

## ESTABLISHMENT AND CYCLICAL REVIEW OF POLICIES AUTHORITY MATRIX

Authority Matrix is designed to clarify levels of authority within the Policies of the  
Niagara Catholic District School Board  
*Approved February 25, 2020 - Sorted Alphabetically*

| NUMBER  | POLICY NAME   | RESP  | GOVERNANCE                                   | OPERATIONAL   |
|---------|---|-------|--|---|
| 400.5   | Acceleration/Retention (Elementary)                                   | LAFS  |  | Acceleration/Retention (Elementary)                                   |
| 302.6.3 | Access to Board Premises  | DM    |  | Access to Board Premises  |
| 800.8.1 | Accessibility Customer Service  | GP    | Accessibility Customer Service               |   |
| 800.8   | Accessibility Standards   | GP    | Accessibility Standards                      |   |
| 302.2   | Administration of Oral Medication to Students                         | GP/DM |  | Administration of Oral Medication to Students                         |
| 301.1   | Admission of Elementary & Secondary Students                          | DM    | Admission of Elementary & Secondary Students |   |
| 600.5   | Advertising   | GV    |  | Advertising   |
| 100.9   | Advocacy Expenditures   | GV    | Advocacy Expenditures                        |   |
| 302.1.1 | Anaphylaxis   | DM    |  | Anaphylaxis   |
| 301.10  | Assessment, Evaluation, Reporting and Homework                        | LAFS  |  | Assessment, Evaluation, Reporting and Homework                        |
| 202.1   | Assignment of Principals & Vice-Principals                            | PR    |  | Assignment of Principals & Vice- Principals                           |
| 302.1.2 | Asthma  | DM    |  | Asthma  |
| 301.3   | Attendance Areas  | CE    | Attendance Areas                             |   |
| 201.16  | Attendance Support Program  | JT    | Attendance Support Program                   |   |
| 100.1   | Board By-Laws   | CC    | Board By-Laws                                |   |
| 701.5   | Bottled Water   | CE    | Bottled Water                                |   |
| 302.6.8 | Bullying Prevention and Intervention                                  | DM    | Bullying Prevention and Intervention         |   |
| 202.2   | Catholic Leadership: Principal & Vice-Principal Selection             | PR    |  | Catholic Leadership: Principal & Vice- Principal Selection            |
| 202.3   | Catholic Leadership: Supervisory Officer and Controller of Facilities | PR    |  | Catholic Leadership: Supervisory Officer and Controller of Facilities |
| 800.1   | Catholic School Councils  | LAFS  |  | Catholic School Councils  |
| 400.3   | Christian Community Service   | JZ    |  | Christian Community Service   |
| 302.6.2 | Code of Conduct   | DM    | Code of Conduct                              |   |
| 800.6   | Community Planning & Partnerships                                     | CE    |  | Community Planning & Partnerships                                     |

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|----------|---|------|---|--|
| 800.2    | Community Use of Facilities                       | CE   | Community Use of Facilities                       |  |
| 800.3    | Complaint Resolution                              | CC   | Complaint Resolution                              |  |
| 303.1    | Concussion  | DM   |   | Concussion                                   |
| 400.1    | Continuing Education                              | PR   |   | Continuing Education                         |
| 600.4    | Corporate Cards, Purchasing Cards and Petty Cash  | GV   | Corporate Cards, Purchasing Cards and Petty Cash  |  |
| 302.6.7  | Criminal Background Check                         | PR   |   | Criminal Background Check                    |
| 201.5    | Death Benefit                                     | JT   |   | Death Benefit                                |
| 201.10   | Deferred Salary Plan (X/Y)                        | JT   |   | Deferred Salary Plan (X/Y)                   |
| 203.5    | Disconnect From Work                              | JT   | Disconnect From Work                              |  |
| 302.6.6  | Dress Code - Secondary Uniform - Safe Schools     | DM   | Dress Code - Secondary Uniform - Safe Schools     |  |
| 800.5    | Education Research                                | LAFS |   | Education Research                           |
| 400.2    | Educational Field Trips                           | JZ   |   | Educational Field Trips                      |
| 201.12   | Electronic Communications Systems (Employees)     | GV   | Electronic Communications Systems (Employees)     |  |
| 301.5    | Electronic Communications Systems (Students)      | KK   |   | Electronic Communications Systems (Students) |
| 302.6.10 | Elementary Standardized Dress Code - Safe Schools | DM   | Elementary Standardized Dress Code - Safe Schools |  |
| 203.2    | Emergency Instructors Elementary                  | PR   |   | Emergency Instructors Elementary             |
| 201.9    | Employee Attendance During Inclement Weather &    | JT   |   | Employee Attendance During Inclement &       |
| 201.17   | Employee Code of Conduct & Ethics                 | JT   | Employee Code of Conduct & Ethics                 |  |
| 201.15   | Employee Conferences, Workshops & Meetings        | GV   |   | Employee Conferences, Workshops & Meetings   |
| 203.1    | Employee Hiring and Selection (Teachers)          | JT   |   | Employee Hiring and Selection (Teachers)     |
| 201.14   | Employee Hospitality                              | GV   | Employee Hospitality                              |  |
| 201.1    | Employee Leaves of Absence                        | JT   |   | Employee Leaves of Absence                   |
| 201.7    | Employee Workplace Harassment *                   | JT   | Employee Workplace Harassment *                   |  |

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|---------|--|------|--|--|
| 201.11  | Employee Workplace Violence *                                  | JT   | Employee Workplace Violence *                                  |  |
| 400.6   | Environmental Stewardship                                      | CE   | Environmental Stewardship                                      |  |
| 302.1.4 | Epilepsy   | DM   |  | Epilepsy   |
| 100.10  | Equity and Inclusive Education                                 | LAFS | Equity and Inclusive Education                                 |  |
| 100.5   | Establishment and Cyclical Review of Board Governance Policies | LAFS | Establishment and Cyclical Review of Board Governance Policies |  |
| 600.7   | Financial Investment   | GV   |  | Financial Investment                             |
| 301.4   | Fundraising  | GV   |  | Fundraising                                      |
| 600.3   | Internal Financial Management Reporting                        | GV   |  | Internal Financial Management Reporting          |
| 203.4   | Leadership Pathways  | PR   | Leadership Pathways  |  |
| 100.15  | Naming/Renaming of a Board Facility, Designated Area or Chapel | LAFS | Naming/Renaming of a Board Facility, Designated Area or Chapel |  |
| 100.7   | Niagara Catholic Education Award of Distinction                | PR   | Niagara Catholic Education Award of Distinction                |  |
| 800.7   | Niagara Catholic Parent Involvement Committee                  | LAFS | Niagara Catholic Parent Involvement Committee                  |  |
| 302.7   | Nutrition  | GP   |  | Nutrition  |
| 201.6   | Occupational Health & Safety*                                  | JT   | Occupational Health & Safety*                                  |  |
| 301.7   | Ontario Student Record (OSR)                                   | LAFS |  | Ontario Student Record (OSR)                     |
| 302.6.1 | Opening or Closing Exercises                                   | DM   |  | Opening or Closing Exercises                     |
| 702.1   | Playground Equipment   | CE   |  | Playground Equipment                             |
| 400.4   | Prior Learning Assessment and Recognition (PLAR)               | JZ   |  | Prior Learning Assessment and Recognition (PLAR) |
| 600.6   | Privacy  | LAFS | Privacy  |  |
| 302.6.9 | Progressive Student Discipline                                 | DM   |  | Progressive Student Discipline                   |
| 701.2   | Pupil Accommodation Review                                     | CE   | Pupil Accommodation Review                                     |  |
| 600.1   | Purchasing/Supply Chain Management                             | GV   | Purchasing/Supply Chain Management                             |  |

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|----------|--|---------|--|--|
| 600.2    | Records and Information Management                                 | LAFS    | Records and Information Management                                 |  |
| 201.4    | Reimbursement of Travel Expenses                                   | GV      |  | Reimbursement of Travel Expenses               |
| 100.10.1 | Religious Accommodation  | JZ      | Religious Accommodation  |  |
| 201.2    | Retirement & Service Recognition Celebration                       | PR      | Retirement & Service Recognition Celebration                       |  |
| 302.6    | Safe and Accepting Schools   | DM      | Safe and Accepting Schools   |  |
| 302.3    | Safe Arrival   | DM      |  | Safe Arrival                                   |
| 301.6    | School Generated Funds   | GV      |  | School Generated Funds                         |
| 500.1    | School Operations for Inclement Weather and Workplace Closure      | LAFS    | School Operations for Inclement Weather and Workplace Closure      |  |
| 201.13   | Sexual Misconduct  | JT      |  | Sexual Misconduct (Ed Act)                     |
| 302.1.3  | Student Diabetes Management  | DM      |  | Student Diabetes Management                    |
| 302.6.11 | Student Exclusion From School or Class                             | GP      | Student Exclusion From School or Class                             |  |
| 302.6.5  | Student Expulsion  | DM      | Student Expulsion  |  |
| 301.11   | Student Fees   | GV      |  | Student Fees                                   |
| 302.5    | Student Parenting  | PR      |  | Student Parenting                              |
| 100.6.2  | Student Senate - Elementary  | KK      | Student Senate - Elementary  |  |
| 100.6.1  | Student Senate - Secondary   | KK      | Student Senate - Secondary   |  |
| 302.6.4  | Student Suspension   | DM      |  | Student Suspension                             |
| 500.2    | Student Transportation   | GV      | Student Transportation   |  |
| 100.4    | Student Trustees   | CC      | Student Trustees   |  |
| NEW      | Student Use of Guide Dogs and Service Animals                      | GP      |  | Student Use of Guide Dogs and Service Animals  |
| 302.1    | Supporting Children and Students with Prevalent Medical Conditions | GP / DM | Supporting Children and Students with Prevalent Medical Conditions |  |
| 301.8    | Supporting Physical Intervention with Students                     | GP      |  | Supporting Physical Intervention with Students |
| 100.12   | Trustee Code of Conduct  | CC      | Trustee Code of Conduct  |  |
| 100.8    | Trustee Electronic Meetings (Board and Committees)                 | CC      | Trustee Electronic Meetings (Board and Committees)                 |  |

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|---------------|--|-------------|----------------------------------|--|
| 100.13        | Trustee Expenses & Reimbursement   | CC          | Trustee Expenses & Reimbursement |  |
| 100.11        | Trustee Honorarium   | CC          | Trustee Honorarium               |  |
| 100.14        | Use of Corporate Logo  | CC          |                                  | Use of Corporate Logo  |
| 701.3         | Video Security Surveillance  | CE          |                                  | Video Security Surveillance  |
| 301.9         | Voluntary and Confidential Indigenous Students First Nation, Métis and Inuit Self- | PR          |                                  | Voluntary and Confidential Indigenous Students First Nation, Métis and Inuit Self- |
| 302.4         | Volunteer Driver   | JZ          |                                  | Volunteer Driver   |
| 800.4         | Volunteer Recognition  | LAFS        | Volunteer Recognition            |  |
| 800.9         | Volunteering in Catholic Schools   | PR          |                                  | Volunteering in Catholic Schools   |

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|----------|--|------|--|--|
| 100      | Board Governance   |      |  |  |
| 100.1    | Board By-Laws  | CC   | Board By-Laws  |  |
| 100.4    | Student Trustees   | CC   | Student Trustees   |  |
| 100.5    | Establishment and Cyclical Review of Board Governance Policies   | LAFS | Establishment and Cyclical Review of Board Governance Policies |  |
| 100.6.1  | Student Senate - Secondary                                       | KK   | Student Senate - Secondary                                     |  |
| 100.6.2  | Student Senate - Elementary                                      | KK   | Student Senate - Elementary                                    |  |
| 100.7    | Niagara Catholic Education Award of Distinction                  | PR   | Niagara Catholic Education Award of Distinction                |  |
| 100.8    | Trustee Electronic Meetings (Board and Committees)               | CC   | Trustee Electronic Meetings (Board and Committees)             |  |
| 100.9    | Advocacy Expenditures  | GV   | Advocacy Expenditures  |  |
| 100.10   | Equity and Inclusive Education                                   | LAFS | Equity and Inclusive Education                                 |  |
| 100.10.1 | Religious Accommodation  | JZ   | Religious Accommodation  |  |
| 100.11   | Trustee Honorarium   | CC   | Trustee Honorarium   |  |
| 100.12   | Trustee Code of Conduct  | CC   | Trustee Code of Conduct  |  |
| 100.13   | Trustee Expenses & Reimbursement                                 | CC   | Trustee Expenses & Reimbursement                               |  |
| 100.14   | Use of Corporate Logo  | CC   |  | Use of Corporate Logo                                    |
| 100.15   | Naming/Renaming of a Board Facility, Designated Area or Chapel   | LAFS | Naming/Renaming of a Board Facility, Designated Area or Chapel |  |
| 200      | Human Resources Services   |      |  |  |
| 201.1    | Employee Leaves of Absence                                       | JT   |  | Employee Leaves of Absence                               |
| 201.2    | Retirement & Service Recognition Celebration                     | PR   | Retirement & Service Recognition Celebration                   |  |
| 201.4    | Reimbursement of Travel Expenses                                 | GV   |  | Reimbursement of Travel Expenses                         |
| 201.5    | Death Benefit  | JT   |  | Death Benefit  |
| 201.6    | Occupational Health & Safety *                                   | JT   | Occupational Health & Safety *                                 |  |
| 201.7    | Employee Workplace Harassment *                                  | JT   | Employee Workplace Harassment *                                |  |
| 201.9    | Employee Attendance During Inclement Weather & Workplace Closure | JT   |  | Employee Attendance During Inclement & Workplace Closure |
| 201.10   | Deferred Salary Plan (X/Y)                                       | JT   |  | Deferred Salary Plan (X/Y)                               |
| 201.11   | Employee Workplace Violence*                                     | JT   | Employee Workplace Violence*                                   |  |

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|------------|--|------|---|--|
| 201.12     | Electronic Communications Systems (Employees)  | GV   | Electronic Communications Systems (Employees) |  |
| 201.13     | Sexual Misconduct  | JT   |   | Sexual Misconduct (Ed Act)   |
| 201.14     | Employee Hospitality   | GV   | Employee Hospitality                          |  |
| 201.15     | Employee Conferences, Workshops & Meetings   | GV   |   | Employee Conferences, Workshops & Meetings   |
| 201.16     | Attendance Support Program   | JT   | Attendance Support Program                    |  |
| 201.17     | Employee Code of Conduct & Ethics  | JT   | Employee Code of Conduct & Ethics             |  |
| 202.1      | Assignment of Principals & Vice-Principals   | PR   |   | Assignment of Principals & Vice-Principals   |
| 202.2      | Catholic Leadership: Principal & Vice-Principal Selection  | PR   |   | Catholic Leadership: Principal & Vice-Principal Selection  |
| 202.3      | Catholic Leadership: Supervisory Officer and Controller of Facilities Services Selection         | PR   |   | Catholic Leadership: Supervisory Officer and Controller of Facilities Services Selection         |
| 203.1      | Employee Hiring and Selection (Teachers)   | JT   |   | Employee Hiring and Selection (Teachers)   |
| 203.2      | Emergency Instructors Elementary   | PR   |   | Emergency Instructors Elementary   |
| 203.4      | Leadership Pathways  | PR   | Leadership Pathways                           |  |
| 203.5      | Disconnect From Work   | JT   | Disconnect From Work                          |  |
| <b>300</b> | <b>Schools/Students</b>  |      |   |  |
| 301.1      | Admission of Elementary & Secondary Students   | DM   | Admission of Elementary & Secondary Students  |  |
| 301.3      | Attendance Areas   | CE   | Attendance Areas                              |  |
| 301.4      | Fundraising  | GV   |   | Fundraising  |
| 301.5      | Electronic Communications Systems (Students)   | KK   |   | Electronic Communications Systems (Students)   |
| 301.6      | School Generated Funds   | GV   |   | School Generated Funds   |
| 301.7      | Ontario Student Record (OSR)   | LAFS |   | Ontario Student Record (OSR)   |
| 301.8      | Supporting Physical Intervention with Students   | GP   |   | Supporting Physical Intervention with Students   |
| 301.9      | Voluntary and Confidential Indigenous Students First Nation, Métis and Inuit Self-Identification | PR   |   | Voluntary and Confidential Indigenous Students First Nation, Métis and Inuit Self-Identification |
| 301.10     | Assessment, Evaluation, Reporting and Homework   | LAFS |   | Assessment, Evaluation, Reporting and Homework   |
| 301.11     | Student Fees   | GV   |   | Student Fees   |

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|----------|--|-------|--|--|
| 302.1    | Supporting Children and Students with Prevalent Medical Conditions | GP/DM | Supporting Children and Students with Prevalent Medical Conditions |  |
| 302.1.1  | Anaphylaxis  | DM    |  | Anaphylaxis                                      |
| 302.1.2  | Asthma   | DM    |  | Asthma   |
| 302.1.3  | Student Diabetes Management  | DM    |  | Student Diabetes Management                      |
| 302.1.4  | Epilepsy   | DM    |  | Epilepsy   |
| 302.2    | Administration of Oral Medication to Students                      | GP/DM |  | Administration of Oral Medication to Students    |
| 302.3    | Safe Arrival   | DM    |  | Safe Arrival                                     |
| 302.4    | Volunteer Driver   | JZ    |  | Volunteer Driver                                 |
| 302.5    | Student Parenting  | PR    |  | Student Parenting                                |
| 302.6    | Safe and Accepting Schools   | DM    | Safe and Accepting Schools   |  |
| 302.6.1  | Opening or Closing Exercises                                       | DM    |  | Opening or Closing Exercises                     |
| 302.6.2  | Code of Conduct  | DM    | Code of Conduct  |  |
| 302.6.3  | Access to Board Premises   | DM    |  | Access to Board Premises                         |
| 302.6.4  | Student Suspension   | DM    |  | Student Suspension                               |
| 302.6.5  | Student Expulsion  | DM    | Student Expulsion  |  |
| 302.6.6  | Dress Code - Secondary Uniform - Safe Schools                      | DM    | Dress Code - Secondary Uniform - Safe Schools                      |  |
| 302.6.7  | Criminal Background Check  | PR    |  | Criminal Background Check                        |
| 302.6.8  | Bullying Prevention and Intervention                               | DM    | Bullying Prevention and Intervention                               |  |
| 302.6.9  | Progressive Student Discipline                                     | DM    |  | Progressive Student Discipline                   |
| 302.6.10 | Elementary Standardized Dress Code - Safe Schools                  | DM    | Elementary Standardized Dress Code - Safe Schools                  |  |
| 302.6.11 | Student Exclusion From School or Class                             | GP    | Student Exclusion From School or Class                             |  |
| 302.7    | Nutrition  | GP    |  | Nutrition  |
| 303.1    | Concussion   | DM    |  | Concussion                                       |
| 303.2    | Student Use of Guide Dogs and Service Animals                      | GP    |  | Student Use of Guide Dogs and Service Animals    |
| 400      | Educational Programs   |       |  |  |
| 400.1    | Continuing Education   | PR    |  | Continuing Education                             |
| 400.2    | Educational Field Trips  | JZ    |  | Educational Field Trips                          |
| 400.3    | Christian Community Service  | JZ    |  | Christian Community Service                      |
| 400.4    | Prior Learning Assessment and Recognition (PLAR)                   | JZ    |  | Prior Learning Assessment and Recognition (PLAR) |
| 400.5    | Acceleration/Retention (Elementary)                                | LAFS  |  | Acceleration/Retention (Elementary)              |
| 400.6    | Environmental Stewardship  | CE    | Environmental Stewardship  |  |
| 500      | Auxiliary Services   |       |  |  |



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| 500.1   | School Operations for Inclement Weather and Workplace Closure | LAFS | School Operations for Inclement Weather and Workplace Closure |   |
| 500.2   | Student Transportation  | GV   | Student Transportation  |   |
| 600     | Business Services   |      |   |   |
| 600.1   | Purchasing/Supply Chain Management                            | GV   | Purchasing/Supply Chain Management                            |   |
| 600.2   | Records and Information Management                            | LAFS | Records and Information Management                            |   |
| 600.3   | Internal Financial Management Reporting                       | GV   |   | Internal Financial Management Reporting |
| 600.4   | Corporate Cards, Purchasing Cards and Petty Cash              | GV   | Corporate Cards, Purchasing Cards and Petty Cash              |   |
| 600.5   | Advertising   | GV   |   | Advertising                             |
| 600.6   | Privacy   | LAFS | Privacy   |   |
| 600.7   | Financial Investment  | GV   |   | Financial Investment                    |
| 700     | Buildings and Site  |      |   |   |
| 701.2   | Pupil Accommodation Review                                    | CE   | Pupil Accommodation Review                                    |   |
| 701.3   | Video Security Surveillance                                   | CE   |   | Video Security Surveillance             |
| 701.5   | Bottled Water   | CE   | Bottled Water   |   |
| 702.1   | Playground Equipment  | CE   |   | Playground Equipment                    |
| 800     | School and community Relations                                |      |   |   |
| 800.1   | Catholic School Councils                                      | LAFS |   | Catholic School Councils                |
| 800.2   | Community Use of Facilities                                   | CE   | Community Use of Facilities                                   |   |
| 800.3   | Complaint Resolution  | CC   | Complaint Resolution  |   |
| 800.4   | Volunteer Recognition   | LAFS | Volunteer Recognition   |   |
| 800.5   | Education Research  | LAFS |   | Education Research                      |
| 800.6   | Community Planning & Partnerships                             | CE   |   | Community Planning & Partnerships       |
| 800.7   | Niagara Catholic Parent Involvement Committee                 | LAFS | Niagara Catholic Parent Involvement Committee                 |   |
| 800.8   | Accessibility Standards                                       | GP   | Accessibility Standards                                       |   |
| 800.8.1 | Accessibility Customer Service                                | GP   | Accessibility Customer Service                                |   |
| 800.9   | Volunteering in Catholic Schools                              | PR   |   | Volunteering in Catholic Schools        |