



*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, JANUARY 30, 2018
4:00 P.M.

HOLY CROSS COMMUNITY ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO



- | | |
|--|------|
| 1. Opening Prayer – Trustee Burtnik | - |
| 2. Election of Chair of the Policy Committee 2018 | - |
| 3. Attendance | - |
| 4. Approval of Agenda | - |
| 5. Declaration of Conflict of Interest | - |
| 6. Minutes of Policy Committee Meeting | |
| 6.1 November 21, 2017 | 6.1 |
| 6.2 December 14, 2017 | 6.2 |
| 7. Policies | |
| <u>Action Required</u> | |
| POLICIES – FOR RECOMMENDATION TO FEBRUARY COMMITTEE OF THE WHOLE | |
| 7.1 Trustee Code of Conduct Policy (100.12) | 7.1 |
| 7.2 Records and Information Management Policy (600.2) | 7.2 |
| 7.3 Niagara Catholic Education Award of Distinction Policy (100.7) | 7.3 |
| 7.4 Assignment of Principals & Vice-Principals Policy (202.1) | 7.4 |
| 7.5 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) | 7.5 |
| 7.6 Nutrition Policy (302.7) | 7.6 |
| POLICIES – PRIOR TO VETTING | |
| 7.7 Employee Hiring and Selection Policy (Teachers) (203.1) | 7.7 |
| 7.8 Electronic Communications Systems Policy (Students) (301.5) | 7.8 |
| <u>Information</u> | |
| 7.9 Policies Currently Being Vetted | - |
| • Student Trustees Policy (100.4) | |
| 7.10 Policy and Guideline Review 2017-2018 Schedule | 7.10 |
| 8. Date of Next Meeting | |
| February 27, 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
JANUARY 30, 2018**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
NOVEMBER 21, 2017**

RECOMMENDATION

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



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 21, 2017

Minutes of the Policy Committee Meeting held on Tuesday, November 21, 2017 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:38 p.m. by Policy Committee Chair Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

2. Attendance

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

Trustees:

Fr. Paul MacNeil

Student Trustees:

Nico Tripodi

Hannah Tummillo

Staff:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Giancarlo Vetrone, Superintendent of Business & Finance

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

3. Approval of Agenda

Chair Vernal requested Item 6.1 be moved to Item 6.3

Moved by Trustee Burtnik

THAT the November 21, 2017 Policy Committee Agenda be approved, as amended.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of October 24, 2017

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 24, 2017, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO DECEMBER 5, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 Trustee Expenses & Reimbursement Policy (100.13)

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Expenses & Reimbursement Policy (100.13) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Page 3 Gifts and Donations Paragraph 2 add “only”
- Remove Paragraph 3 and 4
- Page 4 Reporting of Approved Trustee Expenses Paragraph 2 remove “approved”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the December 5, 2017 Committee of the Whole Meeting to approve the revisions to the Trustee Expenses & Reimbursement Policy (100.13), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.2 Student Trustees Policy (100.4)

Director Crocco, presented recommended amendments to the Student Trustees Policy (100.4).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

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

The Policy Committee requested that the Policy, be vetted from November 22, 2017 to February 8, 2018 with a recommended deadline for presentation to the Policy Committee in February 2018, for consideration to the Committee of the Whole and Board in March 2018.

6.3 Trustee Code of Conduct Policy (100.12)

John Crocco, Director of Education presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Code of Conduct Policy (100.12) following the vetting process.

Following discussion, the Policy Committee recommended the Trustee Code of Conduct Policy be tabled to a Special Policy Committee Meeting at a date to be confirmed.

6.4 Student Transportation Policy (500.2)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Student Transportation Policy (500.2).

Following discussion, the Policy Committee recommended the Student Transportation Policy be sent back to staff for further review.

6.5 Employee Hiring and Selection Policy – Teachers (203.1)

Deferred to the January 30, 2018 Policy Committee Meeting.

INFORMATION

6.6 Policies Currently Being Vetted to January 12, 2018

- Records and Information Management Policy (600.2)
- Nutrition Policy (302.7)
- Niagara Catholic Education Award of Distinction Policy (100.7)
- Assignment of Principals & Vice-Principals Policy (202.1)
- Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)

6.7 Policy and Guideline Review 2017-2018 Schedule

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

7. Date of Next Meeting

January 30, 2018 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 6:51 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
DECEMBER 14, 2017**

RECOMMENDATION

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



MINUTES OF THE POLICY COMMITTEE MEETING

THURSDAY, DECEMBER 14, 2017

Minutes of the Policy Committee Meeting held on Thursday, December 14, 2017 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 Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Vernal.

2. Attendance

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

Staff:

John Crocco, Director of Education

Linda Marconi, Executive Assistant, Director of Education /Recording Secretary

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the December 14, 2017, Policy Committee Agenda be approved, as presented.

APPROVED

4. Approval of Minutes of November 21, 2017

Moved by Trustee Burtnik

THAT November 21, 2017, Policy Committee Minutes be approved, as presented.

APPROVED

5. **Declaration of Conflict of Interest**

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

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JANUARY 16, 2018 COMMITTEE OF THE WHOLE MEETING

5.1 **Trustee Code of Conduct Policy (100.12)**

John Crocco, Director of Education presented amendments to the Trustee Code of Conduct Policy (100.12) following the November 21, 2017 Policy Committee Meeting.

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

POLICY STATEMENT

Page 1

- Remove “*Governance*” from title: “*Governance Integrity and Dignity of Office*”
- Paragraph 5: “*In compliance with subsection 218.1...*” include from page 2 “*...as outlined in section 218.1 of the Education Act, no individual or group of Trustees has the authority to give direction to staff.*”
- New paragraph 3: include “*Individual trustees are committed to an open and transparent communication ...*” from complaint resolution policy.
- Paragraph 6: include “*Trustees who are contacted by an employee of the Board, with respect to an issue of employment, may listen to the concern...*”

Page 2

- Paragraph 6 and 7: change “*provide no decision*” to “*offer no judgement*”; change “*assist*” to “*facilitate*”.
- Paragraph 6 and 7: change “*Trustees will bring the concern, if required, to the attention of the appropriate board staff*” to “*Trustees will bring the information regarding the concern to the attention of the Director of Education*”.
- Under Civil Behaviour & Communication section:
 - Paragraph 5: remove “*under subsection 218.1 of the Education Act*”; and remove “*with students, staff..... supporters of the Board*”.

Page 3

- Delete 2nd paragraph “*Trustees who are contacted by a student....*”.

- Paragraph 4, move *To minimize risk and legal exposure to the Board and to protect a Trustee's personal liability...* to page 1, paragraph 2, before *...the Education Act and Regulations.*

The committee will continue to review the remainder of the policy at the January 30, 2018 Policy Committee meeting.

ADMINISTRATIVE PROCEDURES

- No amendment

INFORMATION

6.1 Policies Currently Being Vetted to January 12, 2018 and February 8, 2018

- Assignment of Principals & Vice-Principals Policy (202.1)
- Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)
- Niagara Catholic Education Award of Distinction Policy (100.7)
- Nutrition Policy (302.7)
- Records and Information Management Policy (600.2)
- Student Trustees Policy (100.4)

6.2 Policy and Guideline Review 2017-2018 Schedule

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

7. Date of Next Meeting

January 30, 2018 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 4:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 30, 2018



Niagara Catholic District School Board
TRUSTEE CODE OF CONDUCT POLICY
 STATEMENT OF POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: NIL

MISSION STATEMENT

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.

GOVERNANCE, INTEGRITY AND DIGNITY OF OFFICE

The Niagara Catholic District School Board Trustee Code of Conduct governs individuals elected as a Trustee (“Trustees”) under section 218 of the *Education Act*.

Elected Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church. **To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and **Administrative Procedures** and any other Act or Regulation that may be applicable to the Trustee’s duties.**

Individual Trustees are committed to open and transparent communication with its students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board’s resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public **they serve** to build understanding, awareness, guidance and active support for publicly funded Catholic education.

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

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

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

CATHOLIC FAITH, COMMUNITY AND CULTURE

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic Community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Provincial Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic Community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

CIVIL BEHAVIOUR AND COMMUNICATION

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees must:

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

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees ~~under subsection 218.1 of the *Education Act*~~ and in all matters of communication including email, telephone and face-to-face meetings, ~~with students, staff, staff, parents and other stakeholders~~ ~~supporters of the Board,~~ appropriate respectful language and professionalism are expected.

~~Trustees are to communicate with Board staff through the Director of Education or as approved, through the Office of the Director of Education. As outlined in section 218.1 of the *Education Act*, it is not within the duties of Trustees to give direction to Board staff. no individual or group of Trustees has the authority to give direction to staff. In dealing with concerns expressed by students, parents and other supporters of the Board, members of the community, Trustees are to comply with the *Niagara Catholic District School Board's Complaint Resolution Policy (800.3)* and direct the individual to follow the process outlined in the *Board's Complaint Resolution Policy* or relevant Board Policy as well as bringing the concern to the attention of the appropriate board staff as required.~~

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

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

The Trustees are bound to uphold and ~~abide~~ **comply** with all Board Policies, procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. ~~With the exception of the Chair of the Board, when approved by the Board, and the Director of Education, no individual or group of Trustees has the authority to speak on behalf of the Board.~~

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the Minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees' shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties ~~from time to time~~, and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Policies and Administrative Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

A member of a board shall,

- a. carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1; ~~Board By Laws and Board Policy~~
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c. consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1 (1) (f);
- d. bring concerns of parents, students and supporters of the board to the attention of board staff through Policies determined by the Board;
- e. uphold the implementation of any Board resolution after it is passed by the Board;
- f. entrust the day-to-day operations and management of the board to its staff through the board's director of education;
- g. maintain focus on student achievement and well-being; and
- h. comply with the board's code of conduct.

UPHOLDING DECISION

Trustees must understand their role as a corporate body and the expectation that ~~as such~~ they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and **Administrative** Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from ~~making~~ **participating in related** decisions.

Trustees are not permitted to vote on, ~~or~~ **discuss, or attempt to influence voting on** matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the *Municipal Conflict of Interest Act* provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as ~~defined by~~ **set out in** this Trustee Code of Conduct Policy ("Code of Conduct").

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence amongst those for whom they are responsible;
- Complying with and being seen to comply **with** the letter and spirit of:
 - the laws of Canada and the Province of Ontario
 - contractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide upon an issue, at a meeting that is open to the public, about which a member has an unavoidable pecuniary conflict of interest, that member shall not comment or vote on the issue or influence the voting on the issue either during or after the meeting.

When the Board is to decide upon an issue, at a meeting that is not open to the public, about which a member has an unavoidable pecuniary conflict of interest, that member shall not comment or vote on the issue or influence the voting on the issue either during or after the meeting and must leave the Board Room.

LOBBYING

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education forthwith. Trustees must not use their influence to gain or advance the interest of any particular party during a procurement process.

CONFIDENTIALITY

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, or disclose to any third party the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

BOARD RESOURCES

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

PROCEDURES FOR GIFTS AND HOSPITALITY

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. **If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.**

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.

ENFORCEMENT OF CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST ACT

~~In accordance with the provisions of Section 218.3 of the *Education Act*,~~ **A breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:**

A Trustee or a supporter of Catholic education who is eligible to participate in the election of a Catholic trustee who has reasonable grounds to believe that ~~another~~ a Trustee(s) has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair in the event that the alleged breach is with the Chair of the Board or the Chair of the Board is unavailable.

If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, he or she must bring the alleged breach forward as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) ~~within~~ one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, ~~within~~ after one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board ~~in~~ with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach of the Code of Conduct.

If the Board determines that a Trustee has breached ~~this~~ the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, ~~that is~~ which date will be at least 14 days after the notice is received by the Trustee.

The Board shall consider any written submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination ~~about~~ of the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The meeting of the Board shall be in-camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses for Trustees involved in a Code of Conduct complaint will not be paid by the Board unless extraordinary circumstances are determined by Board motion.

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

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

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

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

References

- [*Criminal Code, Section 122*](#)
- [*Education Act, Subsection 207\(1\); Subsection 207\(3\); Section 218.1; Section 218.3*](#)
- [*Municipal Conflict of Interest Act, Subsection 3\(1\)*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ombudsman Act*](#)
- [*Ontario Catholic School Graduate Expectations*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Board's By-Laws \(100.1\)*](#)
 - [*Complaint Resolution Policy \(800.3\)*](#)
 - [*Trustee Expenses and Reimbursement Policy \(100.13\)*](#)
 - [*Trustee Honorarium Policy \(100.11\)*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
RECORDS AND INFORMATION MANAGEMENT POLICY (600.2)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Records and Information Management Policy (600.2), as presented.

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

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

Date: January 30, 2018



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

STATEMENT OF POLICY

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: May 24, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board ~~The Niagara Catholic District School Board~~ is committed to instituting and maintaining a comprehensive Records and Information Management Program for records and information that are accurate, authentic, reliable, trustworthy, support accountability, and are able to serve as evidence. Records and information shall be safely and securely maintained for as long as required by legislation and in accordance with the Records and Information Management ~~p~~**P**rogram.

The objective of the Records and Information Management ~~p~~**P**rogram is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario and for the benefit of present and future generations.

The Records and Information Management Program applies to all records within the custody or under the control of the Board. This program addresses all aspects of the Board's operations and all records made or received in the day-to-day operations of the school and the Board, regardless of the medium in which those records are stored and maintained.

~~All Board employees are responsible for the records and information they create and maintain to support the Board's operations.~~

All Board employees:

- Are responsible for creating and maintaining accurate records as required for their assigned duties, and in compliance with relevant Board policies and procedures.
- Are responsible for ensuring appropriate security measures are applied to protect records from damage, loss, theft or inappropriate disclosure.
- Will use the Board's Records and Information Management Classification & Retention System as the basis for their filing systems to manage their records.
- Terminating or changing positions with the Board will leave all records for their successors.
- Must not destroy records, or permit their removal, from the control of the Board except in accordance with the Board's Records and Information Management Classification & Retention System.

All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.

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

References

- ***Education Act and Regulations (R.S.O. 1990 c.E.2)***
- ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***
- ***Ontario Student Record Guideline, 2000***
- ***Personal Health Information Protection Act (PHIPA)***
- ***Privacy and Information Management PIM Toolkit***
- ***FIPPA and MFIPPA: Bill 8 — The Recordkeeping Amendments***
- ***Niagara Catholic District School Board Policies***
 - ***Assessment, Evaluation and Reporting Policy (301.10)***
 - ***Electronic Communications Systems Policy (Employees) (201.2)***
 - ***Electronic Communications Systems Policy (Students) (301.5)***
 - ***Ontario Student Record Policy (301.7)***
 - ***Privacy Policy (600.6)***
- ***Niagara Catholic District School Board Procedures/Documents***
 - ***Privacy Breach Procedure***
 - ***Freedom of Information Request Procedure***
 - ***Personal Information Bank***
 - ***Records and Information Management Classification & Retention System***



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

ADMINISTRATIVE PROCEDURES

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: May 24, 2011

DEFINITIONS**Records and Information Management**

Records and Information Management is the systematic control of all records, regardless of media type, from their creation or receipt, through their processing, distribution, organization, storage and retrieval to their disposition.

Record

A “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes, correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof. (Municipal Freedom of Information and Protection of Privacy Act)

Non-records

“Non-records” include, but are not limited to library and reference materials, stocks of publications and forms, extra copies for convenience, duplicate microfilm, transitory records, and personal papers.

Transitory Records

“Transitory Records” are records that hold no further value to the school Board beyond an immediate or minor transaction, or records that may be required only for a very short time, perhaps until they are made obsolete by an updated version of the record, or by a subsequent transaction or decision. Examples of transitory records include notices of meetings, routine notices or memos regarding holidays or special events circulated to all staff or posted in public folders; insignificant or inconsequential information items concerning routine administrative or operational matters; daily student work/assignments, and personal messages and information.

ACCESS TO RECORDS

Access to personal/confidential information kept by the Board shall be restricted to the individual about whom the information refers, the Board personnel who have a need to know this information in the course of their work, and to such others as is admissible within the terms of the Municipal Freedom of Information and Protection of Privacy Act, and the Education Act.

**RECORDS AND INFORMATION MANAGEMENT
CLASSIFICATION & RETENTION SYSTEM**

All Niagara Catholic schools and departments will use a standardized as approved by the Director of Education. In order to ensure and preserve the integrity of the system, any requests for changes or additions to the system must be directed to the ~~Manager of Corporate Services and Communications~~ **Coordinator of Information Management/Privacy and Freedom of Information.**

The Records and Information Management Policy of the Niagara Catholic District School Board provides a complete basic system for organizing records and controlling their retention. Included in the Records and Information Management Classification & Retention System are:

- A classification system that organizes all categories of information and allows for the uniform application of these categories in all schools and departments. The Records and Information Management Classification & Retention System shall be reviewed and updated as required to meet the needs of the Board.
- A records retention schedule that identifies the retention periods for all records in accordance with the appropriate legislation, where applicable.

The location of archival records is based on the classification of the records and coordinated through the ~~Manager of Corporate Services and Communications~~ **Coordinator of Information Management/Privacy and Freedom of Information.**

RECORDS MANAGEMENT MANUAL

The procedures for using the Records and Information Management Classification & Retention System are set out in a Records Management Manual which is distributed to all Niagara Catholic administrators, secretaries and other staff as required. The Records Management Manual shall be reviewed on a regular basis and revised as required to ensure compliance with legislation. A summary of the Niagara Catholic Records and Information Management Classification & Retention System is included as Appendix A.

Any request for information made through the Municipal Freedom of Information and Protection of Privacy Act must be directed to the ~~Manager of Corporate Services & Communications/Freedom of Information Coordinator~~ **Coordinator of Information Management/Privacy and Freedom of Information.**



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS AND INFORMATION MANAGEMENT PROGRAM

Niagara Catholic's Records and Information Management Program includes a Records and Information Management Classification & Retention System designed to help Niagara Catholic comply with the Education Act and to meet its legal obligations with respect to records. It is intended as a framework for the Board that requires a system-wide records management system to enable the Board to efficiently and effectively manage its information resources.

The records retention periods are based on legal retention periods, best practices for records management, and operational needs. Generally, schedule retention periods reflect the minimum amount of time the records need to be kept to satisfy the requirements.

Classification

The system is based on a functional classification methodology, where records and information are classified in accordance with the functions and activities they support within the Board. Records and information are classified into eleven primary functional categories, as follows:

- Administration
- Communications and Public Relations
- Facilities Management
- Finance
- Governance and Policy
- Human Resources
- Information and Computer Technology
- Legal
- Program Development and Design
- Research and Planning
- Student

Retention

Responsible Department Retention – Each record series includes a recommended department to be responsible for managing the official record to ensure that responsibility for retaining the information is assigned. The department manager or supervisor is responsible for ensuring that the department meets its records obligations. In most cases, the responsible department will be the department that originates the record.

Recommended Active Retention

Recommends a period in which the information should be managed in the active office or desk area. This is generally based on the frequency with which the information is likely to be accessed, and the goal is to minimize the amount of record storage space required in the primary work area. As a general rule, if the records in a series are referred to more than once a month, they are considered to be active. If not, they may be moved to an inactive storage area.

Recommended Inactive Retention

Recommends a period in which recorded information may be moved to a designated storage area until the end of its retention period. It is important to note that inactive storage areas must be areas that allow for the protection and preservation of records, and must be free of the risk of damage.

Disposition/Destruction of Records

Records should be destroyed as soon as possible after the approved retention periods have lapsed, as stipulated in the Records and Information Management Classification & Retention System. In most cases, this should be undertaken as an annual procedure. Paper records should be destroyed under controlled and confidential conditions by shredding. Electronic records should be destroyed by deleting them from the workstation and mainframe configurations. Employees should delete personal and transitory messages from e-mail and voice mail on a regular basis. Transferring Permanent

Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in approved retention schedules.

Summary

Updates and revisions to both the nature of records retained and the retention periods applied to them continuously evolve, therefore the Niagara Catholic Records and Information Management Program will be routinely reviewed and revised.

*For further information on the Records and Information Management System, please contact the ~~Manager of Corporate Services & Communications~~ **Coordinator of Information Management/Privacy and Freedom of Information.***

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION
POLICY (100.7)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Education Award of Distinction Policy (100.7), as presented.

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

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

Date: January 30, 2018



Niagara Catholic District School Board

**NIAGARA CATHOLIC
EDUCATION AWARD OF DISTINCTION POLICY**

STATEMENT OF POLICY

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: December 18, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board believes in the importance of recognizing individuals and groups who have made/or continue to make outstanding contributions to Catholic Education in the Niagara Region.

In honour of these contributions the Niagara Catholic District School Board has established an award known as the “Niagara Catholic Education Award of Distinction”.

Annually, these individuals or groups may be recognized with this prestigious honour.

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



Niagara Catholic District School Board

NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION POLICY

ADMINISTRATIVE PROCEDURES

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: December 18, 2012

The following administrative Procedures have been established to meet the requirements of the Board's policy on the Niagara Catholic Education Award of Distinction.

A Wall of Distinction is erected in a prominent location in the foyer of the Catholic Education Centre, to publicly proclaim the Board's esteem for those who have provided outstanding contributions to Catholic Education in the Niagara Region.

ELIGIBILITY

Any individual or group (school, parish, home, community) who has participated in, or contributed to the growth of Catholic Education in the Niagara Region.

CRITERIA

Nominees must have:

- Made a notable, significant and positive contribution to Catholic Education in the Niagara Region over a sustained period of time;
- Demonstrated recognized leadership that has had an identifiable impact and has made a significant ~~difference~~ transformation to the Catholic character of the Board
- The fundamental, all-pervasive quality that distinguishes our ~~schools~~ system as Catholic ~~schools~~ system.
- ~~Believing~~ The belief that education in the faith is possible in every aspect of ~~school life~~ education.
- ~~Striving~~ Strive to build community and the ideal of the Christian community among Catholic schools and the Niagara Catholic District School Board and the Diocese.
- ~~Accompanying~~ Accompanied ~~and guiding~~ students on their faith journey ~~which is our most sacred responsibility~~.
- Demonstrated tangible sacrifice for Catholic Education;
- ~~Inspired~~ Been an advocate for Catholic Education in the Niagara Region.

NOMINATION PROCESS

1. Each year, nominations will be invited from the public at large (through newspaper advertisements, forms available at the CEC, the schools and on the Board's website. Nominations will also be sent to the Parishes, Catholic School Councils, Diocesan Office, and groups such as past and present leaders of the Board).
2. [Nomination Forms](#) will require detailed documentation and substantiation of a nominee's contribution to Catholic Education in Niagara. This may include input from the group being nominated.
3. Each nomination will require the signed endorsement of three individuals.

4. Nominations must be sent to the Manager of Corporate Services and Communications Services, who will forward them to the designated Superintendent of Education.
5. Nominations must be received by the Manager of Corporate Communication and Communications Services at the Catholic Education Centre as announced on the Nomination Form.

SELECTION COMMITTEE

Each fall, the Director will establish a Niagara Catholic Award of Distinction Selection Committee, which will consist of the following members:

- The Chairperson of the Board or his/her designate
- The Vice-Chairperson of the Board or his/her designate
- The Director of Education or his/her designate
- The Bishop or his designate
- A Superintendent of Education
- An Elementary Principal
- A Secondary Principal
- Board Chaplaincy Leader
- Up to three additional members as selected by the Director, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

The Selection Committee will review all submissions and arrive at a final decision **for the successful and unsuccessful nominations**. Once the Committee makes a decision, it will be promptly communicated to the Board **and to the recipient(s)** through the Director of Education.

PRESENTATION OF THE AWARD

1. The Award will be announced and presented annually. The recipient(s) will also be publicized through the local media.
2. The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

THE NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION NOMINATION FORM

FOR THE YEAR _____

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act., and will be used to identify nominees for The Niagara Catholic Education Award of Distinction. Questions about this collection should be directed to Frank Iannantuono, Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario, L3C 7C1 905-735-0240

NOMINEE

FIRST NAME	LAST NAME	GROUP NAME (if applicable)
STREET ADDRESS		
CITY	POSTAL CODE	TELEPHONE

NOMINATED BY

FULL NAME	PHONE NUMBER
ADDRESS	SIGNATURE

See Contribution to Catholic Education form to be completed on reverse

ENDORSED BY

1	FULL NAME	PHONE NUMBER
	ADDRESS	SIGNATURE
2	FULL NAME	PHONE NUMBER
	ADDRESS	SIGNATURE
3	FULL NAME	PHONE NUMBER
	ADDRESS	SIGNATURE

DATE OF SUBMISSION _____

**TO BE FORWARDED TO FRANK IANNANTUONO, SUPERINTENDENT OF EDUCATION/HUMAN RESOURCES
NO LATER THAN NOVEMBER 30th DATE**

CONTRIBUTION TO CATHOLIC EDUCATION FORM

(not to exceed one page)

DATE RECEIVED: _____

RECEIVED BY : _____

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ASSIGNMENT OF PRINCIPALS & VICE-PRINCIPALS POLICY
(202.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Assignment of Principals & Vice-Principals Policy (202.1), as presented.

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

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

Date: January 30, 2018



Niagara Catholic District School Board

**ASSIGNMENT OF PRINCIPALS
& VICE-PRINCIPALS POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No 202.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 23, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School, the Board believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

The Board requires a Principal and/or Vice Principal who is a person of faith, vision, commitment and leadership. Our schools benefit from a continuity and stability in leadership. The Principal and Vice Principal's tenure at a school should normally be of sufficient duration for the development and evidence of strength in the following areas:

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

Catholic Principals and Vice-Principals are part of the leadership team of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

Principals and Vice Principals will experience assignments to different schools throughout their career.

Annually **or as required**, Senior Administrative Council will review the assignment and/or reassignment of Principals and Vice-Principals. Consultation with the individuals involved will be part of the process. A Principal or Vice-Principal may also initiate a reassignment.

The Director of Education will assign a Principal or Vice-Principal, based on system leadership needs and will report to the Board on the assignments of Principals and Vice Principals.

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

References

- [**Student Achievement and School Board Governance Act, 2009**](#)
- [**Education Act and Regulations**](#)
- [**Ontario Leadership Strategy**](#)
- [**Catholic Leadership Framework**](#)



Niagara Catholic District School Board

**ASSIGNMENT OF PRINCIPALS
& VICE-PRINCIPALS POLICY****ADMINISTRATIVE PROCEDURES**

200 – Human Resources

Policy No 202.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 23, 2012

Assignment of duties for Principals and Vice-Principals will be based on the following criteria:

1. Each school will be assigned a Principal.
2. Vice-Principals assigned to Elementary Schools will include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
3. As a minimum, all Secondary schools will have one (1) full time Vice-Principal. Additional Vice-Principals assigned to Secondary Schools may include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
4. In consultation with the school Principal, any assigned teaching, instructional, resource or support duties of the Vice-Principal must be approved by Senior Administrative Council on an annual basis.
5. A Principal or Vice-Principal may initiate a request for reassignment. This will normally occur through the Principal/Vice-Principal Transfer Request Form as issued by the Superintendent of Human Resources.
6. When required, the Director may appoint an Acting Principal. The Acting Principal will hold the qualifications of a Principal and may supervise one or two elementary schools operated by the Board. The Acting Principal shall be in charge of the school and shall perform the duties of the Principal subject to the authority of the Family of Schools' Supervisory Officer.
7. The calculation of Vice-Principal Allotment will be determined by school enrolment and based upon the FTE (Full time Equivalent) as of March 31st of the previous year giving consideration to projected enrolment increases and/or decreases ~~as of September~~ in the current year.
8. The Director of Education may assign additional Vice-Principal time to a school regardless of enrolment.
9. Appointments, assignments and/or reassignments of Principals and/or Vice-Principals will be made by the Director of Education with consideration **given** to the Principal Profile **as completed** and submitted by the Catholic School Council. Appointments and assignments will be reported to the Board.
10. The Director of Education may transfer and/or remove a Vice-Principal to or from a school regardless of the student enrolment based on, but not limited to the following:
 - Budget availability
 - System Leadership needs
 - Specific school needs
 - Increasing enrolment trends and/or boundary changes

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE ATTENDANCE DURING INCLEMENT WEATHER
& WORKPLACE CLOSURE POLICY (201.9)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9), as presented.

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

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

Date: January 30, 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: March 27, 2012

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

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

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

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

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

References

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



Niagara Catholic District School Board

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

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: March 27, 2012

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. 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 his/her Principal or immediate Supervisor **upon arrival at the alternate location**, indicating his/her estimated 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 his/her normal hours of duty. **Upon arrival at the alternate location**, the employee is responsible to contact by phone his/her Principal and/or Supervisor to inform them of his/her location.
4. If an employee reports to an alternative work location, he/she is under the authority of the Principal and/or Supervisor of that school or facility for his/her 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, 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 he/she must notify by phone his/her 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 his/her 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 his/her 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)
 - 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
JANUARY 30, 2018**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
NUTRITION POLICY (302.7)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Nutrition Policy (302.7), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Date: January 30, 2018



Niagara Catholic District School Board

NUTRITION POLICY

STATEMENT OF POLICY

Section 200 – Human Resources

Policy No 302.7

Adopted Date: June 21, 2005

Latest Reviewed/Revised Date: March 29, 2011

~~The Niagara Catholic District School Board~~ views human life as an integration of body, mind, and spirit, with an appreciation of the sacredness of the human body as a gift from God.

The ~~Niagara Catholic District School Board~~ is committed to supporting a healthy school environment ~~that enhances for the proper growth and development of students. Good nutrition is vital to the health and well-being of each student and his/her~~ **each student's** potential to learn. In accordance with the ~~Church's teachings of the Catholic Church, it is the policy of the Board to~~ **Niagara Catholic** provides in all its operations an educational environment which supports and enables diversity within its Catholic community. The Board supports students and parents/guardians in making healthy food and beverage choices on a regular basis. **A healthy school environment enhances a student's learning and success, and social and emotional well-being.**

~~The Niagara Catholic District School Board believes that schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy choices, preparing food in a healthy way, and reinforcing those lessons through school practices. The Board believes that the nutritional choices can be positively influenced through role modeling.~~

Schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy choices, preparing food in a healthy way, and reinforcing those lessons through school practices.

Food and beverages provided by the Niagara Catholic District School Board for students in a school setting will meet and may exceed the requirements of current legislation.

~~Schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy choices, preparing food in a healthy way, and reinforcing those lessons through school practices.~~ **RELOCATED ABOVE**

This policy applies to all schools and other Board sites.

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

References:

- [**Health Canada's Healthy Eating Strategy**](#)
- [**Canada's Food Guide**](#)
- [**Education Act, Subsection 8\(1\), Paragraphs 29.3 and 29.4, Part XIII.1 Nutrition Standards, S.317-S.320**](#)
- [**Health Protection and Promotion Act, Regulation 562, "Food Premises"**](#)
- ~~[**Ministry of Children and Youth Services, Student Nutrition Program Nutrition Guidelines, July 2008**](#)~~
- ~~[**Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2**](#)~~
- [**Ontario Catholic School Graduate Expectations, Institute for Catholic Education**](#)
- [**Ontario Ministry of Education Healthy Schools**](#)
- [**Ontario Public Health Standards, 2008, revised March, 2017**](#)

- [Ontario Regulation 200/08, “Trans Fat Standards”](#)
- [Ontario Society of Nutrition Professionals in Public Health Call to Action: Creating a Healthy School Nutrition Environment](#)
- [Policy/Program Memorandum No. 150: School Food and Beverage Policy: Policy/Program Memorandum No. 150—Revised Version, \(October 4, 2010\)](#)
- [Ministry of Education School Food and Beverage Policy: Resource Guide 2010](#)
- [Ontario School Food and Beverage Policy Elementary Teacher Resource Guide 2011](#)
- [Ontario School Food and Beverage Policy Secondary Teacher Resource Guide 2012](#)
- [Serve It Up! Recipes That Meet the School Food and Beverage Policy Nutrition Standards, 2013](#)
- [Ministry of Children and Youth Services, Student Nutrition Program Nutrition Guidelines, July 2008-2016](#)
- [BrightBites.ca](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [Anaphylaxis Policy \(302.1\)](#)
 - [Religious Accommodation Policy \(100.10.1\)](#)
 - [Bottle Water Policy \(701.5\)](#)



NUTRITION POLICY

ADMINISTRATIVE PROCEDURES

RATIONALE

~~The school food and beverage policy~~ **A healthy school nutrition environment** contributes to improved education and health outcomes for all students. Research shows that “health and education success are intertwined: schools cannot achieve their primary mission of education if students are not healthy”¹ and that “healthy eating patterns in childhood and adolescence promote optimal childhood health, growth, and intellectual development”².

~~The school environment profoundly influences students’ attitudes, preferences, and behaviours. Research also shows that when nutritionally inadequate food and beverages are available and promoted at school every day, even along with healthier food and beverages, it becomes increasingly difficult for students to have a healthy diet.~~

~~The implementation of the school food and beverage policy in Ontario’s publicly funded schools will [hopefully] contribute to reducing students’ risk of developing serious, chronic diseases, such as heart disease, type 2 diabetes, and certain types of cancer.~~

~~The~~ **Policy/Program Memorandum No. 150: sSchool fFood and bBeverage pPolicy** constitutes a comprehensive approach **applies** to the sale of food and beverages in schools province-wide. The implementation of this policy **as part of a comprehensive approach to creating a healthy school nutrition environment** is another important step in creating healthier schools in Ontario. It also reinforces the knowledge, skills, and attitudes regarding healthy eating that are developed through the various subjects and disciplines in the Ontario curriculum.

The Ontario **gGovernment** and the Niagara Catholic District School Board are committed to making schools healthier places for students in order to establish the conditions needed to realize the potential of all students. A healthy school environment enhances student learning and success, and enhances students’ social and emotional well-being.

APPLICATION

The Niagara Catholic District School Board must ensure that all food and beverages sold on school premises for school purposes meet the requirements of ~~School Food and Beverage Policy, Policy/Program Memorandum No. 150: School Food and Beverage Policy; Policy/Program Memorandum No. 150—Revised Version, (October 4, 2010);~~ including the nutrition standards set out in the Appendix to this memorandum, **by September 2011**. The nutrition standards apply to all food and beverages sold in all venues (e.g., cafeterias, vending machines, tuck shops), through all programs (e.g., catered lunch programs) and at all events (e.g., **open houses**, ~~bake sales~~, sports events).

POLICY/PROGRAM MEMORANDUM NO. 150: SCHOOL FOOD AND BEVERAGE POLICY NUTRITION STANDARDS

~~The~~ **Policy/Program Memorandum No. 150: School Food and Beverage Policy** nutrition standards **embody** ~~the principles of healthy eating outlined in Canada’s Food Guide, and~~ are intended to ensure that the food and beverages sold in schools contribute to students’ healthy growth and development. The nutrition standards for food and beverages are set out within the following two sections:

[Nutrition Standards for Food](#)

Food is divided into “Vegetables and Fruit”, “Grain Products”, “Milk and Alternatives”, and “Meat and Alternatives”, following Canada’s Food Guide. There are also “Mixed Dishes”, for products that contain more than one major ingredient (e.g., pizza, pasta, soup, salads, and sandwiches), and “Miscellaneous Items”, for items that are to be used in limited amounts (e.g., condiments, sauces, dips, oils, dressings) and for confectionery, which is not permitted for sale (e.g., candy, chocolate).

[Nutrition Standards for Beverages](#)

Standards for beverages are provided separately for elementary schools and secondary schools.

The above two sections outline nutrition criteria that food and beverages must meet in order to be sold in schools. The nutrition criteria are provided in the following categories:

Sell Most (≥ 80%). Products in this category are the healthiest options and generally have higher levels of essential nutrients and lower amounts of fat, sugar, and/or sodium. They must make up at least 80 per cent of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices.

Sell Less (≤ 20%). Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than food and beverages in the “Sell Most” category. They must make up no more than 20 per cent of all food choices that are available for sale in all venues, through all programs, and at all events. The same requirement applies to beverage choices.

Not Permitted for Sale. Products in this category generally contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g., deep-fried and other fried foods, confectionery). Food and beverages in this category may not be sold in schools.

Often a type of food or beverage (e.g. bread, meat, cheese) will fit all three of the above categories, depending on its nutritional value. To determine whether a specific product may be sold in schools, it is necessary to read the information on the food label – particularly the Nutrition Facts table and the ingredient list – and compare this information with the nutrition criteria.

ADDITIONAL REQUIREMENTS

As set out in the **Policy/Program Memorandum No. 150: School Food and Beverage Policy, School Food and Beverage Policy: Policy/Program Memorandum No. 150 – Revised Version, (October 4, 2010)**, the following requirements must also be met:

- School boards must comply with Ontario Regulation 200/08, “Trans Fat Standards”, and any other applicable regulations made under the Education Act.
- Food and beverages must be prepared, served, and stored in accordance with Regulation 562, “Food Premises”, as amended, made under the Health Protection and Promotion Act.
- School boards must ensure that students have access to drinking water during the school day.
- The diversity of students and staff must be taken into consideration in order to accommodate religious and/or cultural needs.
- ~~In order to establish an environment that reduces the risks for all students who suffer severe, life threatening allergic reactions (anaphylaxis) to certain foods, Principals and staff must~~ **are required to follow the Administrative Procedures as outlined in the Niagara Catholic Anaphylaxis Policy 302.1 of the Niagara Catholic District School Board.**

Principals and staff are also required to follow the Niagara Catholic Bottle Water Policy 701.5.

NUTRITION STANDARDS EXEMPTIONS

The **nutrition** standards do not apply to food and beverages that are:

- Offered in schools to students and staff at no cost;
- Brought from home or purchased off school premises and are not for resale in schools;
- Available for purchase during field trips off school premises;
- Sold in schools for non-school purposes (e.g., sold by an outside organization that is using the gymnasium during and/or after school hours for non-school-related event);
- Sold for fundraising activities that occur off school premises;
- Sold in staff rooms.

Notwithstanding these exemptions, **Niagara Catholic** schools ~~are encouraged to~~ **should** promote and advocate for food and beverage choices that meet the nutrition standards set out in this policy, with emphasis on selecting choices from the **“Sell Most”** category, with their students, staff and school communities.

CONNECTION TO NUTRITION TOOLS FOR SCHOOLS © ~~Nutrition Standards~~ **BrightBites.ca**

Schools are also encouraged to ~~consider food and beverage selections from the following additional nutrition criterion as referenced in the Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2.~~ **join BrightBites.ca for easy-to-use, engaging ideas for optimizing the school nutrition environment. BrightBites breaks school nutrition down into bite-size challenges (online badges) on topics such as: celebrations, fundraising, packed lunches, etc. BrightBites is written and maintained by members of the Ontario Society of Nutrition Professionals in Public Health (OSNPPH).**

Maximum Nutritional Value. ~~Products in this category meet or exceed P/PM 150 because they are: i) Part of the four food groups in Canada’s Food Guide; ii) Higher in nutrients needed for optimal growth and development (e.g. iron, vitamin D, calcium, vitamin C, vitamin A, protein, fibre); iii) Lower in unhealthy fats (i.e., saturated fat and trans fat) and usually contain little or no added salt and sugars.~~

FUNDRAISERS

When fundraisers include food or beverage items, schools are only to select foods and beverages from the **“Sell Most”** category. ~~Schools are encouraged to promote and advocate for food and beverage choices that meet the “Maximum Nutritional Value” as referenced in the Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2.~~

EXEMPTION FOR SPECIAL EVENTS

The Principal may designate up to ten days during the school year as special event days on which food and beverages sold in schools would be exempt from the nutrition standards outlined in ~~P/PM Policy/Program No. 150: School Food and Beverage Policy~~. The Principal must consult with the Catholic School Council and student representatives, where applicable, prior to designating a day as a special event day.

However, on special event days, schools are highly encouraged to sell food and beverages that meet the nutrition standards set out in this ~~policy.~~ **policy.**

STUDENT NUTRITION PROGRAMS

Food ~~and or~~ beverages served in student nutrition programs (e.g. **funded by the** Ministry of Children and Youth Services ~~Student Nutrition~~) must meet the nutrition standards set out by the Ministry of Children and Youth Services, Student Nutrition Program Nutrition Guidelines, ~~July 2008~~ **2016**.

FOOD AND BEVERAGES PROVIDED FOR MEETINGS

On occasion, school communities and Board level staff provide food and beverages during meetings or special events. If food and/or beverages are offered, schools and staff are to provide food and beverages that meet the nutrition standards set out in this ~~policy.~~ **policy.**

PRACTICES FOR CONSIDERATION

All Niagara Catholic schools should take into consideration the following when food or beverages are sold or provided in schools:

- Endeavour to offer, when available and where possible, food and beverages that are produced in the Niagara Region.
- Offer, when available and where possible, food and beverages that are produced in Ontario.
- Be environmentally aware (e.g., reduce food waste, reuse containers, recycle food scraps).
- Avoid offering food or beverages as a reward or an incentive for good behaviour, achievement, or participation. ~~If these items are offered, they must be of “Maximum Nutritional Value” as referenced in the Nutrition Standards, Nutrition Tools for Schools©, Ontario Society of Nutrition Professionals in Public Health, October 2010 v2.~~

IMPLEMENTATION AND MONITORING

The Niagara Catholic District School Board encourages ~~our~~ schools to continue to work with students, parents, school staff, community members, ~~public health professionals~~ school nurses and/or public health dietician, and food service providers to ensure that appropriate strategies are in place to implement this Policy and Administrative Procedures. ~~Under Ontario Public Health Standards, 2008, boards of health have a mandate to work with school boards and schools on healthy eating in schools. Schools are encouraged to consult with their school nurses to implement the nutrition standards.~~

[School Food and Beverage Policy: Policy/Program Memorandum No. 150 – Revised Version, \(October 4, 2010\) – Nutrition Standards for Ontario Schools](#)

1. M.M. Storey, M. S. Nanney, and M. B. Schwartz, “Schools and Obesity Prevention: Creating School Environments and Policies to Promote Healthy Eating and Physical Activity”, *The Milbank Quarterly*, 87(1), (2009), p. 72.
2. Centers for Disease Control and Prevention, Guidelines for School Health Programs to Promote Lifelong Healthy Eating, *MMWR* 1996; 45 (No. RR-9), p. 1.
3. ~~Dieticians of Canada, “School Food and Nutrition Recommendations for Ontario Ministry of Education Regarding Snacks and Beverages Dispensed by Vending Machines”, p. 3, published with Ontario Ministry of Education, Policy/Program Memorandum No. 135, “Healthy Foods and Beverages in Elementary School Vending Machines”, October 20, 2004.~~
4. ~~For further information, see Foundations for a Healthy School, at www.ontario.ca/healthyschools.~~
5. ~~Rationale for a School Food and Beverage Policy, School Food and Beverage Policy: Policy/Program Memorandum No. 150 – Revised Version, (October 4, 2010).~~

APPENDIX: NUTRITION STANDARDS FOR ONTARIO SCHOOLS

Read the information on the food label – particularly the Nutrition Facts table and the ingredient list – and compare this information with the nutrition criteria outlined below in order to determine whether a food or beverage may be sold at the school.

Products in the “Sell Most” category must make up *at least 80 per cent* of all food choices and *at least 80 per cent* of all beverage choices that are available for sale in all venues, through all programs, and at all events on school premises.

Products in the “Sell Less” category must make up *no more than 20 per cent* of all food choices and *no more than 20 per cent* of all beverage choices that are available for sale in all venues, through all programs, and at all events on school premises.

Nutrition Standards for Food

All food sold in schools must meet the standards set out in Ontario Regulation 200/08, “Trans Fat Standards”, made under the Education Act.

Vegetables and Fruit

<ul style="list-style-type: none"> • Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list on the food label. • See the section “Nutrition Standards for Beverages” for the nutrition criteria for vegetable and fruit juices and juice blends. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Fresh, Frozen, Canned, and Dried Vegetables and Fruit	<p>Vegetable or fruit is the first item on the ingredient list and Fat: ≤ 3g and Sodium: ≤ 360mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Fresh or frozen vegetables with little or no added salt • Fresh or frozen fruit with no added sugar • Canned vegetables • Canned fruit packed in juice or light syrup • Unsweetened apple sauce • Some low-fat frozen potato products, including French fries • Some dried fruit and 100% fruit leathers* 	<p>Vegetable or fruit is the first item on the ingredient list and Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Some dried fruit and 100% fruit leathers • Lightly seasoned or sauced vegetables and fruit • Some prepared mixed vegetables 	<p>Sugar** is the first item on the ingredient list or Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg</p> <p>Examples:</p> <ul style="list-style-type: none"> • Vegetable and fruit products prepared with higher amounts of fat, sugar, and/or salt, including deep-fried vegetables • Some packaged frozen and deep-fried potato products, including hash browns and French fries • Some fruit snacks made with juice (e.g., gummies, fruit rolls)

Vegetables and Fruit (cont.)

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Canned Tomatoes and Tomato-Based Products	Fat: ≤ 3g and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some whole, crushed, or diced tomatoes • Some pasta sauce 		Fat: > 3g or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Whole, crushed, or diced tomatoes that are higher in fat or sodium • Pasta sauce that is higher in fat or sodium
Vegetable and Fruit Chips	Fat: ≤ 3g and Sodium: ≤ 240mg <i>Examples:</i> <ul style="list-style-type: none"> • Some lower-fat, lower-sodium vegetable chips (e.g., potato, carrot) • Some lower-fat, lower-sodium fruit chips (e.g., banana, apple, pear) 	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetable chips (e.g., potato, carrot) • Some fruit chips (e.g., banana, apple, pear) 	Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetable chips that are higher in fat or sodium • Some fruit chips that are higher in fat or sodium

*Food high in sugars and starches (natural or added) can leave particles clinging to the teeth and put dental health at risk. Vegetable and fruit choices of particular concern include fruit leathers, dried fruit, and chips (potato or other). It is suggested that these foods be eaten only at meal times and that foods that clear quickly from the mouth be eaten at snack times, such as fresh (raw or cooked), canned, or frozen vegetables or fruit.

**Look for other words for sugar, such as *glucose, fructose, sucrose, dextrose, dextrin, corn syrup, maple syrup, cane sugar, honey, and concentrated fruit juice.*

Grain Products

<ul style="list-style-type: none"> • Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list on the food label. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Bread	<p>Whole grain is the first item on the ingredient list and Saturated fat: ≤ 2g and Sodium: ≤ 240mg and Fibre: ≥ 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Whole grain breads, including buns, bagels, English muffins, rolls, naan, pitas, tortillas, chapattis, rotis, bannock • Whole grain pizza dough and flatbread 	<p>Saturated fat: ≤ 2g and Sodium: ≤ 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • White (enriched) breads, including buns, bagels, English muffins, rolls, naan, pitas, tortillas, chapattis, rotis, bannock • White (enriched) pizza dough 	<p>Saturated fat: > 2g or Sodium: > 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • White breads that are higher in fat or sodium • Some cheese breads, scones, and biscuits
Pasta, Rice, and Other Grains	<p>Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 240mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Whole wheat or white (enriched) pasta, including couscous • White, brown, and wild rice, rice noodles, and soba noodles • Quinoa, bulgur, wheat berries, spelt, and other whole grains 	<p>Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some pasta, rice, and other grains 	<p>Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some pasta, rice, and other grains that are higher in fat, saturated fat, or sodium
Baked Goods	<p>Fat: ≤ 5g and Saturated fat: ≤ 2g and Fibre: ≥ 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some muffins, cookies, grain-based bars • Some whole grain waffles and pancakes 	<p>Fat: ≤ 10g and Saturated fat: ≤ 2g and Fibre: ≥ 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Some muffins, cookies, grain-based bars, snacks • Some waffles and pancakes 	<p>Fat: > 10g or Saturated fat: > 2g or Fibre: < 2g</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • Most croissants, danishes, cakes, doughnuts, pies, turnovers, pastries • Some cookies and squares

Grain Products (cont.)

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Grain-Based Snacks	Fat: ≤ 3g and Saturated fat: ≤ 2g and Sodium: ≤ 240mg <i>Examples:</i> <ul style="list-style-type: none"> • Some whole grain crackers, pita chips, and flatbreads • Some packaged crackers and popcorn 	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Some crackers, pretzels, and popcorn 	Fat: > 5g or Saturated fat: > 2g or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Crackers, pretzels, and popcorn higher in fat and sodium • Most corn chips and other snack mixes
Cereals	Whole grain is the first item on the ingredient list and Saturated fat: ≤ 2g and Fibre: ≥ 2g <i>Examples:</i> <ul style="list-style-type: none"> • Some breakfast cereals, including oatmeal, some granola, and cold cereals containing fibre 		Whole grain is <i>not</i> the first item on the ingredient list or Saturated fat: > 2g or Fibre: < 2g <i>Examples:</i> <ul style="list-style-type: none"> • Some breakfast cereals

Milk and Alternatives

- Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list on the food label.
- See the section “Nutrition Standards for Beverages” for the nutrition criteria for fluid milk and fluid milk alternatives.

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Yogurt/Kefir	Fat: ≤ 3.25% M.F.* or ≤ 3g <i>Examples:</i> <ul style="list-style-type: none"> • Plain and flavoured yogurt, yogurt tubes 		Fat: > 3.25% M.F. or > 3g <i>Examples:</i> <ul style="list-style-type: none"> • Yogurt higher in fat, such as Balkan-style
Cheese**	Fat: ≤ 20% M.F. and Sodium: ≤ 360mg and Calcium: ≥ 15% DV*** <i>Examples:</i> <ul style="list-style-type: none"> • Cheeses lower in fat and sodium, including part-skim mozzarella, light cheddar, some Swiss and ricotta 	Sodium: ≤ 480mg and Calcium: ≥ 15% DV <i>Examples:</i> <ul style="list-style-type: none"> • Most hard and soft, non-processed cheese, including cheddar, mozzarella, brick, parmesan, some feta, Monterey jack, havarti, and gouda; cottage cheese, cheese curds, and cheese strings 	Sodium: > 480mg or Calcium: < 15% DV <i>Examples:</i> <ul style="list-style-type: none"> • Some processed cheese products • Most cream cheese
Milk-Based Desserts		Fat: ≤ 5g and Sodium: ≤ 360mg and Calcium: ≥ 5% DV <i>Examples:</i> <ul style="list-style-type: none"> • Some frozen yogurt, puddings, custards, ice milk, gelato 	Fat: > 5g or Sodium: > 360mg or Calcium: < 5% DV <i>Examples:</i> <ul style="list-style-type: none"> • Some puddings • Most frozen desserts high in fat and sugar, including ice cream, ice cream bars, ice cream cakes, and ice cream sandwiches

*M.F. = Milk Fat. The amount can be found on the front of the food label.

**Encourage selection of lower-fat cheese options.

***DV = Daily Value.

Meat and Alternatives

- Compare the nutrition criteria below with the Nutrition Facts table and ingredient list on the food label.
- Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying.

	Sell Most ($\geq 80\%$)	Sell Less ($\leq 20\%$)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Fresh and Frozen Meat	Fat: $\leq 10\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Extra-lean ground meat • Lean beef, goat, lamb, pork, or poultry • Some breaded chicken strips and nuggets • Some lean meatballs • Some lean hamburger patties 	Fat: $\leq 14\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Lean ground meat • Beef, goat, lamb, pork, or poultry • Some breaded chicken strips and nuggets • Some meatballs • Some hamburger patties 	Fat: $> 14\text{g}$ or Sodium: $> 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Meat that contains higher amounts of fat or sodium, including chicken wings, bacon, pork and beef ribs • Some wieners • Most pepperoni sticks • Most beef/turkey jerk products
Deli (Sandwich) Meat	Fat: $\leq 5\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some lean deli meat 	Fat: $\leq 5\text{g}$ and Sodium: $\leq 600\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some lean deli meat 	Fat: $> 5\text{g}$ or Sodium: $> 600\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Deli meat higher in fat or sodium
Fish	Fat: $\leq 8\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Fresh, frozen, or canned fish 	Fat: $\leq 12\text{g}$ and Sodium: $\leq 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some frozen, breaded fish (e.g., fish sticks) • Fresh, frozen, or canned fish 	Fat: $> 12\text{g}$ or Sodium: $> 480\text{mg}$ <i>Examples:</i> <ul style="list-style-type: none"> • Some breaded or battered fish higher in added fat or sodium • Fresh or frozen fish with a higher mercury content*
Eggs	Fat: $\leq 7\text{g}$ and Sodium: $\leq 480\text{mg}$		Fat: $> 7\text{g}$ or Sodium: $> 480\text{mg}$

Meat and Alternatives (cont.)

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Nuts, Protein Butters, and Seeds	Not coated with candy, chocolate, sugar, or yogurt and Sodium: ≤ 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Nut, legume, and seed butters, including peanut, almond, walnut, soy, sesame, and sunflower • Nuts and seeds, including almonds, walnuts, peanuts, sunflower seeds, pumpkin seeds (papas) 		Coated with candy, chocolate, sugar, and/or yogurt or Sodium: > 480mg <i>Examples:</i> <ul style="list-style-type: none"> • Coated nuts • Some roasted and salted nuts
Meat Alternatives, such as Tofu, Beans, and Lentils	Fat: ≤ 8g and Sodium: ≤ 480mg and Protein: ≥ 10g <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetarian burgers, simulated meat strips, veggie meatballs, veggie ground round, veggie wieners and sausages, tofu and tempeh • Beans and lentils 		Fat: > 8g or Sodium: > 480mg or Protein: < 10g <i>Examples:</i> <ul style="list-style-type: none"> • Some vegetarian products high in sodium • Some meat alternatives that are higher in fat or sodium or lower in protein

*Certain types of fish may contain levels of mercury that can be harmful to human health. Fish caught in local lakes and streams may have different levels of mercury from those found in stores. Canned “light” tuna contains less mercury than “white” or “albacore” tuna, and salmon generally has low levels of mercury. See Health Canada’s website for continually updated information and a list of fish with low levels of mercury, at <http://www.hc-sc.gc.ca/fn-an/securit/chem-chim/environ/mercur/cons-adv-etud-eng.php>.

Mixed Dishes

Note: Mixed dishes are products that contain more than one major ingredient.

Mixed Dishes With a Nutrition Facts Table			
<ul style="list-style-type: none"> • Compare the nutrition criteria below with the Nutrition Facts table and the ingredient list provided by the supplier. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Entrées (e.g., frozen pizza, sandwiches, pasta, hot dogs)	Fat: ≤ 10g and Saturated fat: ≤ 5g and Sodium: ≤ 960mg and Fibre: ≥ 2g and Protein: ≥ 10g	Fat: ≤ 15g and Saturated fat: ≤ 7g and Sodium: ≤ 960mg and Fibre: ≥ 2g and Protein: ≥ 7g	Fat: > 15g or Saturated fat: > 7g or Sodium: > 960mg or Fibre: < 2g or Protein: < 7g
Soups	Fat: ≤ 3g and Sodium: ≤ 720mg and Fibre: ≥ 2g	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 720mg	Fat: > 5g or Saturated fat: > 2g or Sodium: > 720mg
Side Dishes (e.g., grain and/or vegetable salads)	Fat: ≤ 5g and Saturated fat: ≤ 2g and Sodium: ≤ 360mg and Fibre: ≥ 2g	Fat: ≤ 7g and Saturated fat: ≤ 2g and Sodium: ≤ 360mg	Fat: > 7g or Saturated fat: > 2g or Sodium: > 360mg

Mixed Dishes (cont.)

Mixed Dishes Without a Nutrition Facts Table			
<ul style="list-style-type: none"> • For every ingredient used, refer to the nutrition criteria in this appendix for the appropriate food groups. • Food should always be prepared in a healthy way – that is, using cooking methods that require little or no added fat or sodium, such as baking, barbequing, boiling, broiling, grilling, microwaving, poaching, roasting, steaming, or stir-frying. 			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Entrées (e.g., pizza, sandwiches, pasta, hot dogs)	All major ingredients* are from the “Sell Most” category.	One or more major ingredients are from the “Sell Less” category.	Cannot be sold if prepared with any ingredients from the “Not Permitted for Sale” category.
Soups	All major ingredients are from the “Sell Most” category.	One or more major ingredients are from the “Sell Less” category.	Cannot be sold if prepared with any ingredients from the “Not Permitted for Sale” category.
Side Dishes (e.g., grain and/or vegetable salads)	All major ingredients are from the “Sell Most” category.	One or more major ingredients are from the “Sell Less” category.	Cannot be sold if prepared with any ingredients from the “Not Permitted for Sale” category.

*A major ingredient is any product that is identified in one of the food groups set out in the nutrition standards – that is, Vegetables and Fruit, Grain Products, Milk and Alternatives, and Meat and Alternatives. *All* pizza toppings are considered major ingredients.

Miscellaneous Items

Minor Ingredients	
<ul style="list-style-type: none"> • The following are considered minor ingredients and are to be used in limited amounts, as defined under “Serving Size”. • Choose products that are lower in fat and/or sodium. 	
Ingredients	Serving Size
Condiments and Spreads	≤ 15ml (1 tbsp)
Gravies and Sauces	≤ 60ml (4 tbsp)
Dips	≤ 30ml (2 tbsp)
Fats	≤ 5ml (1 tsp)
Oils and Dressings	≤ 15ml (1 tbsp)
Other (e.g., chocolate chips, coconut, olives, parmesan cheese)	≤ 15ml (1 tbsp)

Not Permitted for Sale: Confectionery (Examples)
Candy Chocolate Energy bars Licorice Gum Gummies Popsicles and freezies, if not prepared with 100% juice

Nutrition Standards for Beverages

Separate beverage standards are provided for elementary and secondary schools.

All beverages sold in schools must meet the standards set out in Ontario Regulation 200/08, “Trans Fat Standards”, made under the Education Act.

Beverages – Elementary Schools

Compare the nutrition criteria below with the Nutrition Facts table and ingredient list on the food label.			
	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Water	Plain		
Milk and Milk-Based Beverages (Plain or Flavoured)	Fat: ≤ 2% M.F.* or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV** and Container size: ≤ 250ml		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV or Container size: > 250ml
Yogurt Drinks	Fat: ≤ 3.25% M.F. or ≤ 3g and Container size: ≤ 250ml		Fat: > 3.25% M.F. or > 3g or Container size: > 250ml
Soy/Milk Alternative Beverages (Plain or Flavoured)	Fortified with calcium and vitamin D and Container size: ≤ 250ml		Unfortified or Container size: > 250ml
Juices or Blends: Vegetable or Fruit	100% juice, pulp, or purée and Unsweetened/No sugar added and Container size: ≤ 250ml		< 100% juice, pulp, or purée or Sugar in the ingredient list or Container size: > 250ml
Hot Chocolate	Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV and Container size: ≤ 250ml		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV or Container size: > 250ml
Coffee and Tea			All Coffee and Tea
Iced Tea			All Iced Tea
Energy Drinks			All Energy Drinks
Sports Drinks			All Sports Drinks
Other Beverages (e.g., soft drinks; flavoured water; “juice-ades”, such as lemonade, limeade)			All Other Beverages

*M.F. = Milk Fat. The amount can be found on the front of the food label.

**DV = Daily Value.

Beverages – Secondary Schools

Compare the nutrition criteria below with the Nutrition Facts table and ingredient list on the food label.

	Sell Most (≥ 80%)	Sell Less (≤ 20%)	Not Permitted for Sale
	Nutrition Criteria	Nutrition Criteria	Nutrition Criteria
Water	Plain		
Milk* and Milk-Based Beverages (Plain or Flavoured)	Fat: ≤ 2% M.F.** or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV***		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV
Yogurt Drinks	Fat: ≤ 3.25% M.F. or ≤ 3g		Fat: > 3.25% M.F. or > 3g
Soy/Milk Alternative Beverages (Plain or Flavoured)	Fortified with calcium and vitamin D		Unfortified
Juices or Blends: Vegetable or Fruit	100% juice, pulp, or purée and Unsweetened/No sugar added		< 100% juice, pulp, or purée or Sugar in the ingredient list
Hot Chocolate	Fat: ≤ 2% M.F. or ≤ 5g and Sugar: ≤ 28g and Calcium: ≥ 25% DV		Fat: > 2% M.F. or > 5g or Sugar: > 28g or Calcium: < 25% DV
Coffee and Tea		Decaffeinated	Caffeinated
Iced Tea		Calories: ≤ 40 and Decaffeinated	Calories: > 40 or Caffeinated
Energy Drinks			All Energy Drinks
Sports Drinks			All Sports Drinks
Other Beverages (e.g., soft drinks; flavoured water; “juice-ades”, such as lemonade, limeade)		Calories: ≤ 40 and Caffeine-free	Calories: > 40 or with caffeine

*Milk can be sold in containers that hold multiple servings.

**M.F. = Milk Fat. The amount can be found on the front of the food label.

***DV = Daily Value.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: January 30, 2018



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

STATEMENT OF POLICY

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

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

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

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

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

Conflict of Interest

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

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

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

References

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



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

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

TEACHER SELECTION

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

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

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

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

CONFLICT OF INTEREST

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

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

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

A. Selection of Candidates to be interviewed

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

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

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

Annual Board Interviews and Selection of Candidates

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

SELECTION PROCEDURES FOR NEW HIRES TO PERMANENT CONTRACT POSITIONS

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

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

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

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

TEACHER SELECTION PROCESS

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

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

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Date: January 30, 2018



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

STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.5

Adopted Date: March 28, 2006

Latest Reviewed/Revised Date: June 12, 2012

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

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

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

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

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

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

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

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

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

References:

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

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

Niagara Catholic District School Board Policies/Procedures

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



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

300 – Schools/Students

Policy No 301.5

Adopted Date: March 28, 2006

Latest Reviewed/Revised Date: June 12, 2012

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

ELECTRONIC COMMUNICATIONS SYSTEMS (STUDENTS)

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

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

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

GENERAL ELECTRONIC COMMUNICATIONS SYSTEMS

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

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

PERSONAL ELECTRONIC DEVICES

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

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

COMPUTER TECHNOLOGY USE

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

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

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

INTERNET USE

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

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

STUDENT DISCIPLINE

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 30, 2018**

TITLE: POLICY AND PROCEDURE REVIEW 2017-2018 SCHEDULE

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

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 30, 2018



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: January 30, 2018

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

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2011	800.3	Complaint Resolution	October 2017
1998	2012	800.5	Education-Based Research	October 2017
2011	2011	301.11	Student Fees	October 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	December 2017
2010	Nil	100.12	Trustee Code of Conduct	February 2018
1998	2011	600.2	Records and Information Management	February 2018
2005	2011	302.7	Nutrition	February 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	February 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	February 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	February 2018
1998	2012	100.4	Student Trustees	March 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	April 2018
2006	2012	301.5	Electronic Communications Systems (Students)	April 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	May 2018
2012	2012	302.8	Diabetes Management	May 2018
1998	2012	702.1	Playground Equipment	May 2018
2001	2012	400.3	Christian Community Service	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	June 2018
2002	2012	301.4	Fundraising	June 2018
2012	2012	701.5	Bottled Water	June 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	June 2018
NEW		NEW	Anti-Spam	