational Health & Safety Act describes specific steps a must follow in a work refusal.

A worker must notify his/her Supervisor if he or she is refusing to do work. If a worker indicates he/she is refusing to work, the Supervisor needs to determine if the work refusal meets the criteria defined by section 43(3) of the *Occupational Health & Safety Act*.

A worker may refuse to work or do particular work with respect to workplace violence if he or she has reason to believe that workplace violence is likely to endanger the safety of himself or herself.

Work Refusal Steps

If the nature of the work refusal meets the requirements of section 43(3) the Supervisor must:

1. Immediately contact the **Coordinator of Health and Safety** and indicate you are dealing with a work refusal. The **Coordinator of Health and Safety** will inform the appropriate Joint Health and Safety Representative who will investigate along with the Supervisor without delay.
2. Document the work refusal including, but not limited to, the worker's complaint, time, date, relevant information, and any outcome of the refusal.
3. Notify the appropriate Superintendent of Schools
4. Take the necessary steps to ensure the safety of students and employees.
5. Pending the investigation the worker (complainant) must stay in a safe place and be available to the investigator. The worker will be assigned other work while the work refusal is being investigated. If another worker is asked to work in the worker/complainant's place, the worker should be informed of the nature of the work refusal. If the nature of the work refusal does NOT meet the requirement that the workplace violence is likely to endanger himself or herself, then this incident does not constitute a legitimate work refusal situation, in which case, the worker (complainant) should be informed that it was not a proper workplace violence work refusal and be instructed to return to work.

If the worker engaged in a workplace violence work refusal that meets the requirements of workplace violence is likely to endanger himself or herself, then steps should be taken to rectify the situation so that it is deemed safe to return to work. Once the steps are taken, the worker (complainant) should be informed of the steps taken and directed to return to the work area. If the worker continues to refuse to

work, the NCDSB / appropriate union / association representative from the Joint Health and Safety Committee, or the worker should contact the Ministry of Labour.

RECORDS

All correspondence and other documents generated under this Procedure must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked “PRIVATE AND/OR CONFIDENTIAL” and be stored in a secure file in the Human Resources Department.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**Niagara Catholic District School Board
School/Worksite Risk Assessment**

School:	
Date:	
Auditors:	
Worksite Representatives:	

Questions:	Yes	No	L	M	H	Current Controls
GEOGRAPHIC LOCATION & HOURS						
Location of School						
• Urban setting						
• Rural setting						
• High crime area						
• Isolated area						
• Close to emergency services						
What are the school hours?						
HISTORY						
Have there been any incidences in the past 3-5 years of strangers approaching staff at the school (resulting in staff feeling unsafe?), vandalism putting staff at risk, conflicts with community members on school property?						
Do violent, criminal, drunk, or drugged persons (unfavorable individuals) ever come into your building?						
Has the school ever been vandalized?						
ACCESSIBILITY & SECURITY MEASURES						
Are all doors, except main entrance kept locked at all times?						
• If not, are non-locked doors monitored?						
Is there a sign-in & out book for parents or visitors?						
• If so, is it used/enforced?						
• Does office staff regularly check and follow up with sign in/out sheet?						
Are there posters/signs at the main doors/entrances asking visitors to report to the main office when they arrive at the school?						

Questions:	Yes	No	L	M	H	Current Controls
Does main office staff have a clear vision line to the main entrance?						
Is the main office staffed at all times during school hours?						
What is the emergency protocol for main office staff should someone undesirable enter the school?						
Do all guests (parents, visitors, service providers, etc) wear special visitor passes?						
Can staff access the school after hours? What are the guidelines for this?						
Is there a communication procedure for staff accessing the schools after hours? (tracking?)						
Are there any safety and security measures in place for entrance into the school after hours for staff? (i.e. key/ code sign out, notifying supervisor, etc)						
Is there evening custodial staff at this school who work alone?						
<ul style="list-style-type: none"> • What are their hours of work? 						
<ul style="list-style-type: none"> • What safety and security measures are in place for these staff persons? 						
Is the school connected to a security company through an alarm system?						
Is the security system regularly checked?						
Are there signs stating a security system is in use?						
Is there a system for tracking staff keys?						
<ul style="list-style-type: none"> • If so, is it enforced? 						
Is there a camera system <u>inside</u> the school?						
Is there a camera system <u>outside</u> the school?						
Can the main doors be locked from a remote location?						
Are there any security perimeters of the building after hours?						
Can staff lock classroom doors quickly in an emergency?						
Are garbage bins, equipment that staff regularly use outside well lit?						

Questions:	Yes	No	L	M	H	Current Controls
PORTABLES						
Are there portables at the school?						
• How do students/staff enter into the school from the portables?						
• Are there any security measures followed for staff/students entering the school from the portables/yard during the day (i.e. buddy system with key?)						
• Can the portable doors be locked from the inside and outside?						
• Is there a notification system to the portables should a crisis occur?						
LIGHTING OUTSIDE & INSIDE						
Is the school well lit outside at night (specifically entrances)?						
Are there zones around the school where someone may hide?						
Is the school well lit inside when staff are accessing the building after hours or on weekends?						
Are stairwells lit appropriately?						
Are washrooms lit appropriately?						
Are there any areas requiring more light?						
PARKING LOTS						
Do staff park in designated parking lots?						
Are parking lots well lit at night?						
Are parking lots monitored at all?						
Are there any security reminders in the parking lot? (i.e. "Lock Your Car", "Security Patrolled", "Parking Lot Monitored")						
Have cars been broken into while in the parking lot?						
POTENTIAL HIDING SPOTS AROUND GROUNDS						
Is there any overgrown vegetation that could be a potential hiding place for strangers around the parking lot, walking paths, play areas, field, on school property? (note: this vegetation should be cut back or removed if so)						
DAYCARES						
Is there a daycare in or attached to the school?						
Does the daycare have its own entrance door?						
Does the daycare have access to the school?						
Does the daycare have security measures in place for intruders?						

Questions:	Yes	No	L	M	H	Current Controls
Are the daycare staff familiar with the schools emergency plan?						
Does the daycare staff control access to the school for parents who come to pick up their children after school hours?						
AFTERSCHOOL & COMMUNITY USE ACTIVITIES						
Are there after school or community use activities in the school after hours?						
<ul style="list-style-type: none"> If so, when and where in the school? 						
Is there a room use occupancy permit system/ agreement for use after hours?						
Are there fundraising activities at the school?						
Where are the profits from fundraising kept?						
Is there a program for special needs children at this school?						
Is there a safe room for special needs children?						
<ul style="list-style-type: none"> Has the safe room had a safety review? 						
Are there any low windows at the school that can be opened?						
CLASSROOMS						
Do all classrooms have operating communication systems to the main office?						
<ul style="list-style-type: none"> Where are they located? 						
<ul style="list-style-type: none"> What is the emergency contact number in an emergency? Is it posted? 						
Is furniture arranged in classrooms to allow for a quick exit?						
PROCEDURES						
Have staff been trained on the Lock Down procedure? When does this happen?						
Are student codes of conduct communicated to students?						
Are codes of conduct communicated to staff?						
Are staff trained on how to report incidents of conflict (with peers, parents, community members, etc) to their supervisor?						

Questions:	Yes	No	L	M	H	Current Controls
What are the current response measures in place for when a conflict or violent incident is reported?						
Is there a process in place for having parent-teacher meetings in common areas instead of portable structures?						
OTHER:						
What improvements would you like to see at your school in terms of security and safety related to conflict or violence?						
Other:						

- review history of incidents
- perform a worksite parameter check



WORKPLACE VIOLENCE ASSESSMENT QUESTIONNAIRE

CONFIDENTIAL

School:

Date: _____

Position:

- Teaching staff
- Special Education Support Staff (Inc. E.A.'s, Secretary, Custodian)
- Caretaking/Maintenance
- Administrator
- School based Secretarial
- Staff Central based
- Support Staff
- Occasional Teaching Staff

1. During the (insert year) school year have you experienced verbal abuse (swearing, insults, or bullying, while an employee of the Board?)

Yes No

If yes, did you report the incident(s)?

Yes No

If yes, did you report the incident(s)

verbally? in writing?

Please check if the person fit into one of the roles listed below?

- Teaching staff
- Special Education Support Staff (Inc. E.A.'s)
- Caretaking/Maintenance
- Administrator
- School based Secretarial
- Staff Central based
- Support Staff
- Occasional Teaching Staff
- Student
- Family of student
- member of the public
- other

2. During the (insert year) school year have you experienced verbal or written threats while an employee of this Board?

Yes No

If Yes, did you report the incident(s)?

Yes No

If Yes, did you report the incident(s)

verbally? in writing?

Please check if the person fit into one of the roles listed below?

- Teaching staff
- Special Education Support Staff (Inc. E.A.'s)
- Caretaking/Maintenance
- Administrator
- School based Secretarial
- Staff Central based
- Support Staff
- Occasional Teaching Staff
- Student
- Family of student
- member of the public
- other

3. During the (insert year)school year have you been threatened with physical harm or intimidated while an employee of this Board?

Yes No

If Yes, did you report the incident(s)?

Yes No

If Yes, did you report the incident(s)

verbally? in writing?

Please check if the person fit into one of the roles listed below?

- Teaching staff
- Special Education Support Staff (Inc. E.A.'s)
- Caretaking/Maintenance
- Administrator
- School based Secretarial
- Staff Central based
- Support Staff
- Occasional Teaching Staff
- Student

- Family of student
- member of the public
- other

4. During the (insert year) have you experienced a physical assault or attack while an employee of this Board?

Yes No

If Yes, did you report the incident(s)?

Yes No

If Yes, did you report the incident(s)

verbally? in writing?

Please check if the person fit into one of the roles listed below?

- Teaching staff
- Special Education Support Staff (Inc. E.A.'s)
- Caretaking/Maintenance
- Administrator
- School based Secretarial
- Staff Central based
- Support Staff
- Occasional Teaching Staff
- Student
- Family of student
- member of the public
- other

6. Do you ever:

work alone? Yes No

work in a community-based setting? Yes No

work late at night or early in the morning? Yes No

7. How safe do you feel at work?
(Check the box that indicates how safe you feel in each area)

LOCATION	VERY SAFE	SAFE	NEUTRAL	UNSAFE	VERY UNSAFE	N/A
parking lot						
perimeter of building						
main/front entrance						
elevators						
stairwells						
corridors/hallways						
on your floor						
at your desk						
in your classroom						
other						

8. Do you believe that your workplace is

- Very Safe?
- Safe?
- Neutral?
- Unsafe?
- Very Unsafe?

9. Other comments/concerns or suggestions for improvement

Request for meeting with Superintendent of Human Resources/Family of Schools
Superintendent/Principal:

Yes No

Name of employee requesting a meeting:

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

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2018



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

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: May 23, 2017

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to **take all reasonable precautions to prevent injury or occupational illness at Niagara Catholic District School Board sites and is committed to providing a safe, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors. The Board is committed to continually improving health and safety practices and performance in compliance with the Occupational Health and Safety Act.**

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

Reference

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



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

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: May 23, 2017

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

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

The Niagara Catholic District School Board supports the Internal Responsibility System whereby all workplace parties participate in building safety programs that exceed the minimum standards as set out by the Occupational Health and Safety Act. Employees who direct work are responsible for ensuring that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace. They are also responsible to ensure that hazards, unsafe conditions, practices and behaviors that are reported to them are addressed.

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

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

**TITLE: POLICIES – PRIOR TO VETTING
EMPLOYEE ATTENDANCE DURING INCLEMENT WEATHER
& WORKPLACE CLOSURE POLICY (201.9)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: May 24, 2018



Niagara Catholic District School Board

**EMPLOYEE ATTENDANCE DURING
INCLEMENT WEATHER AND WORKPLACE CLOSURE POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 27, 2018

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees of the Niagara Catholic District School Board are expected to be at their place of employment during the required working hours as defined by the Education Statutes and Regulations of Ontario, respective Collective Agreements, or Terms of Employment.

During periods of inclement weather or authorized school, workplace or a system closure, employees will comply with the expectations provided within the accompanying operational procedures.

During inclement weather or any other conditions which would affect the health and safety of students and staff, the Director of Education is authorized to change the working location of employees, change or alter the normal hours of operation of a school, group of schools or the system or close all or part of the Niagara Catholic District School Board.

When school transportation is cancelled prior to the commencement of a scheduled work day due to inclement weather, the Director of Education will close all schools, Board facilities and operations.

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

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

References

- [Education Statutes and Regulations of Ontario](#)



Niagara Catholic District School Board
**EMPLOYEE ATTENDANCE DURING
INCLEMENT WEATHER AND WORKPLACE CLOSURE POLICY**
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 27, 2018

INCLEMENT WEATHER

Inclement weather is defined as severe, harsh or stormy weather conditions which will vary throughout the Region of Niagara and could delay travel to schools as well as effect the normal operations of schools, worksites or the system which includes, but not limited to, the delay or cancellation of bus transportation by bus companies; travel advisories or road closures by the Niagara Regional Police and/or Ontario Provincial Police; or extreme weather warnings issued by Environment Canada to local municipalities in the Region of Niagara.

In consultation with members of Senior Administrative Council and as required, but not limited to, Niagara Student Transportation Services, Niagara Regional Police, Ontario Provincial Police and coterminous school boards, the Director of Education will determine any alterations and/or closures to the normal operations of the Niagara Catholic District School Board due to inclement weather or any other conditions which would affect the normal operations of a school, group of schools or the system.

REGULAR WORK LOCATION/ALTERNATE WORK LOCATION

1. **With the exception of school closures**, in periods of inclement weather, it is an expectation that all staff will attempt to reach their work location in time for normal hours of operation.
2. If travel to work is impeded by inclement weather, and may cause lateness, the employee will notify their Principal or immediate Supervisor upon arrival at the alternate location, indicating their time of arrival.
3. If inclement weather conditions are so severe as announced by the Ministry of Transportation, the Niagara Regional Police, and/or the Ontario Provincial Police as to delay travel to the employee's regular usual work location, the employee will report to the nearest school or work location within the Niagara Catholic District School Board and report to the Principal and/or Supervisor of that location for their normal hours of duty. Upon arrival at the alternate location, the employee is responsible to contact by phone their Principal and/or Supervisor to inform them of their location.
4. If an employee reports to an alternative work location, they are under the authority of the Principal and/or Supervisor of that school or facility for their normal hours of duty.
5. The Principal/Supervisor is required to report all employees who have attended an alternate work location to the Family of Schools' Superintendent of Education.
6. When the school buses are cancelled due to inclement weather as announced through local media and on the Board website, **the system will be closed and** all daily occasional and/or casual replacements assigned for the specific day are not to report to the daily assignment and will not be paid for this

cancellation. (Unless otherwise notified, on days when bus transportation is cancelled, all professional development in-services will be cancelled.)

ABSENCE FROM REGULAR WORK LOCATION AND/OR ALTERNATE WORK LOCATION

1. Where an employee deems it impossible to report to any school or alternate work location within the Niagara Catholic District School Board in time for the commencement of normal hours of operation they must notify by phone their immediate Principal/Supervisor. The Principal/Supervisor will discuss a delay in the time to report to any school or alternate work location within the Board.
2. All employees must continue to make all reasonable attempts to report to their regular school or work location or in its alternative any other school or work location within the Niagara Catholic District School Board as weather conditions change throughout the day.
3. Employees who are unable to report to any school or alternate work location within the Niagara Catholic District School Board are required to record their absence on the Smart Find Express (SFE) system using the inclement weather code.
4. Principals/Supervisors are required to report all employees who have contacted them indicating that they deemed it impossible to report to any school or alternate work location within the Niagara Catholic District School Board to the Family of Schools Superintendent of Education by the end of the school day.
5. Employees unable to report to a school or alternate work location, must provide the Senior Administrator of Human Resources a signed and dated written explanation of the reason for the absence on their return to active duty. The decision of remuneration shall be determined by the Superintendent of Human Resources in consultation with the appropriate supervisor.

SCHOOL CLOSURE

1. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all daily occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.
2. Where a school, a group of schools, or a workplace site is closed by the Director of Education, employees are required to attend a work location determined by the Director of Education in consultation with members of Senior Administrative Council, the Family of Schools Superintendent of Education and the Principal and/or Principals(s) affected by a school closure. The alternate location or locations for school or workplace staff will be communicated to staff by the Principal or Supervisor through staff phone communication procedures, announced on local media services and posted on the Board website. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all occasional and/or casual replacements assigned to the school or workplace for the specific day will not be paid for the day of the closure, with the exception of long term occasional teachers. Daily Occasional and casual staff that are placed in an assignment for more than ten (10) consecutive days for the same employee will be paid for the day of closure of school or workplace site.

SYSTEM CLOSURE

1. When the Director of Education closes the entire system, employees are not required to report to any work location. For system closures employees are;
 - not required to record their absences on the Smart Find Express (SFE)

DRAFT

- to remain in contact with their school Principal and/or Supervisor and/or the Board website for current information on the status of the system closure and the return to normal operations of the system.
2. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all daily occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.

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

**TITLE: POLICIES – PRIOR TO VETTING
CATHOLIC SCHOOL COUNCILS POLICY (800.1)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: May 24, 2018



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date March 28, 2017

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

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

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

References

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



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS POLICY

ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: March 28, 2017

PURPOSE OF THE CATHOLIC SCHOOL COUNCIL

1. The purpose of the Catholic School Council, through active participation of its members is:
 - to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,
 - to advance student achievement and well-being for all students in their school community, and
 - to enhance the accountability of the education system to parents/guardians.
2. A Catholic School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and/or the Board.
3. Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

MANDATE OF THE CATHOLIC SCHOOL COUNCIL

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

Each Catholic School Council of the Board is to host an annual Faith Formation for the parent/guardian community. The Faith Formation session, in consultation with the school Principal may be held with parishes, schools and Family of Schools' Catholic School Councils.

COMPOSITION

1. The composition of the Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school and include the following:
 - The number of parent/guardian members as specified in the Catholic School Council By-Laws or the number the Board determines appropriate.
 - The Principal of the school.
 - One (1) teacher who is employed at the school.
 - One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).

- In the case of a school with one or more secondary school grades,
 - one (1) student enrolled in the school who is appointed by the student council, if the school has a student council, or
 - one (1) student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
 - In the case of a school with no secondary school grades, one (1) student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the council, that the council should include a student.
 - Community representative(s) appointed by the Catholic School Council who is not an employee of the school or as specified in the By-Laws of the Catholic School Council.
 - One (1) parent/guardian to represent the Ontario Association of Parents in Catholic Education (OAPCE).
2. The Catholic School Council may appoint/elect one (1) or more of the following individuals subject to the By-Laws of the Catholic School Council
- A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
 - One (1) parent/guardian representative of a special needs child within the school to advocate for students with special needs.

MEMBERSHIP

PARENT/GUARDIAN MEMBERS

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

COMMUNITY REPRESENTATIVES

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

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

ELECTIONS

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

VACANCIES

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

Vacancies on the Catholic School Council may occur when:

- a parent/guardian member has reached the end of a year term
- a member resigns
- a member is unable to fulfill his/her duties

TERMS OF OFFICE

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

OFFICERS

Chair/Co-Chairs

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

Sub-Committees

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

MEETINGS

A Catholic School Council shall meet at least four (4) times in each school year between September to June. All meetings will be held at the school that has established the Catholic School Council and shall be open to the public.

VOTING

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

BY-LAWS

Every Catholic School Council shall develop By-Laws ([Appendix A – By-laws Template](#)) within the first sixty (60) days of the school year governing the conduct of the Catholic School Council’s affairs.

AGENDAS/MINUTES AND FINANCIAL RECORDS

Agendas

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

Delegations

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

Minutes and Financial Records

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

INCORPORATION

A Catholic School Council shall not be incorporated.

CONSULTATION BY THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

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

- the student achievement and well-being of all students
- the accountability of the education system to parents/guardians
- the code of conduct
- the appropriate dress code for students
- the allocation of funding to the Catholic School Council
- the fundraising activities by Catholic School Council members
- the resolution of internal Catholic School Council disputes

- the reimbursement of expenses of the Catholic School Council
- the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians
- the criteria and process for selection and placement of Principals/Vice-Principals
- any new educational initiatives at the Board and school levels
- the development of a plan for providing co-instructional activities

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

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

CONSULTATION WITH PARENTS

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

RESOLUTION

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

CODE OF CONDUCT

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

FUNDRAISING

1. Fundraising activities may be conducted in accordance with Board policies and procedures. Funds raised are to be used for a purpose approved by the Board and/or Principal.
2. Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.

ANNUAL REPORT

1. Every Catholic School Council shall annually submit a written report of its activities/fundraising to the Principal of the school and to the Board. ([Appendix D – Annual Report Template](#))
2. The Principal shall on behalf of the Catholic School Council provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery or by posting the report in the school that is accessible to parents/guardians, or on the school website.

REMUNERATION

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

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



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: April 24, 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
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
2002	2018	201.9	Employee Attendance During Inclement Weather & Workplace Closure	May 2018
1998	2017	800.1	Catholic School Councils	May 2018
2006	2012	301.5	Electronic Communications Systems (Students)	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)	June 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	