



*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, NOVEMBER 26, 2013
4:30 P.M.**

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



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- | | |
|--|------|
| 1. Opening Prayer | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of October 22, 2013 | 5 |
| 6. Policies | |
| <i>Action Required</i> | |
| POLICIES – FOR RECOMMENDATION TO DECEMBER 3, 2013 COMMITTEE OF THE WHOLE | |
| 6.1 Employee Meals & Hospitality (201.14) | 6.1 |
| 6.2 Employee Conferences, Workshops & Meetings (201.15) | 6.2 |
| 6.3 Corporate Cards, Purchasing Cards & Petty Cash (600.4) | 6.3 |
| 6.4 Admission of Elementary and Secondary Students (301.1) | 6.4 |
| 6.5 Adult and Continuing Education (400.1) | 6.5 |
| 6.6 Access to School Premises (302.6.3) | 6.6 |
| POLICIES – PRIOR TO VETTING | |
| 6.7 Advertising Expenditures (600.5) | 6.7 |
| 6.8 Architect Selection (701.1) | 6.8 |
| 6.9 Ontario Student Record (OSR) (301.7) | 6.9 |
| <i>Information</i> | |
| 6.10 Policies Currently Being Vetted | |
| • School Generated Funds (301.6) | - |
| • Religious Education Courses for Staff (201.3) | - |
| 6.11 Policy and Guideline Review 2013-2014 Schedule | 6.11 |
| 7. Date of Next Meeting | |
| • January 28, 2014 - 4:30 pm | |
| 8. Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: MINUTES OF THE POLICY COMMITTEE MEETING
OCTOBER 22, 2013**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 22, 2013, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 22, 2013

Minutes of the Policy Committee Meeting held on Tuesday, October 22, 2013 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 4:35 p.m. by Policy Committee Chairperson Burkholder.

1. Opening Prayer

Policy Committee Chairperson Burkholder led the meeting with a prayer.

2. Attendance

Committee Members	Present	Absent	Excused
Rhianon Burkholder (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli			✓

Trustees:
Nil

Student Trustees:
Vincent Atallah, Trustee
Dallas McMahon, Trustee

Staff:
John Crocco, Director of Education
Mark Lefebvre, Superintendent of Education
Frank Iannantuono, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Financial Services
Jennifer Brailey, Manager of Corporate Services & Communications Department
Sherry Morena, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

Moved by Trustee Burtnik
THAT the Policy Committee excuse Trustee Sicoli from the Policy Committee Meeting of October 22, 2013.

APPROVED

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the October 22, 2013, Policy Committee Agenda be approved, as amended to defer item 6.7 Ontario Student Record (OSR) Policy (301.7).

APPROVED

4. Disclosure of Interest

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

5. Minutes of the Policy Committee Meeting of September 24, 2013

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 24, 2013, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES – FOR RECOMMENDATION TO NOVEMBER 12, 2013 COMMITTEE OF THE WHOLE

6.1 Acceleration Retention Policy (400.5)

Mark Lefebvre, Superintendent of Education, presented the amendments to the Acceleration Retention Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 2
 - delete the words “is to be”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Acceleration Retention Policy (400.5), as amended.

APPROVED

6.2 Employee Leaves of Absence Policy (201.1)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Employee Leaves of Absence Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- amend the 1st paragraph to read:
In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes that an employee may ~~require~~ request a leave of absence to participate or attend to personal and/or educational obligations. ~~Notwithstanding any~~

~~provisions of any Collective Agreement or Terms and conditions,~~ The Director of Education may approve Leaves of Absence requests to an employee.

ADMINISTRATIVE GUIDELINES

- amend 3rd bullet to read:
 - To participate in an exchange program with the Ontario Ministry of Education, ~~or~~ Department of National Defence or other Board approved initiatives.
- **1. Leaves of Absence with Pay**
Applications for Leaves of Absence of any duration with pay shall only be granted by the Superintendent of Human Resources following consultation with the Director of Education, if they are covered contractually or through Board Policies. ~~The Senior Administrator Superintendent of Human Resources and/or designate shall may grant such leaves after consultation with the Director and/or other Supervisory Officers Superintendent of Education members of Senior Administrative Council.~~

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Leaves of Absence Policy (201.1), as amended.

APPROVED

6.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1)

Superintendent Iannantuono presented the amendments to the Opening or Closing Exercises Policy - Safe Schools (302.6.1).

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Opening or Closing Exercises Policy - Safe Schools (302.6.1), as presented.

APPROVED

6.4 Employee Workplace Harassment Policy (201.7)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Employee Workplace Harassment Policy be reviewed and vetted annually.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add the following statement as the 2nd to the last paragraph:
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.

Moved by Trustee Burtnik

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

APPROVED

6.5 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Employee Workplace Violence Policy be reviewed and vetted annually.

Moved by Trustee Burtnik

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

APPROVED

6.6 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Occupational Health & Safety Policy be reviewed and vetted annually.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add the following statement as the 2nd to the last paragraph:
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.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.7 Religious Education Courses for Staff Policy (201.3)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Religious Education Courses for Staff Policy.

POLICY STATEMENT

- Reword the 2nd paragraph to read:
The Board will subsidize staff successfully completing the OCSTA/OECTA and other Board-approved Religion Courses as outlined in the Administrative Guidelines.
- Reword the 3rd paragraph to read:
The Board will ~~annually approve~~ allocate funds ~~will~~ in the Annual Board Budget to support this policy.
- Delete reference

ADMINISTRATIVE GUIDELINES

- Reword the 1st paragraph to read:
A subsidy of ~~\$100.00~~ \$200.00 per course will be paid to staff upon successful completion of the OCSTA OECTA and other Board-approved Religion Courses. ~~a Board-approved OECTA/OCSTA Religious Education Course or a course in Religion or Theology such as those offered by OCSTA/OECTA Course.~~
- Reword the 2nd paragraph to read:
Staff must send evidence of successful completion of courses to the ~~Director of Education or Superintendent of Education/Human Resources Services.~~

The Policy Committee requested that the Religious Education Courses for Staff Policy (201.3) be vetted from October 25, 2013 to January 7, 2014 with a recommended deadline for presentation to the Policy Committee in January 2014, for consideration to the Committee of the Whole and Board in February 2014.

6.8 School Generated Funds Policy (301.6)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the School Generated Funds Policy.

ADMINISTRATIVE GUIDELINES

- Delete Student Councils section 15
- Delete Changes in Principals section 16

The Policy Committee requested that the School Generated Funds Policy (301.6) be vetted from October 25, 2013 to January 7, 2014 with a recommended deadline for presentation to the Policy Committee in January 2014, for consideration to the Committee of the Whole and Board in February 2014.

INFORMATION

6.2 Policies Being Vetted

Due date – November 11, 2013

- Access to School Premises Policy (302.6.3)
- Continuing Education Courses and Programs Policy (400.1)
- Corporate Cards Purchasing Cards and Petty Cash Policy (600.4)
- Employee Conferences, Workshops & Meetings Policy (201.15)
- Employee Meals & Hospitality Policy (201.14)

6.3 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

7. Date of Next Meeting

Tuesday, November 26, 2013– 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:15 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE MEALS & HOSPITALITY (201.14)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Meals & Hospitality (201.14), as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance
Presented by: Giancarlo Vetrone, Superintendent of Business & Finance
Date: November 26, 2013



EMPLOYEE MEALS AND HOSPITALITY POLICY

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.14
Adopted:	March 27, 2007
Revised:	NIL

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, ~~the~~ Board ~~recognizes~~ acknowledges that ~~the~~ the need for employees may incur expenses related to their work for the Board. It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.

~~The Policy defines~~ Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities **expensed to Board funds.** ~~at Board expenses.~~

The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.

~~This Policy~~ The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money while treating all employees fairly and equitably. These expenditures shall be reasonable, transparent, appropriate and as approved.

All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests. ~~to provide appropriate meals and hospitality to visitors, volunteers and other education stakeholders, in order to foster good relationships, to maintain effective networking and to enhance business activities and in order to carry out the business of the board.~~

All employees shall keep track of legitimate expenses relating to meal and hospitality, which are incurred in carrying out their responsibilities, in order to ensure that the expense are properly reimbursed and/or properly processed for payment.

All employees shall submit for reimbursement and/or for payment all legitimate expenses incurred while attending conferences, workshops and networking activities, using the appropriate forms and following the related administrative guidelines.

Expenditures shall be reimbursed in accordance with administrative guidelines established by the **Board Director of Education.**

All expenses relating to Meals and Hospitality claimed by employees shall be reviewed and approved by the appropriate supervisor. ~~The expenses relating to Meals and Hospitality claimed by the Director of Education shall be reviewed and approved by the Chairperson of the Board.~~

The Director of Education will ~~establish~~ **issue** Administrative Guidelines ~~in support for the~~ **implementation of this** Policy.

Reference:

- *Code of Conduct Policy No. 302.6.2*



EMPLOYEE MEALS AND HOSPITALITY POLICY

ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.14
Adopted:	March 27, 2007
Revised:	NIL

General Approval Procedure

1. All ~~E~~employees shall be reimbursed for ~~legitimate~~ **approved** expenses, which are incurred in fostering good relationships and networking.
2. ~~Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.~~

Reimbursement Procedure

- ~~3.~~ 1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
- ~~4.~~ 2. All claims for reimbursement of expenses shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
- ~~5.~~ 3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and using the prescribed expense forms.
- ~~6.~~ 4. All expenses shall be claimed during the appropriate corresponding budget year.

~~Expenses Related to Hospitality~~

- ~~1. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.~~
- ~~2. The Director of Education will establish an individual hospitality allowance for employees in positions of responsibility, as well as a general hospitality allowance for various board functions.~~
- ~~4.~~ 5. All claims for hospitality shall be submitted for reimbursement and/or for payment using the appropriate forms and related procedures, including:
 - o Request for Payment of Corporate Card Form
 - o Request for Payment of Purchasing Card Form
 - o Request for Reimbursement of Petty Cash Form
 - o Cheque Requisition Form
- ~~2.~~ 6. All requests for payment of expenses related to hospitality shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.
- ~~3.~~ 7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, **alcohol**, charges incurred by a family member, parking violation charges, traffic violation charges, lavish gifts for staff and other individuals.
- ~~4.~~ ~~All claims for expenses related to hospitality shall not exceed the annual amount allocated the respective employees, unless approved by the immediate supervisor.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EMPLOYEE CONFERENCES, WORKSHOPS & MEETINGS
(201.15)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Conferences, Workshops & Meetings (201.15), as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance
Presented by: Giancarlo Vetrone, Superintendent of Business & Finance
Date: November 26, 2013

	EMPLOYEE CONFERENCES, WORKSHOPS, AND MEETINGS SEMINARS POLICY	Section:	200 – Human Resources
	STATEMENT OF POLICY	No:	201.15
		Adopted:	March 27, 2007
		Revised:	NIL

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, ~~the~~ the Niagara Catholic District School Board recognizes and supports where appropriate the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective. ~~need for Employees to keep up to date with all aspects of the board's operations.~~

All employees are encouraged to attend **business related appropriate and Board approved** conferences, workshops and meetings; ~~in order to fulfill the mandates inherent in their roles and in order to carry out the business of the Board~~ **in their capacity as Niagara Catholic District School Board employees.**

Authorized employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

~~All employees shall keep track of legitimate expenses incurred in carrying out their responsibilities, in order to ensure that the expense are properly reimbursed and/or properly processed for payment.~~

~~All employees shall submit for reimbursement and/or for payment all legitimate expenses incurred while attending conferences, workshops and networking activities, using the appropriate forms and following the related administrative guidelines.~~

~~All claims for reimbursement of expenses relating to Conference, Workshops and Meetings require the authorization of the immediate supervisor. Expense claimed by the Director of Education shall require the approval of the Chairperson of the Board.~~

The Director of Education will ~~establish~~ **issue** Administrative Guidelines ~~in support~~ **for the implementation of this** Policy.

Reference:

- *Code of Conduct Policy No. 302.6.2*

	EMPLOYEE CONFERENCES, WORKSHOPS, AND MEETINGS SEMINARS POLICY	Section:	200 – Human Resources
	ADMINISTRATIVE GUIDELINES	No:	201.15
		Adopted:	March 27, 2007
		Revised:	NIL

GENERAL APPROVAL PROCEDURE

1. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.
2. All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the ~~Administrator of Staff Development~~. **appropriate managing Senior Administrative Council member.**
3. All eligible ~~e~~Employees shall be reimbursed for ~~legitimate~~ **approved** expenses, which are incurred while attending conferences, workshops and meetings.
4. **Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.**

REIMBURSEMENT PROCEDURE

1. All claims for reimbursement of expenses require the authorization of the immediate supervisor. Expense claims by the Director of Education are to be approved by the Chairperson of the Board.
2. All expense claims shall be supported by original receipts, as well as the ~~C~~credit ~~C~~card ~~S~~slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All expense claims of the Employees should be submitted on a monthly basis, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.

~~Expense Related Conferences and Workshops~~

1. ~~All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the Administrator of Staff Development.~~
2. ~~Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.~~
3. ~~The Director of Education will establish a Conference Allowance for Employees in positions of responsibility.~~
5. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be submitted for reimbursement and/or for payment, using the appropriate Employee Conferences, Workshops and Meetings Form and the related instructions.

DRAFT

6. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.
7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges.
- ~~7. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.~~
- ~~8. All expense claims for Conferences and Workshops for Employees shall not exceed the amount allocated to their respective Conference Allowance account, without the approval of the person approving their claims.~~


**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
CORPORATE CARDS, PURCHASING CARDS & PETTY CASH
(600.4)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Corporate Cards, Purchasing Cards & Petty Cash (600.4), as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance
Presented by: Giancarlo Vetrone, Superintendent of Business & Finance
Date: November 26, 2013

	CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY STATEMENT OF POLICY	Section:	600 – Business Services
		No:	600.4
		Adopted:	March 27, 2007
		Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~The~~ **Purchasing of Goods and Services Policy (#600.1)** and the related Administrative Guidelines recognize that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.

Accordingly, ~~The~~ Niagara Catholic District School Board authorizes the Director of Education to provide Corporate Cards, Purchasing Cards and Petty Cash to appropriate employees in order to **fulfill their duties**. ~~achieve the following objectives:~~

- ~~• Reduce the cost of processing low value purchases~~
- ~~• Receive faster delivery of goods and services~~
- ~~• Simplify and expedite the payment process~~

~~All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:~~

- ~~• The expenses of the Director of Education shall be approved by the Chairperson of the Board.~~
- ~~• The expenses of the Chairperson shall be approved by the Superintendent of Business~~
- ~~• The expenses of the Trustees shall be approved by the Director of Education.~~

The Director of Education ~~shall~~ **will** issue the Administrative Guidelines **for the implementation** ~~in support~~ of this policy.

References:

- *Purchasing/Supply Chain Management Policy (#600.1)*
- *Employee Code of Conduct and Ethics Policy (#201.17)*
- *Broader Public Sector Accountability Act (BPSAA), 2010*



CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY

ADMINISTRATIVE GUIDELINES

Section:	600 – Business Services
No:	600.4
Adopted:	March 27, 2007
Revised:	Nil

DEFINITIONS

Corporate Card

Niagara Catholic ~~Company~~ credit card that is issued to corporate executives who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an executive using the corporate care are generally larger and higher in value.

Purchase Card

Procurement card, or P-card, is a form of company credit card that is issued to employees who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an employee using a procurement cards are generally small and low value.

All cards are issued to employees who are expected to follow ~~their organization's~~ Niagara Catholic's policies and procedures related to credit card use, including reviewing and approving transactions according to a set schedule.

~~The liability for abuse of both Corporate/Purchasing cards rests with the company and not with the employee.~~

1. Corporate Cards will be issued to Members of **Senior** Administrative Council.
2. Purchasing Cards will be provided to all Principals and Vice-Principals.
3. Corporate Cards and/or Purchasing Cards may be provided **with the approval of the Director of Education** to other board employees, if it is **deemed** necessary for them to carry out their responsibilities.
4. **Through the Superintendent of Business & Financial Service,** ~~The~~ appropriate **Family of Schools Superintendent of Education** may provide adequate Petty Cash Funds for the schools and departments under his/her supervision, in order to facilitate the purchase and payments of low value goods and services.
5. Approved Corporate Cards and Purchasing Cards will ~~by~~ **be** issued by the bank responsible for the Board's Banking Services and they shall be issued **in** the name of the Board and the Employee. Approved Petty Cash Funds will be issued by the Accounting Department.
6. Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used **solely** for expenses related to Board Business.
7. Cash Advances from Corporate Cards, Purchasing Cards and Petty Cash are not permitted.
8. Personal expenses shall not be charged to Corporate Cards, Purchasing Cards and Petty Cash. Any personal expenses charged in error shall be recovered from the respective employee. ~~as soon as possible.~~

9. Purchases and payments paid by Corporate Card shall be processed using the **Request for Payment of Corporate Card Form** and in accordance with the related instructions.
10. Purchases and payments paid by Purchasing Card shall be processed using the **Request for Payment of Purchasing Card Form** and in accordance with the related instructions.
11. Purchases and payments paid by Petty Cash shall be processed using the **Request for Reimbursement of Petty Cash Form** and the related instructions.
12. All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
 - The expenses of the Director of Education shall be approved by the Chairperson of the Board.
 - The expenses of the Chairperson of the Board shall be approved by the Superintendent of Business and Director of Education.
 - ~~• The expenses of the Trustees shall be approved by the Chair of the Board and Director of Education.~~
13. Failure to abide by this policy and the related administrative guidelines may lead to the cancellation of the Corporate Cards, Purchasing Cards and Petty Cash and may lead to appropriate disciplinary action at the discretion of the Director of Education.


**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS
(301.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Admission of Elementary and Secondary Students (301.1), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: November 26, 2013

	ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY	Section:	300 – Schools/Students
		No:	301.1
STATEMENT OF POLICY		Adopted:	February 24, 1998
		Revised:	February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic embraces the opportunities and challenges of providing a learning environment in which the teachings of Christ and the Catholic faith provide a distinctive Catholic education for all students within its jurisdiction.

The Board, in cooperation with the Bishop, pastors/priests and the parent/guardian community, fosters the spiritual growth of all students enabling them to become responsible citizens, who give witness to Catholic social teachings by promoting peace, justice and sacredness of human life.


The purpose of this policy is to provide direction on the process for admission of students to the elementary and secondary schools of the Niagara Catholic District School Board.

Therefore, upon approval, any student within the Niagara Region, electing to attend a Niagara Catholic elementary or secondary school may attend with the understanding that they respect the environment and traditions of Catholic Education, and the expectations of the Niagara Catholic District School Board.

The Director of Education shall issue Administrative Guidelines for the implementation of this policy.

References:

- [*Education Act, Section 33 \(3\), 1997*](#)
- [*Ontario Catholic School Graduation Expectations*](#)
- [*Immigration and Refugee Protection Act \(Canada\)*](#)
- [*Aboriginal Affairs and Northern Development Canada*](#)
- [*International Exchange Student-Ontario \(ISE\)*](#)
- [*Niagara Catholic - Attendance Areas Policy \(301.3\)*](#)
- [*Niagara Catholic - Ontario Student Record: Policy No. \(301.7\)*](#)
- [*Niagara Catholic - Safe Schools Policy No. \(302.6\)*](#)
- [*Niagara Catholic - Student Transportation Policy \(500.2\)*](#)
- [*Niagara Catholic - Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy No. \(301.9\)*](#)

	ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY	Section:	300 – Schools/Students
		No:	301.1
ADMINISTRATIVE GUIDELINES		Adopted:	February 24, 1998
		Revised:	February 26, 2013

The residential address of the parent(s)/guardian(s) of a student or where applicable adult student will determine the designated home school.

The Principal/Vice-Principal, in consultation with the parent(s)/guardian(s) or where applicable adult student is responsible for placing the student in the most appropriate program. Where applicable, a student transferring from outside of Ontario may be granted a course equivalency in accordance with authority granted by the Ministry of Education.

1. ADMISSION REQUIREMENTS-ELEMENTARY AND SECONDARY

Early Learning Kindergarten Program (ELKP)

In a school where the Early Learning Kindergarten Program (ELKP) has been implemented, a student shall be admitted on the first day of school in September provided that they reach the age of four (4) on, or before December 31, in that same calendar year.

Junior Kindergarten

A student shall be admitted to Junior Kindergarten on the first day of school in September provided that they reach the age of four (4) on, or before December 31, in that same calendar year.

Senior Kindergarten

A student shall be admitted to Kindergarten on the first day of school in September provided that they reach the age of five (5) on, or before December 31, in that same calendar year.

Note: A student currently registered in an Early Learning Kindergarten Program (year one) or Junior Kindergarten are not required to register for the Early Learning Kindergarten Program (year two) or Senior Kindergarten Program. Placement will be processed by the school unless otherwise notified by the parent(s)/guardian(s).

Grade One

A student shall be admitted to Grade One (1) on the first day of school in September provided that they reach the age of six (6) on, or before December 31, in that same calendar year.

2. ELEMENTARY AND SECONDARY ADMISSION NON-CATHOLIC

Elementary School Admission Non-Catholic

Parent(s)/Guardian(s) requesting to register a student in a Niagara Catholic elementary school, who is not eligible to direct their school support to the Catholic Board, it is expected that compliance with the Admission of Elementary and Secondary Students' Policy be followed.

The admission of a non-Catholic ratepayer's student will require the recommendation from the school Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education.

Parent(s)/Guardian(s) have the responsibility to notify the school of changes regarding biographical information.

Secondary School Admission Non-Catholic

Parent(s)/Guardian(s) or where applicable adult student requesting admission to a Niagara Catholic secondary school, and who is not eligible to direct their school support to the Catholic Board, shall make application to the Principal/Vice-Principal of the Catholic secondary school.

Principals/Vice-Principals will ensure that all students attending a Niagara Catholic secondary school will: successfully achieve a credit in Religious Education for every year of attendance, up to graduation (total of four Religious Education Credits), participate fully in the faith life activities of the Catholic secondary school, and respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.

Religious Education Credits and Graduation

Achievement of Religious Education credits and participation in faith life activities are criteria for all students to participate in faith-based graduation ceremonies. This expectation is to fulfill the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board for all graduates.

3. REQUIRED DOCUMENTATION: ELEMENTARY AND SECONDARY

Responsibility of Parent(s)/Guardian(s) or adult student

It is the responsibility of the parent(s)/guardian(s) or where applicable adult student to complete the required Niagara Catholic District School Board Admission Forms (where applicable):

- [Elementary Student Registration Form](#)
- [Secondary Student Registration Form](#)
- [Consent for Release of Information](#)
- [Application for Direction of School Support](#)
- [Roman Catholic School Assessment Lease](#)
- [Request for Admission Form \(Non-Catholic/Out-of-Boundary\)](#)
- [Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding](#)
- [International Student Application Form](#)
- [Renewal International Student Application Form](#)
- Completion of the Niagara Region Public Health Confidential Student Immunization Form (*provided by the school*)

In addition, it is the responsibility of the parent(s)/guardian(s) or where applicable adult student to provide original documentation or a copy certified as original (where applicable) for the following:

- Proof of age: Birth Certificate, Statement of Live Birth or Passport
- A Roman or Eastern Rite Catholic Baptismal Certificate. If the student has not been baptized, the student may be admitted if one parent can provide a Roman/Eastern Rite Baptismal Certificate. If necessary, a letter from a pastor certifying that the child or parent/guardian has been baptized in the Roman or Eastern Rite will be accepted in lieu of a Baptismal Certificate.
- Ontario Health Card
- Immunization Record or Statement of Conscience or Religious Belief Affidavit
- Proof of Immigration Status
- Court Order
- International Student Letter of Confirmation

Note: Staff is to ensure that the Niagara Catholic Registration Checklist (internal use only) and copies of all relevant registration documents are placed in the student's OSR.

4. ATTENDANCE AREA EXCEPTIONS

In accordance with the Education Act, the Niagara Catholic District School Board has established boundaries for student attendance.

If, parent(s)/guardian(s) request to register a student or were applicable an adult student in a Niagara Catholic school other than their home school, it is expected that the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy are followed.

Approval for an Out-of-Boundary admission request will require a recommendation from the Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education.

Transportation for an approved Out-of-Boundary admission request shall be the sole responsibility of the parent(s)/guardian(s) or where applicable adult student.

Approved attendance area exceptions are for the identified school boundaries at the time of the approval. Any changes which occur to the attendance area boundaries may require attendance area exceptions for those families currently registered to attend the school within the boundaries of their residence.

Parent(s)/Guardian(s) or where applicable adult student have the responsibility to notify the Principal/Vice-Principal of changes to their residency status and/or circumstances for the initial attendance area exception request.

~~Effective for September 2010,~~ Approval for Out-of-Boundary requests will not be granted into:

- ~~• Early Learning Kindergarten Programs/Full Day Kindergarten Programs~~
- Schools identified by Board motion
- Schools at or above on-the-ground capacity (no surplus space)

Any exemptions to these specific exceptions will require the approval of the Principal, the Family of Schools' Superintendent of Education and Senior Administrative Council:

- Out-of-Boundary approval will be granted with admission into a Board approved academic program that is not offered at the student's home school.
- Unless otherwise approved, transportation for an Out-of-Boundary Board approved academic program that is not offered at the student's home school shall be the sole responsibility of the parent(s)/guardian(s) or where applicable adult student.

5. NON-RESIDENT OF CANADA (VISA) STUDENT

The designated Superintendent of Education may approve the admission of a non-resident student in accordance with the Education Act. Such approval shall be reviewed annually.

- The student must obtain approval from the designated Superintendent of Education prior to admission into any school.
- The International Student Application form must be completed. Prior to admission into any school, a Visa student will be provided with a letter from the designated Superintendent of Education confirming attendance.
- A Visa student shall be charged the fee determined by the Board.

6. RESIDENTS OF ONTARIO BUT OUTSIDE OF THE NIAGARA REGION

Parent(s)/Guardian(s) or where applicable adult student who reside in Ontario, but outside of the Niagara Region, may request to register a student in a Niagara Catholic District School Board school in compliance with the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy.

A student, whose legal residence is outside the jurisdiction of the Niagara Catholic District School Board, but within Ontario requesting admission to a school under the jurisdiction of the Board, may have fees paid by the resident Board. Such a request is to be accompanied by a statement from the resident Board indicating fees will be paid on behalf of the student. Where fees are not paid, approval must be obtained from the Director of Education and are reviewed on an annual basis.

7. EXCHANGE STUDENTS

A student approved, as an Exchange Student will participate in reciprocal, school-based programs, provided in co-operation with the Canadian School Authorities and the foreign exchange partners of the International Student Exchange-Ontario (ISE) in compliance with the Admission of Elementary and Secondary Students' Policy.

8. STUDENTS WITH IMMIGRATION DOCUMENTS

A student identified as a: Non-Landed Immigrant, Permanent Resident, Refugee, Work Permit, or Diplomatic Status, will be admitted in accordance to the Ontario Education Statues and Regulations, following Immigration Canada Laws and procedures, and in compliance with the Admission of Elementary and Secondary Students' Policy.

A Principal/Vice-Principal who receives immigration documents from a student applying for admission will review the documents for eligibility and request completion of the Confirmation of Eligibility Form. The Principal/Vice-Principal will ensure that the information is completed according to the immigration documents provided.

9. ABORIGINAL PEOPLES

A student identified as Aboriginal Peoples will be admitted in accordance with the Aboriginal Affairs and Northern Development Canada, the Ontario Education Statutes and Regulations, and in compliance with the Admission of Elementary and Secondary Students' Policy.

10. EXPELLED STUDENTS

An expelled student will be referred to the Family of Schools' Superintendent of Education, who in consultation with the Principal/Vice-Principal, parent(s)/guardian(s)/student or where applicable adult student will determine an appropriate placement recommendation.

11. EXTENUATING CIRCUMSTANCES

A request for school admission which has extenuating and/or compelling family circumstances shall be submitted in writing to the Family of Schools' Superintendent of Education for consideration.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ADULT AND CONTINUING EDUCATION (400.1)**

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

Date: November 26, 2013



ADULT AND CONTINUING EDUCATION LEARNING POLICY

STATEMENT OF POLICY

Section:	400 – Educational Programs
No:	400.1
Adopted:	February 24, 1998
Revised:	Nil

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

~~It is also important for our elementary and secondary students to have the opportunity to obtain credits and/or remedial instruction and International Languages to assist newcomers to our country to realize their aspirations in Canada.~~

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

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

~~All courses and of our programs and services provided delivered through in Adult and Continuing Education will be presented within the context of the Board's Mission Statement within the framework of our Catholic mission.~~

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

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

References:

- Education Act, Section 171.(1),31.
- *Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2011*
- *Ontario Schools, 2011*
- *Ministry of Citizenship and Immigration Website, 2013*
- *Citizenship and Immigration Canada Website, 2013*
- *Literacy and Basic Skills: Service Provider Guidelines, 2012*
- *Continuing Education Enrolment Registers: Instructions for Administrators, 2012-2013*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ACCESS TO SCHOOL PREMISES (302.6.3)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Access to School Premises Policy (302.6.3), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: November 26, 2013



ACCESS TO SCHOOL PREMISES POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.6.3
Adopted:	June 26, 2001
Revised:	June 17, 2008

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, current legislation ~~which~~ specifies who is permitted ~~to be~~ on school Board premises when the premises ~~is~~ are being used for a purpose authorized by the Board on any day or at any time.

The Niagara Catholic District School Board authorizes its staff to utilize the provision of the regulation and the Criminal Code in efforts to ensure the safety of ~~staff and students~~ all authorized persons on Board premises, including all schools, Board sites and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses.

The Principal, Vice-Principal and authorized persons ~~each agent of the Board is authorized to~~ may prohibit entry to ~~the~~ Board premises ~~by~~ of an unauthorized person or to direct any unauthorized person to leave ~~the~~ Board premises.

The Director of Education will ~~establish~~ issue Administrative Guidelines ~~and procedures~~ for the implementation of this Policy.

References:

- *Access to School Premises, Regulation (0.Reg.474/00) and Amendments (0.Reg. 471/07) s. 305 of the Education Act*
- *Trespass to Property Act (R.S.O. 1990 C. T. 21; Sections 1-5, 9)*
- *Video Security Surveillance Policy No. 701.3*
- *Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board*



ACCESS TO SCHOOL PREMISES POLICY

ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.6.3
Adopted:	June 26, 2001
Revised:	June 17, 2008

The Access to School Premises Administrative Guidelines clarify the expectations and procedures governing who is and who is not permitted on school premises in keeping with O. Reg. 474/00 as amended by O. Reg. 471/07.

- 1. Subject to any restrictions set out in this regulation, the following persons are permitted to be on school premises when the premises are being used for a purpose authorized by the board:**

~~O. Reg. 471/07:~~

- A person/pupil enrolled in the school.
- A parent or guardian of such pupil.
- A person employed or retained by the Board.
- A person on the premises for lawful purpose.

~~These right to~~ Access to school premises does not entitle the person to have access to all areas of the school.

- 2. Conditional Access is granted to the following:**

- A person invited to attend an event, class or meeting.
- A person invited by Principal, Vice-Principal or someone else authorized by Board policy to be in school for a specific purpose.

- 3. Prohibition from Access**

- All entrances of elementary schools shall remain locked and/or secured.
- All entrances of secondary schools shall remain locked and/or secured where appropriate.
- A Principal/Vice-Principal or another person authorized by the board has the duty to exercise his/her discretion to refuse admission to anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises. *O. Reg. 474/00, s. 3 (1)*
- A Principal/Vice-Principal or another person authorized by the board has the duty to exercise his/her discretion to refuse admission to anyone who fails to report his or her presence on the premises in a specified manner. *O. Reg. 474/00, s. 3 (2)*

- 4. Trespass to Property**

A Principal or Vice-Principal or designate of a school may direct a person to leave the school premises if it is believed that the person is prohibited by regulation or under a Board policy. ~~from being there.~~

~~If in the event~~ a Principal, Vice-Principal or designate staff member observes or becomes aware of a person who has or is entering the premises where entry is prohibited, or is engaging in a prohibited activity, or fails to leave the premises immediately after being directed to do so, they may do the following procedures will be followed:

- i. if possible, Confront the "trespasser" person. and identify yourself.
- ii. Ask the "trespasser" person to identify him/herself including postal address and the reason for his/her presence on school Board property.
- iii. If the trespasser person appears to be is a student from another school, ask for the name of the school.

- iv. ~~verbally~~ Request that the person to leave the premises. ~~and not return.~~
- v. Send the "trespasser" a written notice a Trespass Warning letter (see Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board (Appendix H) by registered mail with copies of the letter to the Niagara Regional Police Service, the Family of Schools' Superintendent and the Board Lawyer stating that the individual's presence on school property is prohibited and that the letter applies to all schools, Board sites and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses. ~~(Appendix A), by registered mail with copies of the letter to the police and Area Superintendent of Education.~~
- vi. If a Principal or Vice-Principal or designate is unable to identify the person for the purpose of sending a letter, the Principal or Vice-Principal or designate should will record the incident and that the trespasser person has received a verbal warning.
- vii. ~~Once warned,~~ If a Principal or Vice-Principal or designate school official observes or becomes aware of the trespasser person returning, it is his/her responsibility to immediately contact the police will be contacted and then monitor the situation will be monitored. while awaiting the arrival of the police, as he/she may be necessary as a witness in any subsequent proceedings.
 - ~~It is the responsibility of the police to investigate, arrest and charge an alleged trespasser if they observe the trespassing or it is deemed to be "fresh departure". Alternatively, the police will issue the trespasser with a summons under the Ontario Regulation 474/00, Access to School Premises.~~

5. Building Entrance Signage

~~While schools are not required to have signage indicating that unauthorized persons may be charged and fined up to \$5,000 under the~~ Schools are encouraged to make their public aware of the *Education Act's Access to School Premises Regulation 474/00*.

All schools ~~will be~~ are required to post signs welcoming and requiring all visitors to **begin their visit first report** to the school **by reporting to the school** office or designated area before going to other sections of the building.

- a. Each school shall designate the location or locations it wishes to be identified as visitor entrances. These entrances will be the locations to be posted with the Board approved sign.
- b. Schools may wish to consider other control measures to ensure that these identified entrances are the only entrances available to visitors during the regular school hours.
- c. ~~An initial supply of school specific signs shall be provided to each school. Replacement quantities, if required at a future date, can be directly ordered by each school from the Catholic Education Centre.~~

6. School Watch Program

School Watch Program signs are posted at all schools and Board sites in the Niagara Catholic District School Board. Principals and Vice-Principals will invite community neighbours by letter (Appendix A) to participate in the school watch program by anonymously contacting the police during non-school hours if they observe any inappropriate activities or actions on school board property.

7. Visitor's Log Book

Each school will keep a Visitor's Log Book ~~in which~~ to record pertinent information regarding all visitors. The Visitor's Log Book will be maintained as per the following guidelines:

- i. As outlined in Section 265(n) of the Education Act, the maintenance of the Visitor's Log Book shall be the responsibility of the school Principal.

- ii. The Visitor's Log Book shall be kept in a location determined by the Principal and shall be administered by such personnel as directed by the school Principal.
- iii. All visitors **entering the school beyond the office** ~~in possession of a Photo I.D. Badge or who are issued a School Specific I.D. Badge~~ must complete the information required in the Visitor's Log Book **and wear a Visitor's Identification Card.**
- iv. ~~Each school shall determine the practice it wishes to follow regarding any obligation to sign the Visitor's Log Book for other categories of personnel who visit the building (e.g. School volunteers).~~
- v. ~~In general, it is not anticipated that parents who bring their children to school or pick them up at the end of the school day should be required to sign the school's Visitor's Log Book. Individual schools may develop other such examples of exclusion from the requirement to sign the Visitor's Log Book.~~

8. Visitors to Schools – **Visitor Identification Badges Cards**

All school visitors authorized to be in a school building or on **Board and** school property are required to wear ~~Board issued I.D. badges~~ **a Visitor Identification card issued by the Board's Facilities Services department.** The badges are a means by which visitors approved to be in a school building or on school property can be readily identified. Those without the proper identification would also be readily identifiable and their purpose for being on school property can be determined.

The use of I.D. **Visitor Identification badges cards** is generally intended to apply during the typical daytime hours of operation of the schools. There are two forms of **Identification badges** available as follows:

9. **Photo Identification Cards**

i. ~~Photo I.D. Badges Cards~~

~~Photo I.D. Identification Badges Cards~~ shall be issued ~~to all Niagara Catholic employees who are required to wear the photo identification card during the hours of operation of the schools.~~

~~Photo Identification cards are the property of the Board and must be returned as required when no longer in use.~~

~~A lost photo identification card must be reported to the Facilities Services Department.~~

- i. ~~To all central service employees and Trustees of the Board. (Catholic Education Centre staff, Student Services Area staff, Maintenance staff) who have occasion to visit various school buildings as a requirement of their jobs.~~

- 1. ~~To all Trustees of the Board.~~

ii. ~~School Specific I.D. Badges~~

~~A quantity of School Specific I.D. Badges shall be provided to each school to be used to identify those visitors who have not been issued a photo I.D. by the Board and who the school has determined should be issued such badges in accordance with the school's established procedures.~~

~~All personnel who have been issued either Photo I.D. or School Specific Badges shall be required to wear those badges prominently at all times when in the schools of the Board.~~

10. **GENERAL**

- i. ~~A member of Central Office Staff shall be appointed to coordinate the issuing of Building Entrance Signage and Photo I.D. Badges.~~
- ii. ~~The administration of the School Visitors' Log Book and distribution of School Specific Visitor I.D. Badges within each school building shall be directed by the school principal.~~

SAMPLE LETTER OF PARTICIPATION-SCHOOL WATCH PROGRAM

Place on School Letterhead

DATE

RE: COMMUNITY SCHOOL WATCH PROGRAM

Dear Community Partner/Neighbour:

As community partners and neighbours you are invited to participate in the School Watch Program simply by anonymously contacting the Niagara Regional Police Services during non-school hours if you observe any inappropriate activities or actions on school board property.

For non-emergency calls or for general information, do not dial 9-1-1.

Use the Niagara Regional Police Service number for your area and follow the instructions given by the automated attendant:

Area	Phone Number
St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold	905.688.4111
Pelham	905.735.7811
Grimsby, Lincoln and West Lincoln	905.945.2211
Welland, Wainfleet and Port Colborne	905.735.7811
Callers with a TTY, a text telephone device that is used by the hearing or speech impaired	905.688.1466

Thank you for your participation in the Niagara School Watch Program, for your continued support of Catholic education and the safety of our school communities in the Niagara Catholic District School Board.

Sincerely,

**(Insert Principal's Name/Designate)
(Insert Title)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
ADVERTISING EXPENDITURES (600.5)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Date: November 26, 2013

	ADVERTISING EXPENDITURES POLICY	Section:	600 – Business Services
	STATEMENT OF POLICY	No:	600.5
		Adopted:	March 27, 2007
		Revised:	NIL

In keeping with its Mission, Vision and Values, ~~the~~ the Niagara Catholic District School Board recognizes ~~believes in the value of advertising expenditures, which are~~ incurred for the purpose of informing and educating the public, ~~as well as creating awareness of education programs, services, issues, events and community activities, which creates a of specific interest or benefit to students, parents/guardians, staff, Catholic school supporters, and community stakeholders of the Niagara Catholic District School Board.~~ and families.

In addition, ~~the~~ The Niagara Catholic District School Board also supports ~~the~~ advertising expenditures directed at the implementation of **specific** business practices of the Board such as, but not limited to advertising for the recruitment of staff, tendering for goods and services, and publication of Board financial statements.

The Director of Education will ~~issue~~ ~~establish~~ Administrative Guidelines **for the implementation** ~~in support~~ of this policy.

References

- Purchasing/Supply Chain Management Policy 600.1
- Employee Code of Conduct and Ethics Policy 201.17
- Broader Public Sector Accountability Act, 2010
- Accessibility Customer Service 800.8.1
- Accessibility Standards Policy 800.8


	ADVERTISING EXPENDITURES POLICY ADMINISTRATIVE GUIDELINES	Section:	600 – Business Services
		No:	600.5
		Adopted:	March 27, 2007
		Revised:	Nil November 12, 2013

1. All Board advertising and Board promotions shall be coordinated through the Director's Office and the Board Services & Communications Department.
2. Board advertising refers to system wide announcements, postings and promotional publications of events, programs, services, employment opportunities, and other promotional campaigns, which are disseminated through the media, including television, radio, newspapers, magazines, flyers, billboards, and various social media networks. ~~internet, etc.~~
3. Due diligence is to be used in the selection of the appropriate media, in order to minimize the cost and maximize the efficiency and the effectiveness of the advertising.
4. All advertising campaigns must be approved by the Director of Education and ~~or the Manager of Corporate Services and Communications by the Board (where appropriate)~~, in order to ensure that the nature and extent of the campaign are appropriate and consistent with the **Mission, Vision and Values of the Board**. ~~Board-wide goals and mission statement.~~
5. All advertising campaigns must present objective, factual and explanatory information on verifiable facts in an unbiased, fair and equitable manner.
6. All advertising must comply with any applicable laws and regulations.
7. ~~Advertising expenditures are to be planned and managed by the appropriate member of Senior Staff, in order to achieve the desired outcomes.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
ARCHITECT SELECTION (701.1)**

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Date: November 26, 2013


	ARCHITECT SELECTION POLICY	Section:	700 – Buildings and Site
	STATEMENT OF POLICY	No:	701.1
		Adopted:	February 24, 1998
		Revised:	NIL

~~The~~ In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~the Board and its staff~~ will ensure that architectural and design consultant services are provided by a variety of firms and that work is awarded in a fair and open manner. The manner in which services are selected shall reflect the professional nature of the services being provided, with Requests for Proposals used for significant projects.

The Director of Education ~~shall~~ will issue Administrative Guidelines for the implementation of this policy.

References:

- Ontario Association of Architects
- Accessibility Standards Policy 800.8
- National Guide to Sustainable Municipal Infrastructure

	ARCHITECT SELECTION POLICY	Section: 700 – Buildings and Site
	ADMINISTRATIVE GUIDELINES	No: 701.1 Adopted: February 24, 1998 Revised: June 6, 2007

1. ARCHITECT SELECTION PROCESS

The process for selection of architects and engineering consultants shall be **guided by** the *Qualifications Based Selection Process* as recommended by the National Guide to Sustainable Municipal Infrastructure and the Ontario Association of Architects

2. RATIONALE

The objective of the architect selection process is to select an architect who is best qualified for a specific project, and to provide the benefit of the architect’s skill, knowledge and experience to jointly develop a scope of services that considers all opportunities for adding value. These opportunities would include exploring new and innovative methods for continuous improvement and linking capital expenditures with operations and maintenance costs over the lifecycle of the asset. Lifecycle costing is critical because projects requiring architects are long-term investments, paid for with public funds. Best value for the Board means the asset is delivered with the least financial impact in the long-term.

Generally, the Request for Proposal process requires submission of a fee component for the proposed work. The fee component is often allocated considerable weight in the evaluation, with the result that the lowest-priced proposal is often accepted on the assumption that it represents best value. A price-based selection process is not appropriate for professional consulting services because it is frequently not possible to provide sufficient detail about the services required to ensure that all firms are bidding on equal footing. This is because part of the undertaking may be an exploration for the most appropriate solution. The most appropriate solution is not necessarily the cheapest design solution.

This qualifications-based selection process diverges from price-based selection practices in that it frees architects to demonstrate how they can add maximum value to the Board’s project rather than focusing on how to minimize their fees to ‘win’ an assignment. The process of selecting an architect based on qualifications does not preclude consideration of price. It simply removes it from the consultant evaluation phase and introduces it once the scope of service has been determined. The architect is then required to provide a work breakdown with the proposed fee.

3. CONSULTANTS LIST

Based on information received from requests for *Statements of Interest and Qualifications* and from past history of excellent service to the Board and other clients, the Controller of ~~Plant Services~~ **Facilities Services** will maintain a list of firms on a **C**eonsultants List for assignment of work.

4. SMALL PROJECTS

For projects estimated to cost less than \$ 1,000,000 the appropriate Manager of **Facilities Services**, subject to the direction of the Controller of **Plant Facilities Services**, shall select a firm to implement the work from the list of consultants. Such work will normally be billed on an hourly basis.

5. CAPITAL PROJECTS

For projects estimated to cost more than \$1,000,000, architects and engineering consultants shall be selected in accordance with the appended *Qualifications Based Selection Templates and Related Instructions*.

A committee, chaired by the Controller of **Plant Facilities Services**, for scoring the *Statement of Interest and Qualifications* submissions, as well as the *Project Proposals* and *Interviews*, shall consist of the following members:

- Trustee(s) as selected by the chair of the Board: (Normally local Trustees should be given first consideration)
- The appropriate Superintendent of Education
- The Principal of the School
- Two **Plant Facilities Services** Staff

The Board shall be informed as soon as possible of the final architect selection.

The award of a contract for consulting services for projects estimated to cost more than \$1,000,000 shall be subject to the approval of the Director of Education.

An appropriate contractual agreement will be issued to the successful firm to reflect the provisions in the *Scope of Services and Fee Proposal* including modifications negotiated by The Controller of **Plant Facilities Services**.

RELATED DOCUMENTS

- [*Project Definition - form & instructions*](#)
- [*Time Frame for Architect Selection - form & instructions*](#)
- [*Statement of Interest & Qualifications - letter template*](#)
- [*Statement of Interest & Qualifications Scoring Sheet - form & instructions*](#)
- [*Project Proposal - letter template*](#)
- [*Statement of Interest & Qualifications - letter template, proposals not accepted*](#)
- [*Project Proposal Scoring Sheet*](#)
- [*Interview Scoring Sheet*](#)
- [*Summary Evaluation Sheet*](#)
- [*Statement of Ranking - letter template*](#)



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Time Frame for Architect Selection

<i>Name of Project:</i>		<i>Project Reference No.</i>	
Target Date	#	Description of Task	Completed
_____	1	Identify needs and develop scope of work and timeframe for Architect selection.	
_____	2	Issue letter to invited Architects or place advertisement requesting “ <i>Statement of Interest and Qualifications</i> ” from Architects	
_____	3	Deadline for receipt of “ <i>Statement of Interest and Qualifications</i> ”	
_____	4	Review and evaluate “ <i>Statement of Interest and Qualifications</i> ” submissions.	
_____	5	Develop short-list Architects to be interviewed.	
_____	6	Establish date of pre-interview tour of site and/or facilities.	
_____	7	Develop evaluation criteria of “Project Proposals” and interviews.	
_____	8	Issue memorandum requesting short-listed Architects to submit a “ <i>Project Proposal</i> ” and attend an interview.	
_____	9	Deadline for receipt of “ <i>Project Proposal</i> ”.	
_____	10	Issue letter to all Architects who submitted a “ <i>Statement of Interest and Qualifications</i> ” who were not short-listed.	

_____	11	Conduct Tour(s) of facilities or project site at <i>(time)</i> at <i>(location)</i> .	
_____	12	Hold interviews with short-listed firms, at times and locations previously communicated.	
_____	13	Work with highest-ranked Architect to develop and refine the scope of the work.	
_____	14	Request Architect to prepare scope of services and fee proposal contract which is to be submitted to the client for consideration.	
_____	15	Contract is reviewed, negotiated and signed.	
_____	16	Send memorandum to all Architects indicating interview results.	
_____	17	Project proceeds.	



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Project Definition

1 Project Information and Board Contact		
<i>Name of Project</i>	<i>Name of Contact Person</i>	
	<i>E-mail Address</i>	
<i>Project Location</i>	<i>Telephone Number</i>	<i>Ext.</i>
	<i>Fax Number</i>	
2 Project Description:		
3 Architect Selection Process:		
4 Pre-design work completed to date (or) required:		
5 Timeline of Project:		
Start Design Work:	Start Construction:	Planned Occupancy Date:
6 Approval Requirements:		
7 Additional Requirements and /or Conditions:		



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Time Frame for Architect Selection Template Instructions

General

This form is designed to assist in developing a preliminary schedule for the Architect selection process. It is highly recommended that the schedule be developed at the outset of the project call. Dates should be entered in the left column in MM/DD/YY format.

This form is issued to all Architects who receive the client's request to submit a "Statement of Interest and Qualification". This information provides the timeline of the selection process so Architects can assess the proposed project and respond in a timely fashion to established deadlines.

When completed, this form can also be used to monitor the schedule. As each task is completed one checks the box in the column on the right side of the form. Should the timeline change after it has been issued to the Architects the form should be updated with a revision footnote and reissued to the Architects.

To complete the document:

Insert the name of the Project and a Project number if there is one.

When scheduling tasks be realistic in assumptions.

The following is a brief list of considerations when planning the schedule. Please note some sections are self-explanatory and are not noted below.

- 1 The first step is the completion of the "Project Definition" form. This fundamental exercise enables the client to communicate with prospective Architects what the client needs in the way of professional services. Provide adequate time to circulate this document internally and gain consensus of all regarding the scope of the work.*
- 2 There are two ways to advise Architects of your proposed project. One is to contact a select group of Architects with whose work you are familiar ~~with~~. The other way is to open the project call to all qualified Architects through ~~the~~ newspaper or magazine advertisements.*

*~~Where~~ **When using** a specific list of architects who are to be invited to participate in the project call, the use of the letter requesting "Statement of Interest and Qualifications" will suffice. Keep in mind that, along with the issuance of the letter, the completion and issuance of the "Project Definition" and "Time Frame for Architect Selection" forms is also necessary.*

When using the newspaper or magazine media, confirm pre-publication deadlines of the selected publications. Allow adequate time to review and approve the copy prior to publication. In the case of an advertisement the "Project Definition" and "Time Frame for Architect Selection" forms should be accessible to interested parties. Consider placing the forms on the Board website – and make reference to them and the website in the advertisement.

- 3 Establish the deadline date and time for the submission of the SOIQ forms.*

4 *In an invited submission the review is limited to a finite number of submissions. In an open project call the number of submissions the client will need to review is unknown until the submissions are actually received.*

5 *In establishing the date for developing the short-list of Architects allow adequate time to review and evaluate the “Statement of Interest and Qualifications” submissions.*

Architect Selection is based on value-based criteria, references and compatibility with the project.

The Short-list of Architects should be a minimum of 3 ~~or a maximum of 5~~ if possible.

6 *Establish a date for the project or facilities tour if required. This date should be planned to allow adequate time for Architects to attend the site tour, assess the implications and complete their submissions of the Project Proposal by the noted deadline in note 8 below.*

8 *Establish the date for Architect interviews. When establishing the date consider allowing adequate time for the client to review and score the submitted “Project Proposals” prior to the interview date.*

To avoid scheduling difficulties, it is recommended that clients establish the schedule and client interview team early in the selection process; this is to allow for adequate notice to client staff of upcoming reviews and interviews.

In establishing a date for submission of “Project Proposal” from short-listed Architects allow a minimum of 10 working days from the date your request is received by the Architect. If a site tour is required clients need to allow a minimum of 5 working days after the site tour to get meaningful “Project Proposal” submissions.

10 *Confirm a date to advise unsuccessful submissions. This task should be undertaken after all successful firms have received their notifications. Inform them of firms to be interviewed and express appreciation for their effort and interest.*

12 *The date of Interviews for short-listed firms is established in 2.6. If at all possible Interviews of all Architects should take place on the same day. For large or complex projects, individual interviews may require additional time and may need to occur over a couple of days.*

Allow time for client staff to fill out and compile the scoring sheets for each Architect after each interview. Additional time is necessary to rank the Architects. Architects are ranked for the project on value-based criteria.

13 *Provide adequate time from the completion of interviews to engage the highest ranked Architect in discussion of the refinement of the scope of work for your project.*

14 *Allow adequate time for the Architect to develop the Scope of Services for your project based upon the defined scope of work. Once agreement on the scope of services is reached request the preparation of a Fee Proposal by the Architect.*

15 *You should allow time to review the fee proposal and to enter into negotiations with the Architect if required. This contract needs to be reviewed and executed in a timely fashion prior to the Architect commencing the work on your project.*

16 *Advise the unsuccessful short-listed Architects of the outcome of the interviews and the final selection ~~once the contract with that Architect has been executed~~. Express appreciation for their effort and involvement in the Architect selection process.*



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

“Statement of Interest and Qualifications” Scoring Sheet

Name of Project:		Date:			
Name of Practice:		Time:			
Name of Reviewer:					
Evaluation Criteria	Score (1-10)	X	Weight (1, 1.5 or 2)	=	Total
1 Presentation					
1. All submission requirements provided.		x		=	
2. Clarity and organization of material.		x		=	
2 Qualifications (Based on resumes for assigned staff and consultants if applicable.)					
1. Assigned staff - education, professional qualifications, professional development.		x		=	
2. Consultants - education, professional qualifications, professional development.		x		=	
3 Experience (Based on the list of similar projects provided with the submission completed in last (——) within the past 5 years.)					
1. Number of projects of similar type; scale/complexity; or		x		=	
2. 1. Number of projects of similar type; scale/complexity; or		x		=	
3. 2. Number of projects with similar professional services		x		=	
4 References (Based on client references provided with the submission.)					
Reference No.1 _____		x		=	
Reference No.2 _____		x		=	
Reference No.3 _____		x		=	
5 Grand Total					



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Project Proposal Scoring Sheet

Name of Project:	Date:				
Name of Practice:	Time:				
Name of Reviewer:					
Evaluation Criteria	Rating (1-5)	X	Weight (1, 1.5 or 2)	=	Total
1 Understanding of the Project (item 5.3.1)					
Architect understands the scope of the project and the needs of the client.		x		=	
2 Proposed Methodology (item 5.3.2)					
1. Approach to the design and construction of the project.		x		=	
2. The proposed team members and consultants if applicable .		x		=	
3. Opportunities or constraints.		x		=	
3 Proposed Project Management (Item 5.3.3)					
Approach to management of client meetings, communications, approvals, schedules, cost and quality assurance controls.		x		=	
4 Related Project Experience (item 5.3.4)					
1. Number of projects of a similar type, scale/complexity and/or		x		=	
2. Number of projects with similar professional services		x		=	
5 Proposed Form of Contract (item 5.3.5)					
-1. OAA Document 600, 2005 or RAIC Document 6, 2006 submitted		x		=	
-2. Other form of Contract submitted		x		=	
65 Grand Total					



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Interview Scoring Sheet

The purpose of the interview is to determine whether the Niagara Catholic District School Board and the architect have compatible objectives, perspectives and attitudes. Questions should explore those concerns and the overall “chemistry” of the client/architect relationship.

Name of Project:		Date:
Name of Practice:		Time:
Name of Reviewer:		

Architects invited to attend an interview should be prepared to address the following issues. Questions from the Architect will be accepted after the panel has completed their questions and if time is available.

Evaluation Criteria	Rating (1-5)	X	Weight (1, 1.5 or 2)	=	Total
Understanding of the Project					
1. Architect understands the scope of the project brief and the needs of NCDSB.		x		=	
2. Architect understands the project constraints /opportunities.		x		=	
3. Architect understands other NCDSB related issues		x		=	
Proposed Project Team and Consultants					
1. Related project experience, ability and capacity of proposed key personnel assigned to this project.		x		=	
2. Related project experience, ability and capacity of the “Lead Liaison”.		x		=	
3. Related project experience, ability and capacity of proposed consultants.		x		=	
Proposed Project Management – The practice’s approach to the following:					
1. Management of the project-		x		=	
2. Client interface, reviews and approval process		x		=	
3. Quality assurance systems		x		=	
4. Cost control systems		x		=	
5. Schedule and updating process		x		=	
6. Troubleshooting procedures		x		=	
Subtotal of Page 1					

Related Project Experience					
1. Quality and experience of projects of a similar type		X		=	
2. Projects with similar professional services		X		=	
Overall Impression					
1. Ability to express ideas		X		=	
2. Ability to manage the project team		X		=	
3. Ability/ past experience working with the client.		X		=	
4. Communication/listening skills		X		=	
5. Ability to be flexible/adaptable		X		=	
6. Architect's response to the question - "Why should we select your practice for this project?"		X		=	
Subtotal of Page 2					
Subtotal of Page 1					
Grand Total					

Reviewer's Comments:



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Summary Evaluation Sheet

Application	Name of Compiler : <i>Name of Compiler</i>				
This form is intended to be used to compile scores of all practices that submitted "Statement of Interest and Qualifications", "Project Proposal" and attended the "Interview".					
Statement of Interest and Qualifications Summary	Date of Review <i>Month Day, 2007 Year</i>			Sheet ____ of ____	
Project Proposal Summary	Date of Review				
Interview Summary	Date of Review				
Total Combined Score					
	<i>Practice Name A</i>	<i>Practice Name B</i>	<i>Practice Name C</i>	<i>Practice Name D</i>	<i>Practice Name E</i>
<i>Name of Reviewer #1</i>					
<i>Name of Reviewer #2</i>					
<i>Name of Reviewer #3</i>					
<i>Name of Reviewer #4</i>					
<i>Name of Reviewer #5</i>					
Total Score					
Ranking	____	____	____	____	____

*Note – there may be more than 5 practices

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

**TOPIC: POLICIES – PRIOR TO VETTING
ONTARIO STUDENT RECORD (OSR) (301.7)**

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Date: November 26, 2013

	ONTARIO STUDENT RECORD POLICY		Section:	300 – Schools/Students
	STATEMENT OF POLICY		No:	301.7
			Adopted:	June 26, 2006
			Revised:	NIL

In keeping with the Mission, Vision and Values of the the Niagara Catholic District School Board, the Board and its staff are responsible under the ~~the Ontario Education Act and Regulations~~ legislation and the ~~the Ministry of Education Guidelines~~ to maintain and establish an Ontario Student Record (OSR) for all students enrolled in the Board's schools.

This Policy ~~allows staff to determine~~ provides staff with the type of information, its relevance and its uses, in addition to those specified in the Ministry of Education OSR Guidelines that ~~could be conducive to the improvement of the instruction of the student.~~ are permissible to include in an O.S.R.

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

The Director of Education will establish Administrative Guidelines for the implementation of this Policy.

References:

- *Ontario Education Act and Regulation*
- *Ontario Student Record (OSR) Guideline, 2000*
- *Ontario Student Transcript (OST) Manual, 2010*
- *Records and Information Management Policy No. 600.2*
- *Prior Learning Assessment and Recognition Policy No. 400.4*
- *Accessibility and Standards Policy No. 800.8*

	ONTARIO STUDENT RECORD POLICY ADMINISTRATIVE GUIDELINES	Section:	300 – Schools/Students
		No:	301.7
		Adopted:	June 26, 2006
		Revised:	NIL

1. The following statement regarding the purpose of the OSR will be clearly printed on both Elementary and Secondary School pupil registration forms: Section 265 (d) of the Education Act requires a principal of a school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer, and dispose of the record.”
2. Reference to OSR records **under Section 265 of the Education Act** will also be included in the following forms and documents:
 - **Student Index Card**
 - Elementary and Secondary Registration Form
 - Consent Forms
 - ~~Secondary School Course Calendars~~
 - Report Cards
 - ~~Student Handbooks~~
3. The following school staff is responsible for performing clerical functions ~~with respect to~~ the establishment and maintenance of the OSR:
 - **School Principal**
 - Secretaries designated by the ~~p~~**P**Principal and/or Senior Staff
 - Teachers of the school where the student receives an education
 - ~~Principal of the school~~
4. ~~(3)~~ **The Principal will ensure that the components of the OSR are maintained and** where appropriate, the following electronically generated components in whole or in part, will be deemed acceptable as a segment of the OSR.
 - Elementary and Secondary Registration Form
 - ~~Maplewood~~ **Student** Index Card
 - Ontario Student Transcript (OST)
 - Provincial and Board Report Cards
 - Individual Education Plan
 - ~~Electronically converted documents~~

~~(4) The following school staff is responsible for performing clerical functions with respect to~~ **regarding** the establishment and maintenance of the OSR:
 - ~~School Principal~~
 - ~~Secretaries designated by the p~~**P**Principal and/or Senior Staff
 - ~~Teachers of the school where the student receives an education~~
 - ~~Principal of the school~~
5. The ~~p~~**P**Principal or designate will ensure that the OSR in either hard copy or electronic format is stored in a secure location that provides confidentiality, security, and authorized accessibility to the record. ~~An OSR record will not be left unattended. and~~ **There must be documentation if an OSR is** removed from the storage area ~~overnight and it must~~ **will** be kept secure. It ~~will~~**is** never be taken out of the school building unless ~~requested~~ **subpoenaed** by ~~other~~ legislation.
6. **The Principal is to ensure, on an annual basis, that** ~~A~~ all materials purged from the OSR must be ~~destroyed~~ **shredded** so that no identifiable information can be discerned. The ~~p~~**P**Principal will ensure that designated staff destroys the contents of the OSR by shredding hard copies, and/or deleting appropriate electronic files.

7. ~~The p Principal or a designate must be present while the contents of the OSR are being examined.~~
Parents or adult students, who require access to their child's or their own OSR, must submit a request in writing to the Principal at least one week prior to accessing the OSR. ~~The p Principal or a designate must be present while the contents of the OSR are being examined.~~
8. ~~Only~~ Special Health Information that has been disclosed to the p Principal and deemed by him/her to be conducive to the improvement of the instruction of the student will be stored in the OSR.
9. ~~Assessment and evaluation reports that are conducive to the educational achievement of the child~~ ~~Psychometric~~ Assessment, Developmental Reading Assessment (DRA), PM Benchmarks and Education Quality and Accountability Office reports (EQAQO) will be stored in the **documentation file of the OSR**. ~~The Student Information Sheet that follows Grade 8 students to Grade 9 will also be stored in the OSR. All of These documents will be stored in the documentation file within the OSR.~~
10. Current photographs **of students are to be maintained electronically via the Student Information System** (digital or printed) ~~must be kept on file in the main office and on the OSR index card.~~ It is not necessary for them to be placed on the OSR folder.
11. Prior Learning Assessment and Recognition (PLAR) information will be stored in the OSR, according to ~~the Ministry of Education Policy/Program Memorandum #129 and the Niagara Catholic District School Board Policy # 400.4~~ Board Policy No. 400.4.
12. Continuing Education – An Office Index Card containing the information required in Section 4 of the Ministry of Education Ontario Student Record (OSR) Guideline 2000, will be created for the all students enrolled in Continuing Education.
13. Upon school closures, the OSR will be forwarded to the schools to which the students have been relocated. Retired OSR's will be sent to the Catholic Education Centre **for secured storage at a Board site.**
14. Where permitted through Ministry Regulations all or parts of the OSR may be converted to an electronic format. Further guidelines to govern the creation of Electronic versions of the OSR, ~~will~~ **may** be developed **by the Ministry.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
NOVEMBER 26, 2013**

TOPIC: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

The Policy and Guideline Review 2013-2014
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 26, 2013

POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

AS AT NOVEMBER 26, 2013 (Sorted by PC DATE)

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Sept. 2013	Dec. 2013	
1998		400.1	Adult and Continuing Education	FI	Sept. 2013	Dec. 2013	
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Sept. 2013	Dec. 2013	
2006		301.6	School Generated Funds	GV	Oct. 2013	Feb. 2014	
1998	2002	201.3	Religious Education Courses for Staff	FI	Oct. 2013	Feb. 2014	
2002	2012	201.7	Employee Workplace Harassment *	FI	Oct. 2013	Nov. 2013	
2002	2011	201.11	Employee Workplace Violence *	FI	Oct. 2013	Nov. 2013	
2002	2011	201.6	Occupational Health & Safety *	FI	Oct. 2013	Nov. 2013	
2003		400.5	Acceleration/Retention (Elementary)	ML	Oct. 2013	Nov. 2013	
1998	2001	201.1	Employee Leaves of Absence	FI	Oct. 2013	Nov. 2013	
2001	2002	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	FI	Oct. 2013	Nov. 2013	
1998	2010	301.1	Admission of Elementary & Secondary Students	LAFS	Nov. 2013	Feb. 2014	
2007		600.5	Advertising Expenditures	GV	Nov. 2013	Feb. 2014	
1998		701.1	Architect Selection	SW	Nov. 2013	Feb. 2014	
2006		301.7	Ontario Student Record (OSR)	ML	Nov. 2013	Feb. 2014	
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Nov. 2013	Dec. 2013	
1998		400.1	Adult and Continuing Education	FI	Nov. 2013	Dec. 2013	
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Nov. 2013	Dec. 2013	
2007		201.15	Employee Conferences, Workshops & Meetings	GV	Nov. 2013	Dec. 2013	
2007		201.14	Employee Meals & Hospitality	GV	Nov. 2013	Dec. 2013	
2007		100.9	Advocacy Expenditures	GV	Jan. 2014	Apr. 2014	
2006		201.13	Sexual Misconduct	FI	Jan. 2014	Apr. 2014	
2007	2010	500.2	Student Transportation	GV	Jan. 2014	Apr. 2014	
1998		701.1	Architect Selection	SW	Jan. 2014	Feb. 2014	
2006		301.6	School Generated Funds	GV	Jan. 2014	Feb. 2014	
2005		100.8	Electronic Meetings (Board and Committees)	JC	Feb. 2014	May 2014	
NEW		NEW	Enrolment Register Policy	GV	Feb. 2014	May 2014	
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Feb. 2014	Mar. 2014	
2007		600.5	Advertising Expenditures	GV	Feb. 2014	Mar. 2014	
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	Mar. 2014	Jun. 2014	
2007		100.9	Advocacy Expenditures	GV	Mar. 2014	Apr. 2014	
1998	2002	201.3	Religious Education Courses for Staff	FI	Mar. 2014	Apr. 2014	
2006		201.13	Sexual Misconduct	FI	Mar. 2014	Apr. 2014	
2005		100.8	Electronic Meetings (Board and Committees)	JC	Apr. 2014	May 2014	
NEW		NEW	Enrolment Register Policy	GV	Apr. 2014	May 2014	
2007	2010	500.2	Student Transportation	GV	Apr. 2014	May 2014	
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	May 2014	Jun. 2014	

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		

2009		701.4	Accessibility Customer Service	LAFS			
2012	2013	800.8	Accessibility Standards	YB			
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS			
1998	2010	301.1	Admission of Elementary & Secondary Students	FI			
1998	2010	302.1	Anaphylaxis	YB			
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI			
1998	2012	301.3	Attendance Areas	SW			
2012		201.16	Attendance Support Program	FI			
1997	2010	100.1	Board By-Laws	JC			
2012		701.5	Bottled Water	LAFS			
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI			
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI			
1998	2013	800.1	Catholic School Councils	LAFS			
2001	2012	400.3	Christian Community Service	ML			
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI			
1998	2011	800.3	Complaint Resolution	JC			
1998	2013	800.2	Community Use of Facilities	SW			
2002	2013	201.5	Death Benefit	FI			
2002	2013	201.10	Deferred Salary Plan (X/Y)	FI			
2012		302.8	Diabetes Management	YB			
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	FI			
1998	2012	301.2	Education-Based Research	LAFS			
1998	2013	400.2	Educational Field Trips	ML			
2006	2012	201.12	Electronic Communications Systems (Employees)	MC			
2006	2012	301.5	Electronic Communications Systems (Students)	MC			
2012		302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	FI			
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI			
2012		201.17	Employee Code of Conduct & Ethics	FI			
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI			
2011		400.6	Environmental Stewardship	SW			
2010	2010	100.1	Equity and Inclusive Education	YB			
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC			
2010		800.6	Facility Partnerships	SW			
2002	2012	301.4	Fundraising	GV			
2013		203.4	Leadership Pathways	FI			
1998	2010	600.3	Monthly Financial Reports	GV			
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI			
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS			
2005	2011	302.7	Nutrition	YB			
1998	2012	702.1	Playground Equipment	SW			
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML			
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	FI			
1998	2010	701.2	Pupil Accommodation Review	SW			
1998	2011	600.1	Purchasing/Supply Chain Management	GV			
1998	2011	600.2	Records and Information Management	JC			
1998	2008	201.4	Reimbursement of Travel Expenses	GV			
2010	2010	100.10.1	Religious Accommodation	YB			

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		

1998	2010	201.2	Retirement & Service Recognition Celebration	FI		
1999	2010	302.3	Safe Arrival	FI		
2009		302.8	Safe Physical Intervention with Students	LAFS		
2001	2013	302.6	Safe Schools	FI		
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	FI		
2011	2011	301.11	Student Fees	YB		
2001	2012	302.5	Student Parenting	ML		
2013		100.6.12	Student Senate - Elementary	JC		
2000	2013	100.6	Student Senate - Secondary	JC		
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	FI		
1998	2012	100.4	Student Trustees	JC		
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC		
2010		100.12	Trustee Code of Conduct	JC		
2011		100.13	Trustee Expenses & Reimbursement (<i>Interim</i>)	JC		
2010		100.11	Trustee Honorarium	JC		
2002	2013	701.3	Video Security Surveillance	SW		
2011		301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB		
2001	2009	302.4	Volunteer Driver	YB		
2007	2008	800.4	Volunteer Recognition	JC		
2013		800.9	Volunteering in Catholic Schools	FI		

* **MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS