



*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, MARCH 23, 2021
4:30 P.M.**

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



Public Access Phone No: 1-647-558-0588 Meeting ID: 969 9090 4251 Password: 229589

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|---|---|
| 1. Opening Prayer – Trustee Burkholder | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of February 23, 2021 | 5 |
| 6. Governance Policies | |

Action Required

GOVERNANCE POLICIES – FOR RECOMMENDATION TO APRIL COMMITTEE OF THE WHOLE

- | | | |
|-----|---|-----|
| 6.1 | Complaint Resolution Policy (800.3) – Camillo Cipriano | 6.1 |
| 6.2 | Bullying Prevention and Intervention Policy (302.6.8) – Lee Ann Forsyth-Sells | 6.2 |
| 6.3 | Student Expulsion Policy (302.6.5) – Lee Ann Forsyth-Sells | 6.3 |
| 6.4 | Employee Workplace Harassment Policy (201.7) – Pat Rocca | 6.4 |
| 6.5 | Employee Workplace Violence Policy (201.11) – Pat Rocca | 6.5 |

GOVERNANCE POLICIES – PRIOR TO VETTING

Nil

Information

- | | | |
|-----|--|-----|
| 6.6 | Governance Policies Currently Being Vetted to March 31, 2021 | - |
| | <ul style="list-style-type: none">• Board By-Laws Policy (100.1)• Occupational Health and Safety Policy (201.6)• Student Exclusion From School or Class Policy (NEW) | |
| 6.7 | Governance Policy Review 2020-2021 Schedule – Camillo Cipriano | 6.7 |
| 7. | Date of Next Meeting | |
| | April 27, 2021 – 4:30 p.m. | |
| 8. | Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
FEBRUARY 23, 2021**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of February 23, 2021, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 23, 2021

Minutes of the Policy Committee Meeting held on Tuesday, February 23, 2021 at 4:30 p.m. in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Camillo Cipriano, Director of Education/Secretary-Treasurer.

1. **Opening Prayer**

The meeting was opened with a prayer by Trustee Prince.

2. **Election of Chair of the Policy Committee 2021**

Director Cipriano asked for nominations for the position of Chair of the Policy Committee 2021. Trustee Burkholder nominated Trustee Prince.

Director Cipriano asked Trustee Prince if she wished to stand for the position of Chair of the Policy Committee. Trustee Prince accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Burkholder

THAT nominations for the position of Chair if the Policy Committee be closed.

CARRIED

Moved by Trustee Burkholder

THAT Trustee Prince be acclaimed to the position of Chair of the Policy Committee 2021.

APPROVED

3. **Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Larry Huibers	✓			
Leanne Prince	✓			

Student Trustees:

Luca DiPietro
Sydney Yott

Staff:

Camillo Cipriano, Director of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Gino Pizzoferrato, Superintendent of Education
Pat Rocca, Superintendent of Education

Anna Pisano, Administrative Assistant, Corporate Services/Recording Secretary

4. Approval of Agenda

Moved by Trustee Huibers

THAT the February 23, 2021 Policy Committee Agenda be approved, as presented.

APPROVED

5. Declaration of Conflict of Interest

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

6. Minutes of the Policy Committee Meeting of January 26, 2021

Moved by Trustee Burkholder

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 26, 2021, as presented.

APPROVED

7. Governance Policies

ACTION REQUIRED

GOVERNANCE POLICIES - FOR RECOMMENDATION TO MARCH COMMITTEE OF THE WHOLE MEETING

7.1 Complaint Resolution Policy (800.3)

Following discussion, the Policy Committee recommended the Complaint Resolution Policy be reviewed by legal counsel and be brought back to the March 23, 2021 Policy Committee Meeting.

GOVERNANCE POLICIES - PRIOR TO VETTING

7.2 Board By-Laws Policy (100.1)

Director Cipriano, presented the Board By-Laws Policy (100.1).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Board By-Laws Policy (100.1), be vetted from February 24, 2021 to March 31, 2021 with a recommended deadline for presentation to the Policy Committee in April 2021, for consideration to the Committee of the Whole and Board in May 2021.

7.3 Attendance Support Program Policy (201.16)

Pat Rocca, Superintendent of Education/Human Resources, presented the Attendance Support Program Policy (201.16) as part of the Niagara Catholic District School Board Cyclical review and noted that no changes are being made to the Attendance Support Program Policy as this is part of our Local Collective Agreement and as such will not be changed or vetted at this time.

7.4 Occupational Health and Safety Policy (201.6)

Superintendent Rocca, presented the Occupational Health and Safety Policy (201.6).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Occupational Health and Safety Policy (201.6), be vetted from February 24, 2021 to March 31, 2021 with a recommended deadline for presentation to the Policy Committee in April 2021, for consideration to the Committee of the Whole and Board in May 2021.

7.5 Student Exclusion From School or Class Policy (NEW)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Student Exclusion From School or Class Policy (NEW).

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Student Exclusion From School or Class Policy (NEW), be vetted from February 24, 2021 to March 31, 2021 with a recommended deadline for presentation to the Policy Committee in April 2021, for consideration to the Committee of the Whole and Board in May 2021.

INFORMATION

7.6 Governance Policies Currently Being Vetted to March 8, 2021

- Bullying Prevention and Intervention Policy (302.6.8)
- Student Expulsion – Safe Schools Policy (302.6.5)
- Employee Workplace Harassment Policy (201.7)

- Employee Workplace Violence Policy (201.11)

7.7 Governance Policy Review 2020-2021 Schedule

Director Cipriano presented the Governance Policy Review 2020-2021 Schedule.

7. Date of Next Meeting

March 23, 2021 – 4:30 p.m.

8. Adjournment

The meeting adjourned at 5:16 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
COMPLAINT RESOLUTION POLICY (800.3)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Complaint Resolution Policy (800.3), as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: March 23, 2021



Niagara Catholic District School Board
COMPLAINT RESOLUTION POLICY
STATEMENT OF GOVERNANCE POLICY

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 24, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Board is 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.

~~This purpose of this policy is to support~~ the Board’s commitment and dedication to serving our educational partners by fostering ~~encouraging~~ a culture of transparency and trust. ~~that fosters a sense of comfort, without fear of reprisal.~~ This Board recognizes the importance of input, and this policy encourages the resolution of conflict within a process that is accountable, transparent and respectful of the roles of the complainant and the Board, ~~and in resolving conflict is~~ in the best interest of ~~everyone~~ students and employees involved. ~~This policy also~~ ~~Therefore,~~ This Policy is a framework ~~an avenue for the submission of complaints, and~~ provides the Board with a protocol ~~staff with protocols for handling same complaints in a fair and consistent manner, in accordance with the~~ *Education Act* and *Catholic Social Teachings*.

If a dispute can not be resolved at the level of the point of conflict, then a complainant shall, if they wish to proceed, submit a written request to the individual’s supervisor, outlining the nature of the dispute or complaint. Investigations shall be conducted fairly, justly and respect all parties involved. Anonymous complaints or complaints submitted under a pseudonym, except for complaints related to any illegal, abusive or protection matter, will not be investigated.

In addition to any internal investigation conducted by the Board, complaints of any illegal, abusive or protection matters will be referred to the appropriate investigative party, such as Niagara Regional Police, or Family and Children’s Services, as required by *Child and Family Services Act*.

~~In consultation with an employee’s supervisor, anonymous or pseudonymous complaints or material of an illegal, abusive or protection matter will be referred to the appropriate party or parties such as the police and/or Family and Children Services. Any person who has reasonable grounds to suspect that a child is or may be in need of protection, shall promptly report the suspicion and the information upon which it is based to the Niagara Family and Children’s Services. Subsection 72(1) of the~~ *Child and Family Services Act* sets out the circumstances that must be reported.

~~A complaint is defined as any oral or written communication expressing dissatisfaction or concern with the application of policies, procedures, programs, services or actions of an employee, or the Niagara Catholic District School Board (the “Board”). Those expressing an oral complaint will be required to put the complaint in writing, dating and signing the complaint to facilitate an investigation.~~

The Board offers its assurances that any complaint brought forward in good faith against a member of Niagara Catholic staff will be fully and fairly investigated. The Board prohibits harassment and retaliation against individuals who make a complaint or provide information in good faith.

DRAFT

~~The Board prohibits reprisals against complainants or individuals who provide information and who act in good faith. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or, in the case of an employee, adverse employment consequences. A reprisal includes, but is not limited to, harassment, retaliation, threat or punishment. Individuals that engage in any form of reprisal may be subject to discipline. A false and frivolous accusation or complaint is a serious offence because of the negative consequences for a respondent.~~

~~A complaint or accusation that is false, frivolous, vexatious or malicious intent or otherwise made in bad faith may be subject to discipline.~~

~~Anonymous or pseudonymous complaints or material, unless it is believed that such complaint or material references an illegal, abusive or protection matter or is otherwise required to be investigated at law, will not be considered, copied, distributed, repeated, responded to or entertained by the Board. Anonymous or pseudonymous written complaints received by staff, excluding those which it is believed refer to an illegal, abusive or protection matter will be destroyed.~~

~~The Board of Trustees and employees of the Board will cooperate to ensure that all complaints are dealt with in a fair, consistent, transparent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and an opportunity for reconciliation between the parties.~~

Niagara Catholic will respect the confidentiality of all complaints and complainants as much as possible. However, the Board's legal responsibilities may take priority over privacy in certain complaint matters.

~~Confidentiality of all complaints shall be maintained to the extent practicable and appropriate, given the circumstances between the complainant and Board employees directly involved and the Board's requirement at law.~~

~~This Policy and Administrative Operational Procedures provides the process to resolve complaints in accordance with the *Education Act* and its regulations and all applicable laws and statutes, the Mission Statement of the Board, and the social teaching of the Catholic Church on subsidiarity.~~

The Director of Education will issue [Administrative Operational Procedures](#) in support of this policy.

References

- [Education Act, R.S.O. 1990, c. E.2](#)
- [Child and Family Services Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Teaching Profession Act](#)
- *Niagara Catholic District School Board Policies/Procedures/Documents*
 - [Board By-Laws Policy \(100.1\)](#)
 - [Trustee Code of Conduct Policy \(100.12\)](#)
 - [Family and Children Services Protocol](#)
 - [Ombudsman Act](#)

Adopted Date:	April 28, 1998
Revision History:	June 15, 2010 March 29, 2011 October 24, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
BULLYING PREVENTION AND INTERVENTION POLICY
(302.6.8)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Bullying Prevention and Intervention Policy (302.6.8), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: March 23, 2021



Niagara Catholic District School Board

BULLYING PREVENTION AND INTERVENTION POLICY

STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 302.6.8

Adopted Date: November 25, 2003

Latest Reviewed/Revised Date: June 18, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to **creating and sustaining** schools and workplaces that are Christ-centred, healthy, safe, and inclusive, where all members are accepted and welcomed in **safe** teaching, learning and working environments, free from any form of bullying. The principles of equity and inclusive education are embedded in teaching and learning environments to support a positive school climate and a culture of mutual respect.

The Board promotes and supports positive behaviours that reflect Catholic **Gospel** values, the Ontario Catholic School Graduate Expectations, and the provincial, **and** Board ~~and School~~ Codes of Conduct.

The Board acknowledges that any form of bullying **including cyber-bullying** adversely affects a student's well-being and ability to learn, adversely affects the school climate, including healthy relationships. **Any form of bullying** ~~, and~~ will not be accepted on school property **and** sites, transportation, at school-related activities, or in any other circumstances (~~e.g., online~~) where engaging in bullying will have a negative impact on the school climate.

Therefore, ~~in accordance with the Accepting Schools Act, the Ministry of Education PPM 144 (2018), and the provincial, Board and School Codes of Conduct,~~ all members of the school community, staff, students, parents/guardians and visitors, **are expected to** ~~will~~ be respectful to one another at all times and are responsible to create **and maintain**, safe, inclusive and accepting school environments **and work environments** free from bullying.

~~When establishing the Board Bullying Prevention and Intervention Plan, the Board will engage students, teachers, Principals, and other staff of the Board, volunteers working in the schools, parents/guardians of students, and Catholic School Councils. The Board will also consult with Student Senates, the Special Education Advisory Committee, the Niagara Catholic Parent Involvement Committee, and the Indigenous Education Advisory Council. The Board Bullying Prevention and Intervention Plan~~ **has been developed in consultation with stakeholders** **and** is available ~~to the public through~~ **on** the Board and school websites.

~~Niagara Catholic schools will implement the Board's Plan and include a specified bullying prevention and intervention statement in their School Code of Conduct to be included in Student Handbooks.~~

The Director of Education will issue [*Administrative Operational Procedures*](#) for the implementation of this Policy.

References

- [*Accepting Schools Act*](#)
- [*Accessibility for Ontarians with Disabilities Act 2005*](#)
- [*Caring and Safe Schools in Ontario*](#)
- [*Child & Family Services Review Board*](#)
- [*Child, Youth and Family Services Act 2017*](#)
- [*Education Act and Regulations*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Catholic School Graduation Expectations*](#)
- [*Ontario Human Rights Code*](#)
- [*Ontario Student Record \(OSR\) Guideline, 2000 \(Revised 2020\)*](#)

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- [Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education](#)
- [Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018](#)
- [Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018](#)
- [Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018](#)
- [Provincial Code of Conduct](#)
- [Regulation 472/07: Behaviour, Discipline and Safety of Pupils](#)
- [Smoke-Free Ontario Act 2017](#)

Niagara Catholic District School Board Policies/Procedures/Documents

- [Access to Board Premises \(302.6.3\) AOP](#)
- [Accessibility Standards Policy \(800.8\)](#)
- [Bullying Prevention and Intervention Policy \(302.6.8\)](#)
- [Catholic School Councils \(800.1\) AOP](#)
- [Code of Conduct Policy \(302.6.2\)](#)
- [Complaint Resolution Policy \(800.3\)](#)
- [Criminal Background Check \(302.6.7\) AOP](#)
- [Dress Code – Secondary Uniform Policy \(302.6.6\)](#)
- [Electronic Communications System \(Students\) \(301.5\) AOP](#)
- [Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)](#)
- [Equity and Inclusive Education Policy \(100.10\)](#)
- [Niagara Catholic Parent Involvement Committee Policy \(800.7\)](#)
- [Ontario Student Record \(301.7\) AOP](#)
- [Opening or Closing Exercises \(302.6.1\) AOP](#)
- [Progressive Student Discipline \(302.6.9\) AOP](#)
- [Privacy Policy \(600.6\)](#)
- [Records and Information Management Policy \(600.2\)](#)
- [Safe Arrival \(302.6\) AOP](#)
- [Safe Physical Intervention with Students \(301.8\) AOP](#)
- [Safe and Accepting Schools Policy \(302.6\)](#)
- [Student Expulsion Policy \(302.6.5\)](#)
- [Student Suspension \(302.6.4\) AOP](#)
- [Student Transportation Policy \(500.2\)](#)
- [Volunteering in Catholic Schools \(800.9\) AOP](#)
- ~~[Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program](#)~~
- [Protocol between Niagara Catholic District School Board and Family and Children’s Services Niagara](#)
- [Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board](#)

Adopted Date:	November 25, 2003
Revision History:	February 1, 2008 June 17, 2008 September 18, 2008 January 26, 2010 April 27, 2010 February 26, 2013 October 28, 2014 June 18, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
STUDENT EXPULSION POLICY (302.6.5)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Student Expulsion Policy (302.6.5), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: March 23, 2021



Niagara Catholic District School Board

STUDENT EXPULSION POLICY

STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 302.6.5

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: May 28, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to promoting and supporting appropriate student behaviour that contributes to a positive school climate and sustaining a caring, safe, inclusive, and accepting learning and teaching environment for all students to reach their full academic, and spiritual potential and become living witnesses of Christ.

A positive school climate exists when all members of the school community feel safe, included, and accepted, by actively promoting responsibility, respect, civility, and academic excellence in all Niagara Catholic schools/sites.

The conduct of students as members of the Catholic school community is expected to be modelled upon our Catholic faith, the traditions of Catholic education, and the Ontario Catholic School Graduate Expectations [and shall adhere to all applicable Board Governance Policies and Administrative Operational Procedures](#).

The Niagara Catholic District School Board acknowledges that should a student **in Grades 4 to 12** act inappropriately or impedes the rights of others, the consequences may lead to expulsion from a school or all schools of the Board.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this policy.

References

- [Accepting Schools Act](#)
- [Accessibility for Ontarians with Disabilities Act 2005](#)
- [Caring and Safe Schools in Ontario](#)
- [Child & Family Services Review Board](#)
- [Child, Youth and Family Services Act 2017](#)
- [Education Act and Regulations](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Catholic School Graduation Expectations](#)
- [Ontario Human Rights Code](#)
- [Ontario Student Record \(OSR\) Guideline, 2000 \(Revised 2020\)](#)
- [Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education](#)
- [Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018](#)
- [Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018](#)
- [Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018](#)
- [Provincial Code of Conduct](#)
- [Regulation 472/07: Behaviour, Discipline and Safety of Pupils](#)
- [Smoke-Free Ontario Act 2017](#)

Niagara Catholic District School Board Policies/Procedures/Documents

- [*Access to Board Premises \(302.6.3\) AOP*](#)
- [*Accessibility Standards Policy \(800.8\)*](#)
- [*Bullying Prevention and Intervention Policy \(302.6.8\)*](#)
- [*Catholic School Councils \(800.1\) AOP*](#)
- [*Code of Conduct Policy \(302.6.2\)*](#)
- [*Complaint Resolution Policy \(800.3\)*](#)
- [*Criminal Background Check \(302.6.7\) AOP*](#)
- [*Dress Code – Secondary Uniform Policy \(302.6.6\)*](#)
- [*Electronic Communications System \(Students\) \(301.5\) AOP*](#)
- [*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)*](#)
- [*Equity and Inclusive Education Policy \(100.10\)*](#)
- [*Niagara Catholic Parent Involvement Committee Policy \(800.7\)*](#)
- [*Ontario Student Record \(301.7\) AOP*](#)
- [*Opening or Closing Exercises \(302.6.1\) AOP*](#)
- [*Progressive Student Discipline \(302.6.9\) AOP*](#)
- [*Privacy Policy \(600.6\)*](#)
- [*Records and Information Management Policy \(600.2\)*](#)
- [*Safe Arrival \(302.6\) AOP*](#)
- [*Safe Physical Intervention with Students \(301.8\) AOP*](#)
- [*Safe and Accepting Schools Policy \(302.6\)*](#)
- [*Student Expulsion Policy \(302.6.5\)*](#)
- [*Student Suspension \(302.6.4\) AOP*](#)
- [*Student Transportation Policy \(500.2\)*](#)
- [*Volunteering in Catholic Schools \(800.9\) AOP*](#)
- ~~[*Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program*](#)~~
- [*Protocol between Niagara Catholic District School Board and Family and Children’s Services Niagara*](#)
- [*Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board*](#)

Adopted Date:	June 26, 2001
Revision History:	May 28, 2002
	February 1, 2008
	June 17, 2008
	September 18, 2008
	June 16, 2009
	December 17, 2013
	May 26, 2015
	February 28, 2017
	May 28, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (201.7), as presented.

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Date: March 23, 2021



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: October 22, 2019

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

The Niagara Catholic District School Board will not tolerate discrimination or harassment, including sexual and ethnocultural harassment in any workplace of the Board.

Niagara Catholic District School Board recognizes Workplace Harassment to mean; engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known as unwelcome.

Workplace Harassment includes sexual harassment, defined as;

Engaging in a course of vexatious comment, in any form, or conduct against a worker in a workplace because of ~~sex~~, gender, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known as unwelcome or;

Making a sexual solicitation or advance, in any form, where the person making the solicitation or advance is in a position to confer, grant or deny a benefit of advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace Harassment also includes ethnocultural harassment, defined as;

One or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination.

The Board believes that the eradication of harassment in the school/workplace is the joint obligation of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation between employees has a responsibility to draw appropriate attention to it. Any failure to take measures to address harassment in the workplace has legal implications for the employer under the Ontario Human Rights Code.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential.

It is the intention of the policy and the resulting procedures to attempt to protect both the complainant and the ~~accused~~ respondent. The Board will endeavour to protect the dignity, respect and privacy of all those involved. Therefore, Each party has equal rights at all steps throughout the process.

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

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this policy.

References:

- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Occupational Health & Safety Act \(December 2009\) Bill 13](#)
- [Bill 132: Sexual Violence and Harassment Action Plan Act](#)
- [Ontario Human Rights Code 1990](#)
- [Teaching Profession Act](#)
- **Niagara Catholic District School Board Policies/Procedures**
 - [Employee Workplace Violence Policy \(201.11\)](#)
 - [Trustee Code of Conduct Policy \(100.12\)](#)
 - [Complaint Resolution Policy \(800.3\)](#)
 - [Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board](#)
 - [Employee Code of Conduct & Ethics Policy \(201.17\)](#)
 - [Privacy Policy \(600.6\)](#)
 - [Records and Information Management Policy \(600.2\)](#)

Adopted Date:	March 26, 2002
Revision History:	February 23, 2010
	February 28, 2012
	November 26, 2013
	February 24, 2015
	June 21, 2016
	May 23, 2017
	November 27, 2018
	July 10, 2019
	October 22, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as presented.

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Date: March 23, 2021



Niagara Catholic District School Board

EMPLOYEE WORKPLACE VIOLENCE POLICY

STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: November 27, 2018

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

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

Workplace Violence will not be tolerated while an employee is conducting company business, or work related functions.

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

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

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

This Policy is to be applied in conjunction with ~~the following other~~ Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety :Code of Conduct, Access to School Premises, Criminal Background Check, ~~Police and School Board Protocol~~, Occupational Health and Safety, Employee Workplace Harassment) ~~as well as the Police and School Board Protocol~~.

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

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this policy.

References

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

- [Privacy Policy \(600.6\)](#)

Adopted Date:	April 23, 2002
Revision History:	June 15, 2010
	November 23, 2010
	December 20, 2011
	November 26, 2013
	February 24, 2015
	June 21, 2016
	May 23, 2017
	November 27, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 23, 2021**

TITLE: POLICY REVIEW SCHEDULE

The Policy Review
Schedule is presented for information.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: March 23, 2021



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2020 - JUNE 2021

Updated: February 23, 2021

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting
				After Vetting
2010	2015	100.10	Equity and Inclusive Education	September 2020
1998	2015	201.2	Retirement & Service Recognition Celebration	September 2020
2007	2015	800.4	Volunteer Recognition	September 2020
2013	2013	203.4	Leadership Pathways	October 2020
2001	2016	302.6.6	Dress Code - Secondary Uniform - Safe Schools	October 2020
2012	2016	302.6.10	Elementary Standardized Dress Code - Safe Schools	October 2020
2011	2016	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	October 2020
2003	2019	302.6.8	Bullying Prevention and Intervention	January 2021
2001	2019	302.6.5	Student Expulsion	January 2021
2002	2020	201.7	Employee Workplace Harassment *	January 2021
2002	2020	201.11	Employee Workplace Violence *	January 2021
2009	2016	800.8.1	Accessibility Customer Service	January 2021
1997	2016	100.1	Board By-Laws	February 2021
2012	2015	201.16	Attendance Support Program	February 2021
2002	2020	201.6	Occupational Health & Safety *	February 2021
NEW	NEW	NEW	Student Exclusion From School or Class	February 2021
1998	2017	800.3	Complaint Resolution	March 2021
2003	2019	302.6.8	Bullying Prevention and Intervention	March 2021
2001	2019	302.6.5	Student Expulsion	March 2021
2002	2020	201.7	Employee Workplace Harassment *	March 2021
2002	2020	201.11	Employee Workplace Violence *	March 2021
2012	2015	701.2	Pupil Accommodation Review	April 2021
1997	2016	100.1	Board By-Laws	April 2021
2002	2020	201.6	Occupational Health & Safety *	April 2021
NEW	NEW	NEW	Student Exclusion From School or Class	April 2021

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2010	2015	100.10	Equity and Inclusive Education	October 2020
1998	2015	201.2	Retirement & Service Recognition Celebration	October 2020
2007	2015	800.4	Volunteer Recognition	October 2020
2013	2013	203.4	Leadership Pathways	November 2020
2001	2016	302.6.6	Dress Code - Secondary Uniform - Safe Schools	November 2020
2012	2016	302.6.10	Elementary Standardized Dress Code - Safe Schools	November 2020
2011	2016	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	November 2020
2009	2016	800.8.1	Accessibility Customer Service	February 2021
1998	2017	800.3	Complaint Resolution	April 2021
2003	2019	302.6.8	Bullying Prevention and Intervention	April 2021
2001	2019	302.6.5	Student Expulsion	April 2021
2002	2020	201.7	Employee Workplace Harassment *	April 2021
2002	2020	201.11	Employee Workplace Violence *	April 2021
1997	2016	100.1	Board By-Laws	May 2021
2002	2020	201.6	Occupational Health & Safety *	May 2021
NEW	NEW	NEW	Student Exclusion From School or Class	May 2021