



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

*AGENDA AND MATERIAL*

## **POLICY COMMITTEE MEETING**

**TUESDAY, SEPTEMBER 25, 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 May 24, 2018 | 5 |
| 6. Policies  |   |

*Action Required*

**POLICIES – FOR RECOMMENDATION TO OCTOBER COMMITTEE OF THE WHOLE**

- |     |   |     |
|-----|---|-----|
| 6.1 | Electronic Communications Systems (Employees) Policy (201.12) | 6.1 |
| 6.2 | Student Parenting Policy (302.5)                              | 6.2 |
| 6.3 | Playground Equipment Policy (702.1)                           | 6.3 |
| 6.4 | Continuing Education Policy (400.1)                           | 6.4 |

**POLICIES – PRIOR TO VETTING**

- |     |   |     |
|-----|---|-----|
| 6.5 | Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) | 6.5 |
| 6.6 | Transportation & School Operations for Inclement Weather Policy (500.1)         | 6.6 |
| 6.7 | Student Transportation Policy (500.2)   | 6.7 |

*Information*

- |                         |  |     |
|-------------------------|--|-----|
| 6.8                     | Policies Currently Being Vetted to October 11, 2018  | -   |
|                         | <ul style="list-style-type: none"><li>• Employee Workplace Harassment Policy (201.7)</li><li>• Employee Workplace Violence Policy (201.11)</li><li>• Occupational Health &amp; Safety Policy (201.6)</li><li>• Catholic School Councils Policy (800.1)</li></ul> |     |
| 6.9                     | Policy and Guideline Review 2018-2019 Schedule   | 6.9 |
| 7. Date of Next Meeting |  |     |
|                         | October 23, 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  
SEPTEMBER 25, 2018**

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

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**RECOMMENDATION**

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



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, MAY 24, 2018**

Minutes of the Policy Committee Meeting held on Tuesday, May 24, 2018 at 1:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 1:00 p.m. by Policy Committee Chair Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik.

**2. Attendance**

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

**Staff:**

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

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

**3. Approval of Agenda**

Moved by Trustee Vernal

**THAT** the May 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 April 24, 2018**

Moved by Trustee Vernal

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

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES - FOR RECOMMENDATION TO THE JUNE 12, 2018 COMMITTEE OF THE WHOLE MEETING**

6.1 **Electronic Communications Systems (Students) Policy (301.5)**

Yolanda Baldasaro, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Electronic Communications Systems (Students) Policy (301.5) following the vetting process.

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

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE PROCEDURES**

- Paragraph 1 – replace “include the following information” with “reference this policy”

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Electronic Communications Systems (Students) Policy (301.5), as presented.

**APPROVED**

6.2 **Employee Hiring and Selection Policy (Teachers) (203.1)**

Frank Iannantuono, Superintendent of Education/Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Employee Hiring and Selection Policy (Teachers) (203.1) following the vetting process.

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

## **POLICY STATEMENT**

- Add “*Collective Agreement*” to references

## **ADMINISTRATIVE PROCEDURES**

- Bullet 2 of Selection of Candidates to be interviewed – add “*or Letters of Permission*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Hiring and Selection Policy (Teachers) (203.1), as presented.

## **APPROVED**

### **6.3 Employee Code of Conduct & Ethics Policy (201.17)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Employee Code of Conduct & Ethics Policy (201.17) following the vetting process.

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

## **POLICY STATEMENT**

- Add “*Collective Agreements*” to references

## **ADMINISTRATIVE PROCEDURES**

- Page 4 – Bullet 2.9 – add “*reasonable*”
- Page 6 – Bullet 8.1 – change “*every*” to “*all*” change “*employee*” to “*employees*” and remove “*in every job class and every level*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Employee Code of Conduct & Ethics Policy (201.17), as presented.

## **APPROVED**

### **6.4 Environmental Stewardship Policy (400.6)**

Scott Whitwell, Controller of Facilities Services presented feedback received from the vetting process and highlighted recommended amendments to the Environmental Stewardship Policy (400.6) following the vetting process.

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

## **POLICY STATEMENT**

- Remove headings “*Teaching and Learning, Student Engagement and Community Connections, Environmental Leadership*” change to bullets

## **ADMINISTRATIVE PROCEDURES**

- Remove “*including First Nation, Métis, and Inuit Indigenous peoples,*”

Moved by Trustee Vernal

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Environmental Stewardship Policy (400.6), as presented.

## **APPROVED**

### **6.5 Bottled Water Policy (701.5)**

Controller Whitwell presented feedback received from the vetting process and highlighted recommended amendments to the Bottled Water Policy (701.5) following the vetting process.

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

## **POLICY STATEMENT**

- Remove “*Effective September 1, 2013*”

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Bottled Water Policy (701.5), as presented.

## **APPROVED**

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

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee

**THAT** the Policy Committee recommend to the June 12, 2018 Committee of the Whole Meeting to approve the revisions to the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9), as presented.

## **APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.7 Employee Workplace Harassment Policy (201.7)**

Superintendent Iannantuono and Jim Martinson, Coordinator of Health and Safety, presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- Add “*Employee Code of Conduct & Ethics Policy*” to reference

## **ADMINISTRATIVE PROCEDURES**

- Page 4 – Change “*ten*” to “*two*” and “*(10)*” to “*(2)*”. Remove “*or sooner if the harassing behavior is continuous*”
- Page 5 – replace “*extended*” with “*adjusted*”

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

### **6.8 Employee Workplace Violence Policy (201.11)**

Superintendent Iannantuono and Mr. Martinson, presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- Remove “*on the Niagara Catholic District School Board premises,*” and “*whether such violence is perpetrated by senior administration, managers, workers, contractors, customers, clients, visitors or members of the general public*”
- Add “*a worker*”

## **ADMINISTRATIVE PROCEDURES**

- Page 2 – remove “*in a*”
- Page 3 – change “*At the ??? earliest opportunity*” with “*without delay*”
- Add “*Site*” to Appendices

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

### **6.9 Occupational Health & Safety Policy (201.6)**

Superintendent Iannantuono and Mr. Martinson, presented the Occupational Health & Safety Policy (201.6).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

### **6.10 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)**

The Policy Committee requested that the Employee Attendance During Inclement Weather & Workplace Closure Policy be brought back to the September Policy Committee Meeting.

### **6.11 Catholic School Councils Policy (800.1)**

Superintendent Forsyth-Sells, presented the Catholic School Councils Policy (800.1).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- Page 2 – remove “*in consultation with the school Principal*”



The Policy Committee requested that the Policy, be vetted from May 25, 2018 to October 11, 2018 with a recommended deadline for presentation to the Policy Committee in October 2018, for consideration to the Committee of the Whole and Board in November 2018.

## ***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***

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

## ***7. Date of Next Meeting***

September 25, 2018 – Start time to be determined and posted on the Board website and agenda cover.

## ***8. Adjournment***

The meeting adjourned at 3:17 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ELECTRONIC COMMUNICATIONS SYSTEMS (EMPLOYEES)  
POLICY (201.12)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Electronic Communications Systems (Employees) Policy (201.12), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: September 25, 2018



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

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: April 2018

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

Electronic communications systems and all data and messages generated on or handled by Board equipment are considered to be the property of the Board and are not the property of the users of the information technology.

Employees are accountable for the appropriate use of the Board's electronic communications systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation. This includes, but is not limited to, the following: the Education Statutes and Regulations of Ontario, Ontario Charter of Rights and Freedoms, Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant policies of the Niagara Catholic District School Board.

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

The confidentiality of employee, student, and other personal data must always be maintained.

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

Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

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

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

#### References

- [\*Canadian Charter of Rights and Freedoms\*](#)
- [\*Education Statutes and Regulations of Ontario\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Code of Conduct\*](#)
- [\*Ontario College of Teachers, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017\*](#)
- [\*The Ontario Human Rights Code\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Records and Information Management Policy 600.2\*](#)
  - [\*Electronic Communications System Policy \(Students\) 301.5\*](#)
  - [\*Employee Code of Conduct and Ethics Policy 201.17\*](#)



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

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: April 2018

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

## DEFINITIONS

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

## ETIQUETTE

1. The use of the Board's electronic communications systems must reflect the highest standard of courtesy and professional conduct and should be used only if there is a valid work-related reason.
2. While security and firewall filters are in place, employees are prohibited from knowingly accessing or participating in religiously, racially, or culturally offensive sites or e-mail, and commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory or harassing activities.

## RECORDS

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

## DESK PHONES AND CELL PHONES

1. Staff are expected to focus their full attention on their work duties.
2. Notwithstanding emergency situations, staff is not to place or accept personal calls or messages by classroom phones or cell phones nor otherwise utilize a personal electronic device or utilize a Board issued device for personal means during scheduled work times.

## PRIVACY

1. The confidentiality of employee, student, and other personal data must always be maintained.
2. In the process of operating and maintaining the Board's network and services, privacy cannot be guaranteed.
3. All Electronic communications using the Board's devices and/or services are property of the Board.
4. Electronic communications are neither private nor secure.

5. Users should be aware that all electronic records are Board documents that may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The confidentiality of employee, student, and other personal data must always be maintained.
6. There are occasions when it may be necessary to access an employee's electronic files, whether they are transmitted to onsite Board storage or Board provisioned Cloud storage.
7. There are occasions when it may be necessary to access an employee's e-mail messages.
8. In the process of operating and maintaining the e-mail systems, privacy cannot be guaranteed.
9. There may be occasions when records of telephone calls will be reviewed to ensure appropriate use.

## LEGISLATION

1. Internet and computer use are subject to applicable legislation and Board policies, including the Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.
2. As with other written resources, there is an obligation to consider copyright and material use limitations where documents, pictures or other media are downloaded from the Internet.

## PERMITTED USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

1. All electronic communications systems provided by the Board are the property of the Board. The electronic systems including hardware and software are the Board's property.
2. While the use of the Board's electronic communications systems are intended for legitimate Board-related purposes only, the Board recognizes that there may be times when occasional non-work related use is acceptable. Such usage must be minimal, be in compliance with this policy, not interfere with an employee's work responsibilities, not adversely affect performance or productivity, and not be for personal gain of any type.

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

1. Inappropriate use of the Board's electronic communications systems and computer network systems can result in the removal or suspension of these privileges at any time by the Board. Some inappropriate use may lead to discipline up to and including dismissal
2. The following chart of inappropriate uses of the Board's electronic communications systems is not exhaustive and is only used as a guideline for governing conduct in general.

INAPPROPRIATE USE	DESCRIPTION
<b>Acting on Behalf of the Board</b>	<ul style="list-style-type: none"> <li>● Negligent misrepresentations on behalf of the Board or making statements on behalf of the Board when you are not authorized to do so is prohibited.</li> </ul>
<b>Chain Mail</b>	<ul style="list-style-type: none"> <li>● Initiating or forwarding chain mail is prohibited.</li> </ul>
<b>Confidential Information</b>	<ul style="list-style-type: none"> <li>● Accessing and/or disseminating contact information or confidential information for improper purposes is prohibited.</li> </ul>
<b>Controversial Material</b>	<ul style="list-style-type: none"> <li>● Users of the internet may occasionally encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive.</li> <li>● It is the responsibility of the individual user not to intentionally access such material.</li> </ul>

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

<b>Inappropriate Messaging</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Users encountering or receiving these kinds of messages or materials should immediately report the incident to their supervisor. The supervisor, in turn, shall report the incident to the appropriate Superintendent.</li> </ul>
<b>Personal Information</b>	<ul style="list-style-type: none"> <li>● The dissemination of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act is prohibited.</li> </ul>
<b>Personal Means</b>	<ul style="list-style-type: none"> <li>● Excessive personal use is prohibited.</li> </ul>
<b>Pornographic Material</b>	<ul style="list-style-type: none"> <li>● Viewing pornographic material is prohibited.</li> </ul>
<b>Profiteering</b>	<ul style="list-style-type: none"> <li>● Using of Board devices, network or internet in order to profit is prohibited</li> </ul>
<b>Promotion of Controlled Substances</b>	<ul style="list-style-type: none"> <li>● Encouraging the use of controlled substances or the use of the system for the purpose of inciting crime.</li> </ul>
<b>Proprietary Information</b>	<ul style="list-style-type: none"> <li>● The dissemination of proprietary information is prohibited.</li> </ul>
<b>Software Installation</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Users shall not install any software without express written permission from the IT Services.</li> </ul>
<b>Use of Non-Authorized Hardware</b>	<ul style="list-style-type: none"> <li>● Non Board owned hardware and peripherals (excluding external memory cards) may not be physically connected (hard wired) to the network or Internet at any Board site, without the express permission of IT Services, Managers or Family of Schools Superintendents.</li> </ul>

## MONITORING/CONSEQUENCES AND BOARD RIGHTS

1. While a reasonable, small, and infrequent amount of time may be spent on personal matters, the Board may monitor employees to ensure compliance with this policy.
2. As part of regular, day-to-day business operations, the Board does not monitor internal mail and communications. However, mail and communication may be monitored should a specific need arise. In addition, telephone logs may be checked occasionally.
3. Any request to carry out a forensic audit must have the approval of the Director of Education prior to such an audit being carried out.
4. The Board has the right to limit individual or organizational use of its electronic communication systems at any time, without notice and without providing any explanation except that it is in the interests of the integrity of the Board.
5. Any breaches of this policy may lead to discipline up to and including dismissal. The general principles regarding workplace discipline will be applied in a consistent manner. These principles include consideration of the seriousness of the behavior, the use of progressive discipline and consideration of mitigating factors.

## MESSAGE MANAGEMENT

1. Messages that are directed to all staff including but not limited to all Elementary Principals, all Secondary Principals and all Secretaries are sent through the Director of Education, or a member of Senior Administration Council.
2. System emails, with the exception of emergencies, will be sent daily after 1:30 pm. The Office of the Director/Secretary-Treasurer (through the Board Services & Communications Department) shall receive and distribute all invitations to events, messages and general business related communication directed to the Board.
3. Where messages are concerned, senders and recipients should understand the following:
  - Consider the audience for the message and target the message in order to reduce the volume of unwanted e-mail.
  - Messages are not private.
  - Paragraphs and messages must be short and to the point so that they can be located quickly.
  - An appropriate subject title should be included in all messages so that they are easily identifiable.
  - Replying that a message is received should be limited to reduce volume of email traffic.
  - Users should check e-mail frequently and delete messages promptly (including from the Sent and Delete Boxes).
4. Where storage of messages is concerned, users should be aware:
  - For ncdsb.com on premise email services, messages are stored on Board systems and messages older than two years will be automatically deleted.
  - For ncdsb.com off-premise email services provided by Microsoft, staff is provided with email storage consisting of 50GB of space which should afford them with email storage for the duration of their employment. Email messages are stored indefinitely and will not be automatically deleted on this platform.
  - For niagaracatholic.ca email services provided by Google, messages are stored indefinitely in accordance with Google's current standard.
  - In accordance with the Records and Information Management Policy, the messages of certain employees will be archived for a seven-year period.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
STUDENT PARENTING POLICY (302.5)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Parenting Policy (302.5), as presented.

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Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Date: September 25, 2018



Niagara Catholic District School Board

**STUDENT PARENTING POLICY**

## STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.5

Adopted Date: March 27, 2001

Latest Reviewed/Revised Date: December 18, 2012

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

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

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

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

**References**

- [\*Evangelium Vitae \(the Gospel of Life\), March 25, 1995, Pope John Paul II\*](#)
- [\*The Ontario Conference of Catholic Bishops: This Moment of Promise. Feb. 1989\*](#)
- ~~Elisabeth Kubler-Ross: Death – The Final Stages of Growth. 1975~~
- ~~York Region Roman Catholic School Board: Teen Pregnancy Policy. 1991~~
- ~~Prieur, Father Michael, Theological Orientations Regarding Some Aspects of Treatment in the Sexual Assault Examination of St. Joseph Hospital, January 1979, London, Ontario~~
- ~~Origins, September 11, 1986, Bishops' Joint Committee Reply: Use of Morning After Pill in Cases of Rape, Volume 16: No. 19 Donum Vitae~~
- Ontario Human Rights Commission – Policy on Preventing Discrimination because of Pregnancy <http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-pregnancy-and-breastfeeding>
- Family Life Education for Secondary Students – Assembly of Catholic Bishops of Ontario [acbo.on.ca/download/family-life-education-secondary-students](http://acbo.on.ca/download/family-life-education-secondary-students)
- Education Commission of the Ontario Assembly of Catholic Bishops – March 2003 <http://acbo.on.ca/download/acbo-education-commission-publishes-position-paper-character-development-initiative/>
- Statement from the Assembly of Catholic Bishops of Ontario – January 14 2011 <http://acbo.on.ca/>
- Family Life Education – Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8 <http://iceont.ca/wp-content/uploads/2015/08/Family-Life-Education-2012.pdf>
- Fundamental Principles of Catholic Social Teaching – Assembly of Catholic Bishops of Ontario, January 2013

<http://www.acbo.on.ca/englishdocs/Principles%20of%20Catholic%20Social%20Teaching%20Jan%202013.pdf>

- Post-Synodal Apostolic Exhortation Amoris Laetitia (Chapter 5) of the Holy Father Francis to Bishops, Priests, and Deacons, Consecrated Persons, Christian Married Couples, and all the lay faithful on love in the family

[http://w2.vatican.va/content/dam/francesco/pdf/apost\\_exhortations/documents/papa-francesco\\_esortazione-ap\\_20160319\\_amoris-laetitia\\_en.pdf](http://w2.vatican.va/content/dam/francesco/pdf/apost_exhortations/documents/papa-francesco_esortazione-ap_20160319_amoris-laetitia_en.pdf)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
PLAYGROUND EQUIPMENT POLICY (702.1)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Playground Equipment Policy (702.1), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Date: September 25, 2018



Niagara Catholic District School Board  
**PLAYGROUND EQUIPMENT POLICY**  
STATEMENT OF POLICY

700 – Buildings and Site

Policy No 702.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: May 22, 2012

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

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

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

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

Reference Publications:

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



Niagara Catholic District School Board  
**PLAYGROUND EQUIPMENT POLICY**  
ADMINISTRATIVE PROCEDURES

700 – Buildings and Site

Policy No 702.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: May 22, 2012

## DEFINITION

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

## NEW PLAYGROUND EQUIPMENT

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

## EXISTING PLAYGROUND EQUIPMENT

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

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

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

## PLAYGROUND EQUIPMENT NEAR FACILITIES UNDER CONSTRUCTION

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

## PLAYGROUND SAFETY

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

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

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

## WINTER USE

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

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

## PLAYGROUND RISK MANAGEMENT STRATEGY

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

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

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

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

### **Daily Inspection**

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

### **Weekly Inspection**

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

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

### **Yearly Inspections**

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

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



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
CONTINUING EDUCATION POLICY (400.1)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Continuing Education Policy (400.1), as presented.

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Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

Date: September 25, 2018



Niagara Catholic District School Board  
**CONTINUING EDUCATION POLICY**  
STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: December 17, 2013

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

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

Staff will continue to actively pursue Local, National and International Continuing Education initiatives, in collaboration with government agencies and community partners to provide quality Catholic Continuing Education courses and programs for all students and staff.

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

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

### **References**

- [\*\*Education Act Statutes and Regulations\*\*](#)
- [\*\*Regulation 285; Continuing Education\*\*](#)
- [\*\*Citizenship and Immigration Canada – Immigration, Refugees and Citizenship Canada\*\*](#)
- [\*\*Enrolment Register Instructions for Continuing Education Programs 2017-2018 School Year\*\*](#)
- [\*\*Continuing Education Enrolment Registers: Instructions for Administrators, 2013-2014\*\*](#)
- [\*\*Education Act, Section 171. \(1\), 31\*\*](#)
- [\*\*Literacy and Basic Skills: Service Provider Guidelines, 2012 2016\*\*](#)
- [\*\*Ministry of Citizenship, and Immigration and International Trade\*\*](#)
- [\*\*Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2011 2016\*\*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

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

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

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

Date: September 25, 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~~ could 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.

For the health and safety of students and staff, and the effective delivery of programs, supports and services, when school transportation is cancelled for the system 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 Policies/Procedures/Documents\*](#)
  - [\*Transportation & School Operations for Inclement Weather Policy \(500.1\)\*](#)



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  
SEPTEMBER 25, 2018**

**TITLE: POLICIES – PRIOR TO VETTING  
TRANSPORTATION & SCHOOL OPERATIONS FOR  
INCLEMENT WEATHER POLICY (500.1)**

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Secretary-Treasurer

Date: September 25, 2018





Niagara Catholic District School Board

**TRANSPORTATION AND SCHOOL OPERATIONS  
FOR INCLEMENT WEATHER POLICY**

STATEMENT OF POLICY

500 – Auxiliary Services

Policy No 500.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: March 19, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the safe transportation and accommodation of students.

The Director of Education is authorized to modify or cancel student transportation for the Niagara Catholic District School Board due to anticipated or occurring inclement weather through the Executive Director of the Niagara Student Transportation Services.

The Director of Education is authorized to close a school, group of schools or all schools in the system due to inclement weather. **For the health and safety of students and staff and for the effective delivery of programs, supports and services, when school transportation is cancelled for the system 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 school 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**

- ***Niagara Catholic District School Board Policies/Procedures***
  - ***[Employee Attendance During Inclement Weather and Workplace Closure Policy \(201.9\)](#)***
  - ***[Student Transportation Policy \(500.2\)](#)***



Niagara Catholic District School Board

## **TRANSPORTATION AND SCHOOL OPERATIONS FOR INCLEMENT WEATHER POLICY**

### ADMINISTRATIVE PROCEDURES

500 – Auxiliary Services

Policy No 500.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: March 19, 2013

Notwithstanding the Niagara Catholic Transportation Policy and the Employee Attendance During Inclement Weather and Workplace Closure Policy, in accordance with these Administrative Procedures the Director of Education is authorized to cancel the transportation of students and/or close schools when safety issues arise due to anticipated or occurring inclement weather.

It shall be the responsibility of the Executive Director – Niagara Student Transportation Services, to monitor weather conditions in order to ensure the safe transportation of students. In the absence of the Executive Director – Niagara Student Transportation Services **and/or the Director of Education**, the Superintendent of Business and Financial Services shall assume all related responsibilities **regarding transportation and school operations during inclement weather**.

### ENVIRONMENT CANADA WEATHER STATEMENTS

When weather warnings are announced by Environment Canada:

1. The Executive Director – Niagara Student Transportation Services shall contact one or more of the following agencies to obtain specific weather information regarding the affected areas served by Niagara Student Transportation Services.
  - Transportation Contractors serving the Board
  - Ontario Provincial Police
  - Niagara Regional Police
  - Weather Network for the Region of Niagara
  - Other area School Board Transportation contacts
2. Based on the information obtained, the Executive Director – Niagara Student Transportation Services shall make recommendations to the Director of Education or designate regarding the cancellation of transportation and/or the closing of schools in the area affected by the inclement weather.
3. It is the responsibility of the Director of Education or designate to make a decision to:
  - Cancel transportation and keep schools, ~~or~~ a group of schools **or Board sites** open.
  - Cancel transportation and close all schools, ~~or~~ a group of schools, **or Board sites**.
  - Modify the school **or work** day to permit early or late dismissal for inclement weather.
4. When the decision is made, staff shall implement the responsibilities outlined in Appendices A, B and C and follow the Sample Communications Chart – Appendix D.

#### APPENDICES

**Appendix A** *Cancel Transportation and Keep Schools ~~or~~ a Group of Schools **or Board Sites** Open*

**Appendix B** *Cancel Transportation and Close All Schools, ~~or~~ a Group of Schools **or Board Sites***

**Appendix C** *Modify the School **or Work** Day to Permit Early or Late Dismissal for Inclement Weather*

**Appendix D** *Sample Communications Chart*



## **CANCEL TRANSPORTATION AND KEEP SCHOOLS OR A GROUP OF SCHOOLS OR BOARD SITES OPEN**

### **RESPONSIBILITIES**

#### **THE DIRECTOR OF EDUCATION**

The Director of Education shall communicate, via email, the decision, when feasible before 5:45 a.m. to:

1. Executive Director – Niagara Student Transportation Services
2. Senior Administrative Council Staff
3. ~~Manager~~ **Communications Officer** of Corporate Services & Communications
4. **Trustees**

#### **EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES**

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

#### **MANAGER **COMMUNICATIONS OFFICER** OF CORPORATE SERVICES AND COMMUNICATIONS**

The ~~Manager~~ **Communications Officer** of Corporate Services and Communications will ensure that:

1. The Board's website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to Trustees, CEC staff, Principals, Vice-Principals and ~~Managers~~ **Administrators** of the decision
4. The Board and schools website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

#### **CONTROLLER OF FACILITIES SERVICES**

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.

#### **PRINCIPALS**

Principals and/or designate shall ensure that:

1. All students who attended school when student transportation is cancelled are properly cared for.
2. Prior to dismissal, staff will confirm with all students who attended school their arrangements to return home at the end of the school day.

## TO CANCEL TRANSPORTATION AND CLOSE ALL SCHOOLS OR A GROUP OF SCHOOLS **OR BOARD SITES**

### RESPONSIBILITIES

#### THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision when feasible before 5:45 a.m. to:

1. Executive Director – Niagara Student Transportation Services
2. ~~Chairperson of the Board~~
3. ~~Vice-Chairperson of the Board~~
4. Trustees
5. Senior Administrative Council
6. ~~Manager~~ Communications Officer of Corporate Services & Communications

#### EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

#### ~~MANAGER~~ COMMUNICATIONS OFFICER OF CORPORATE SERVICES AND COMMUNICATIONS

The ~~Manager~~ Communications Officer of Corporate Services and Communications will ensure that:

1. The Board and schools website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. **For a group of schools, an email message is sent to CEC staff, Principals, Vice-Principals and Managers Administrators of the decision**
4. **For closure of all schools and board sites, a voice message will be sent to all staff through School Connects along with an email to all staff through the contact number provided to Human Resource Services.**
5. The Board website, Facebook and Twitter states the decision
6. Smart Find Express – Human Resources Administrator is informed

#### FAMILY OF SCHOOLS SUPERINTENDENT

Through the Family of Schools communication process, the Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

#### SUPERINTENDENT OF HUMAN RESOURCES **SERVICES**

The Superintendent of Human Resources **SERVICES** shall communicate the decisions and appropriate staff direction to Human Resources staff.

#### SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

The Superintendent of Business & Financial Services shall communicate the decisions and appropriate staff direction to Business and Finance staff.

#### CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.

## **PRINCIPALS**

~~Principals and/or designate shall ensure that through school based phone trees, all staff are contacted in a timely manner and informed of the decision to close the school.~~



## TO MODIFY THE SCHOOL **OR WORK** DAY TO PERMIT EARLY OR LATE DISMISSAL FOR INCLEMENT WEATHER

### RESPONSIBILITIES

#### DIRECTOR OF EDUCATION

The Director of Education shall communicate all decisions regarding modifications to the regular day student transportation due to inclement weather to the Executive Director – Niagara Student Transportation Services as required.

#### PRINCIPAL

Based on information received, the Principal may recommend to the Family of Schools Superintendent or in their absence, the Director of Education, that the students be dismissed early or late.

#### FAMILY OF SCHOOLS SUPERINTENDENT

Based on information received, the Family of Schools Superintendent will contact the Director of Education to consider early or late dismissal for the schools affected by inclement weather.

#### THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision when feasible to:

1. Executive Director – Niagara Student Transportation Services
2. ~~Chairperson of the Board~~
3. ~~Vice Chairperson of the Board~~
4. Trustees
5. Senior Administrative Council
6. ~~Manager~~ **Communications Officer** of Corporate Services & Communications

#### EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

#### **MANAGER COMMUNICATIONS OFFICER OF CORPORATE SERVICES AND COMMUNICATIONS**

The ~~Manager~~ **Communications Officer** of Corporate Services and Communications will ensure that:

1. The Board and school website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to CEC staff, Principals, Vice-Principals and ~~Managers~~ **Administrators** of the decision
4. The Board website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

## **FAMILY OF SCHOOLS SUPERINTENDENT**

The Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

## **SUPERINTENDENT OF HUMAN RESOURCES SERVICES**

The Superintendent of Human Resources **Services** shall communicate the decisions and appropriate staff direction to Human Resources staff.

## **SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES**

The Superintendent of Business & Financial Services shall communicate the decisions and appropriate staff direction to Business and Finance staff.

## **CONTROLLER OF FACILITIES SERVICES**

The Controller of Facilities Services shall communicate the appropriate decisions to snow removal providers and Facilities Services staff.

## **PRINCIPALS**

Principals and/or designate shall ensure that:

1. Through school-based phone trees if required, all staff are contacted in a timely manner and informed of the decision to modify the school day.
2. Prior to an early or late dismissal, contact is made with all parents or guardians to confirm that parental arrangements have been made for students to return home safely following dismissal during a modified school day.
3. Staff must remain at the school until the Principal is satisfied that the students have been dismissed safely.
4. The Principal may authorize some staff members to leave earlier than others due to travelling distance and severity of weather conditions in certain municipalities.



# Communications Chart

## Transportation Cancellations & School Closures 2012-2013



**By 5:45 a.m.**  
(approximately)

Senior Staff	Cell	Home	Contacts
Yolanda Baldasaro			FOS Principals/Special Ed. Staff*
Mario Ciccarelli			FOS Principals/Technology Staff*
John Crocco			Senior Administrative Council*
Lee Ann Forsyth-Sells			FOS Principals/RAED Staff*
Frank Iannantuono			Cont. Ed. Principals/HR Staff*
Mark Lefebvre			FOS Principals/Program Staff*
Larry Reich			Business & Finance Staff*
Scott Whitwell			Snow Removal/Facilities Staff*

↓

Cell	Home	Contacts
Jen Brailey		<ul style="list-style-type: none"> <li>Smart Find Express</li> <li>Email Trustees/CEC/PVP/Mgrs</li> <li>eCommunity</li> <li>Website, Facebook, Twitter</li> <li>CEC Voice Message</li> </ul>

**By 5:50 a.m.** (approximately)

Cell	Home	Contacts
Michelle Fast Shannon Hingston Sherry Morena Jen Pellegrini		<ul style="list-style-type: none"> <li>Smart Find Express</li> <li>Website</li> <li>CEC Main Voice Message</li> <li>Facebook, Twitter</li> </ul>

**\* School and CEC Staff phone tree activated only for school closures.**

- Administrative Council Memo - ACM 52 (2011-2012) - Extreme Cold Weather Alert
- Employee Attendance During Inclement Weather And Workplace Closure Policy #201.9

Local Radio Stations	
Giant FM	91.7 FM
CKTB	610 AM
CHRE	105.7 FM
CHTZ	97.7 FM
Z-101	101.1 FM
ED FM	105.1 FM
CHML	900 AM
Y 108	107.9 FM
Country 95	95.3 FM
K-Lite	102.9 FM
CHAM	820 AM
Welland	
St. Catharines	
Niagara Falls	
Hamilton	

TV Stations	
Cogeco	Channel 10
CHCH	Channel 11



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

**TITLE: POLICIES – PRIOR TO VETTING  
STUDENT TRANSPORTATION POLICY (500.2)**

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

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

Date: September 25, 2018



Niagara Catholic District School Board  
**STUDENT TRANSPORTATION POLICY**  
 STATEMENT OF POLICY

500 – Auxiliary Services

Policy No 500.2

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: May 27, 2014

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the *Education Act*, school boards may provide home-to-school or school-to-school transportation for their students who are resident pupils within the Board’s jurisdiction.

Transportation may be provided for elementary and secondary school students when the walking distance from the student’s residence to their home school is equal to or greater than the distance listed below:

Grade Level	Kilometers
ELKP	.80
Grades 1-8	1.60
Grades 9-12	<del>2.50</del> 3.20

All distances referenced shall be the shortest walking route, measured from the point at which the laneway or driveway of the student’s residence joins the roadway to the nearest roadway or pathway/sidewalk entrance to the school property. The distance from a student’s residence to the bus pickup or discharge location shall not exceed the transportation eligibility distances. Where a student encounters safety hazards on his/her walk to school with the approval of the Family of Schools Superintendent of Education and the Executive Director of Niagara Student Transportation Services, consideration may be given to providing appropriate transportation for the student.

Transportation may be provided to students with special education needs, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Special Education.

Transportation may be provided to students, who attend a school other than their home school for approved program attendance, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Program.

Every effort will be made to keep student transportation time from home to school at a reasonable level. Whenever possible and practical, the transportation time is not expected to exceed one hour.

In situations where a student does not qualify for transportation under the Board’s normal eligibility criteria, it is the parent’s responsibility to ensure that their child gets to and from school safely.

The Director of Education, in consultation with the Niagara Student Transportation Services (NSTS) Consortium, will issue Administrative Procedures for the implementation of this policy.

**References**

- [Education Act](#)
- [Niagara Student Transportation Services Consortium](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Accessibility Standards Policy \(800.8\)](#)
  - [Admission of Elementary and Secondary Students Policy \(301.1\)](#)
  - [Educational Field Trips Policy \(400.2\)](#)
  - [Transportation & School Operations for Inclement Weather Policy \(500.1\)](#)



Niagara Catholic District School Board  
**STUDENT TRANSPORTATION POLICY**  
ADMINISTRATIVE PROCEDURES

500 – Auxiliary Services

Policy No 500.2

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: May 27, 2014

**RESPONSIBILITIES FOR THE SAFETY OF STUDENTS**

Parents should be aware of the Transportation Policy of the Board and of its related Administrative Procedures. Where a student is eligible for transportation it is the responsibility of parents:

- a. To make appropriate arrangements for the safety of their children while they travel from home to school on foot or by other means;
- b. To ensure that the student is adequately supervised while walking to and from the designated stop.
- c. To explain and reinforce the expected behaviour of their children at the designated stop and on the bus.
- d. To develop and review a plan for their children if they miss the transportation service arranged for them.
- e. To notify the school of any pick-up or drop-off location that differs from their home address and any health conditions of their children that may require immediate medical attention.

**TRANSPORTATION – HAZARDS**

Hazards are assessed by Niagara Student Transportation Services annually according to set criteria, in consideration of parental responsibilities and with careful attention to consistency across Niagara.

**TRANSPORTATION – MEDICAL CONDITIONS**

Students with special medical conditions that are debilitating and of a long-term nature, and that are documented by a physician, will be provided with transportation as approved by the Family of Schools Superintendent of Education.

**TRANSPORTATION OF STUDENTS WITH SPECIAL EDUCATION NEEDS**

Transportation for students with special education needs will be provided in accordance with the following criteria.

- a. The Special Education Department, in consultation with the school Principal and Niagara Student Transportation Services (NSTS), will determine if a student with special needs requires special transportation that is not the regular bussing provided by the Board will obtain approval from the Superintendent of Education – Special Education.
- b. The safety of a student with special needs will be a factor when considering alternative transportation arrangements.
- c. Students with special medical conditions that are debilitating and of a long-term nature, and that are documented by a physician, will be provided with transportation as approved by the Family of Schools Superintendent of Education.
- d. Students enrolled in a Special Education Class, that is unavailable at the student's home school, will be provided with transportation with the approval of the Superintendent of Education - Special Education.
- e. When no such specific education program is involved, parents are responsible for providing transportation for students with special needs attending a school that is outside of their school area.
- f. One school week is required to implement special transportation arrangements.

**EARLY LEARNING KINDERGARTEN PROGRAM STUDENTS:**

- a. Transportation for Early Learning Kindergarten Program (ELKP) students will be provided on the regular morning and afternoon routes.
- b. When a student is eligible for transportation, parents are responsible for the safety of their child at the designated pick-up and drop-off stop location including being present at the stop location to assist their child on and off of the bus.

**TRANSPORTATION OF STUDENTS FOR PROGRAM ATTENDANCE**

Students enrolled in the following educational programs that are unavailable at the student's home school, will be provided with home to school or school to school transportation:

- a. Eucharistic and Liturgical Programs
- b. Journey Retreat
- ~~e.~~ ~~Cyberquest Programs~~
- ~~d.~~ ~~c.~~ Alternative Co-operative Education Programs
- ~~e.~~ ~~d.~~ Apprenticeship Preparation Courses
- ~~f.~~ ~~e.~~ French Immersion for inbound students within their Family of Schools
- ~~g.~~ ~~f.~~ Identified Specialist High School Major Programs
- ~~h.~~ ~~g.~~ Learning Strategies and Social Skills Programs

In accordance with the Boards Admission of Elementary and Secondary Students Policy when no such approved educational program is involved, parents are responsible for providing transportation for students attending a school that is outside of their school area.

**TRANSPORTATION OF STUDENTS TO SUMMER SCHOOL**

Transportation may be provided for students who are authorized to attend secondary school summer courses, as approved by the Superintendent of Education – Continuing Education. The summer school routes cover a large geographic area with central pick-up and drop-off stop locations and it is the responsibility of the student to report to the designated stop location.

**TRANSPORTATION OF STUDENTS ON FIELD TRIPS**

Transportation may be provided for students who are authorized to participate in field trips organized by the school, in accordance with Board's Educational Field Trips Policy.

**TRANSPORTATION OF STUDENTS ON "LATE BUSES"**

In order to facilitate the participation of students in co-curricular activities, the Board will endeavour to provide transportation for students who reside in rural areas which are distant from the school. The "late bus" routes cover a large geographic area with central pick-up and drop-off stop locations.

**RESPONSIBILITIES OF STUDENTS**

Students shall be made aware of the following expectations regarding behaviour on buses and taxis at the beginning of each school year. It is the responsibility of all students:

- a. To avoid anything which might disturb the driver or interfere with the safe operation of the vehicle;
- b. To exercise care, caution, good manners and consideration for others;
- c. To refrain from throwing articles inside the bus or out a window;
- d. To obey promptly the instructions of the driver and school patrollers;
- e. To refrain from smoking, drugs and alcohol;
- f. To refrain from using obscene language;
- g. To keep all parts of the body inside the vehicle at all times;

- h. To remain seated at all times;
- i. To be aware of the fact that misbehaviour on buses may result in suspension or loss of transportation privileges.

## **RESPONSIBILITIES OF THE BUS DRIVERS**

Bus drivers shall adhere to applicable laws, regulations and Board Policies. It is the responsibility of the drivers:

- a. To be courteous, kind but firm and above reproach at all times;
- b. To maintain control over the students riding in the vehicle at all times;
- c. To exercise due care and precaution at all times;
- d. To ensure that all students have left the bus before considering the route complete;
- e. To maintain consistent pick-up and discharge locations and times and to refrain from changing the bus routes without the approval of the Board;
- f. To refrain from smoking inside the vehicle or on the Board's property;
- g. To dress in a suitable and acceptable manner;
- h. To issue a warning to a student who violates the student bus expectations;
- i. To report to the school Principal, in writing, the name of any misbehaving student, the nature of the misbehaviour and any specific action taken.
- j. To respect and secure confidential route and student information provided to perform the transportation service.

## **RESPONSIBILITIES OF PRINCIPALS**

Principals are responsible for the care and well-being of the students while they are being transported on approved vehicles. It is the responsibility of the Principals:

- a. To investigate thoroughly all reported misbehaviour on school vehicles;
- b. To discipline and, if necessary, withdraw or suspend transportation privileges;
- c. To inform parents personally by telephone, and confirm in writing, the details of the disciplinary problem and the action taken;
- d. To encourage and support the use of bus safety education programs for students such as are provided by the Board, bus operators and area police services;
- e. To provide adequate supervision arrangements for the loading and unloading of buses and taxis at their respective schools and be available should a problem arise during the runs;
- f. To notify the parents in writing if a student misbehaves on the bus and inform the parent that further offences may result in the student losing bus riding privileges.
- g. To encourage and support the use of student transportation safety education programs available through NSTS and transportation operators.
- h. To keep student data up to date in the Board's student database, including pick-up and drop-off locations and health related conditions that may require immediate medical attention.

## **RESPONSIBILITIES OF NIAGARA STUDENT TRANSPORTATION SERVICES**

Niagara Student Transportation Services (NSTS) is responsible to plan and administer services in accordance with applicable legislation, regulations and Board Policy, Administrative Procedures. It is the responsibility of NSTS to arrange transportation for students within a reasonable amount of time, with due care for safety and in consideration of students with exceptional needs.

To ensure the safety of students including consistent pick-up and drop-off stop locations, maintain accurate route manifests, support resolving bus safety and behaviour concerns and to communicate health related conditions of students that may require immediate medical attention.

## **OPERATION OF SCHOOL TRANSPORTATION VEHICLES**

Transportation services may be provided to eligible students using contracted school buses, taxis or through services provided by a Public Transit Commission. All transportation agreements for home to school and school to school service will be held between NSTS and the service operator.

Where possible, bus stops should be located where the driver has a clear view of the road in both directions for at least 150 metres. Where possible, bus stops should not be located on a steep grade, brow of a hill, or on a blind curve. Students shall not be discharged on a road or highway until all traffic has come to a complete stop.

At no time shall the number of passengers in any vehicle exceed the capacity for which the vehicle has been licensed by the Ministry of Transportation. Students are not permitted to stand on school buses as a result of a lack of seating spaces (other than for a few start-up days when passenger loads are being assessed and adjusted).

Where it is possible and practical, there shall be co-operation and co-ordination of services with other school boards or private schools in the transportation of elementary and secondary school pupils.

## **EQUIPMENT AND OTHER ITEMS ON TRANSPORTATION VEHICLES**

Where equipment or other items are transported, it is important to ensure that the centre aisle be kept clear in case of an emergency and a quick exit is required. In the interest of student safety, only certain equipment is permitted on school vehicles, as follows:

- a. Musical equipment in cases shall be transported and shall be kept on the students' lap or under the seat, if possible.
- b. Ice skates shall have the blades covered and be tied together or carried in a sports bag. They shall be kept on the floor under the student's seat.
- c. Sports equipment such as skis, poles and skateboards shall not be allowed on the bus.
- d. Program related items shall be transported if special arrangements have been made in advance between the Principal (or designate) and the driver.
- e. Animals, birds, firearms, explosives, water pistols and any items that may interfere with the safe operation of the bus are not allowed.

In case of a dispute, the final decision as to what shall or shall not be transported rests with Niagara Student Transportation Services.

## **COMPLAINT RESOLUTION PROCESS**

In accordance with the Board's Complaint Resolution Policy, every effort shall be made to investigate concerns while recognizing the need for the efficient and safe transportation of students in compliance with the Board's Policies and Administrative Procedures.

Concerns by parents are to be processed in accordance with the following procedures:

- a. Concerns should be directed initially to the school Principal.
- b. If the concerns are not resolved at the school level, the parent shall be directed to contact Niagara Student Transportation Services.
- c. In accordance with the Board's Complaint Resolution Policy If the concerns are still not resolved, the parent will be requested to contact the appropriate Superintendent of Education for further consideration.

All concerns shall be addressed in a timely manner. The Principal, NSTS and Superintendent of Education will acknowledge the receipt within 24-hours to the person with whom the concern originated. The investigation and resolution process may take longer than 24-hours depending on the nature of the concern.

**EXCEPTIONS TO ADMINISTRATIVE PROCEDURES**

All exceptions to the Administrative Procedures criteria must be made by application to NSTS and approved by the appropriate Superintendent of Education. If an additional cost is projected, the Superintendent of Business and Financial Services and Family of Schools Superintendent of Education will be required to approve the request.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
SEPTEMBER 25, 2018**

**TITLE: POLICY AND PROCEDURE REVIEW 2018-2019 SCHEDULE**

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The Policy and Procedure Review 2018-2019  
Schedule is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: September 25, 2018





# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2018 - JUNE 2019

Updated: September 25, 2018

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting
				After Vetting
2002	2018	201.9	Employee Attendance During Inclement Weather & Workplace Closure	September 2018
2007	2014	500.2	Student Transportation	September 2018
1998	2013	500.1	Transportation & School Operations for Inclement Weather	September 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	September 2018
2001	2012	302.5	Student Parenting	September 2018
1998	2012	702.1	Playground Equipment	September 2018
1998	2013	400.1	Continuing Education	September 2018
2002	2012	301.4	Fundraising	October 2018
2013	2013	100.6.2	Student Senate - Elementary	October 2018
2000	2013	100.6.1	Student Senate - Secondary	October 2018
2016	2016	400.7	French Immersion	October 2018
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	October 2018
2012	2012	302.8	Diabetes Management	October 2018
2002	2016	201.7	Employee Workplace Harassment *	October 2018
2002	2016	201.11	Employee Workplace Violence *	October 2018
2002	2016	201.6	Occupational Health & Safety *	October 2018
1998	2017	800.1	Catholic School Councils	October 2018
2008	2016	302.6.9	Progressive Student Discipline - Safe Schools	November 2018
2010	2015	100.10	Equity and Inclusive Education	November 2018
2002	2013	201.5	Death Benefit	November 2018
2002	2013	201.10	Deferred Salary Plan (X/Y)	November 2018
1998	2013	201.1	Employee Leaves of Absence	November 2018
2002	2018	201.9	Employee Attendance During Inclement Weather & Workplace Closure	November 2018
2007	2014	500.2	Student Transportation	November 2018
1998	2013	500.1	Transportation & School Operations for Inclement Weather	November 2018
1998	2016	100.5	Establishment and Cyclical Review of Policies	January 2019
2013	2013	203.4	Leadership Pathways	January 2019
2013	2013	800.9	Volunteering in Catholic Schools	January 2019
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	January 2019
2007	2013	201.15	Employee Conferences, Workshops & Meetings	January 2019
2002	2012	301.4	Fundraising	January 2019
2013	2013	100.6.2	Student Senate - Elementary	January 2019
2000	2013	100.6.1	Student Senate - Secondary	January 2019
2016	2016	400.7	French Immersion	January 2019
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	January 2019
2012	2012	302.8	Diabetes Management	January 2019
2007	2013	201.14	Employee Meals & Hospitality	February 2019
2001	2013	302.6.2	Code of Conduct - Safe Schools	February 2019
2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	February 2019
2001	2013	302.6	Safe Schools	February 2019
1998	2013	800.2	Community Use of Facilities	February 2019
2008	2016	302.6.9	Progressive Student Discipline - Safe Schools	February 2019
2010	2015	100.10	Equity and Inclusive Education	February 2019
2002	2013	201.5	Death Benefit	February 2019
2002	2013	201.10	Deferred Salary Plan (X/Y)	February 2019
1998	2013	201.1	Employee Leaves of Absence	February 2019

\* Ministry of Labour Compliance Annual Review

**SORTED BY CW/BOARD MEETING DATE**

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2006	2012	201.12	Electronic Communications Systems (Employees)	October 2018
2001	2012	302.5	Student Parenting	October 2018
1998	2012	702.1	Playground Equipment	October 2018
1998	2013	400.1	Continuing Education	October 2018
2002	2016	201.7	Employee Workplace Harassment *	November 2018
2002	2016	201.11	Employee Workplace Violence *	November 2018
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2002	2012	301.4	Fundraising	February 2019
2013	2013	100.6.2	Student Senate - Elementary	February 2019
2000	2013	100.6.1	Student Senate - Secondary	February 2019
2016	2016	400.7	French Immersion	February 2019
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	February 2019
2012	2012	302.8	Diabetes Management	February 2019
2008	2016	302.6.9	Progressive Student Discipline - Safe Schools	March 2019
2010	2015	100.10	Equity and Inclusive Education	March 2019
2002	2013	201.5	Death Benefit	March 2019
2002	2013	201.10	Deferred Salary Plan (X/Y)	March 2019
1998	2013	201.1	Employee Leaves of Absence	March 2019