



*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**

**OCTOBER 24, 2017  
4:30 P.M.**

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



- |  |   |
|--|---|
| 1. Opening Prayer – Trustee Sicoli                           | - |
| 2. Attendance  | - |
| 3. Approval of Agenda  | - |
| 4. Declaration of Conflict of Interest                       | - |
| 5. Minutes of Policy Committee Meeting of September 26, 2017 | 5 |
| 6. Policies  |   |

Action Required

**POLICIES – PRIOR TO VETTING**

- |   |     |
|---|-----|
| 6.1 Records and Information Management Policy (600.2)                               | 6.1 |
| 6.2 Nutrition Policy (302.7)  | 6.2 |
| 6.3 Niagara Catholic Education Award of Distinction Policy (100.7)                  | 6.3 |
| 6.4 Assignment of Principals & Vice-Principals Policy (202.1)                       | 6.4 |
| 6.5 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9) | 6.5 |

Information

- |   |     |
|---|-----|
| 6.6 Policies Currently Being Vetted   | -   |
| • Trustee Code of Conduct Policy 100.12   |     |
| • Trustee Expenses & Reimbursement Policy 100.13  |     |
| 6.7 Policy and Guideline Review 2017-2018 Schedule  | 6.7 |
| 7. Date of Next Meeting   |     |
| November 21, 2017 – Start time to be determined and posted on the Board website and agenda cover sheet. |     |
| 8. Adjournment  | -   |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
SEPTEMBER 26, 2017**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of September 26, 2017, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, SEPTEMBER 26, 2017

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Minutes of the Policy Committee Meeting held on Tuesday, September 26, 2017 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chair Vernal.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Vernal.

**2. Attendance**

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

**Student Trustees:**

*Nico Tripodi*  
*Hannah Tummillo*

**Staff:**

*John Crocco*, Director of Education  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Giancarlo Vetrone*, Superintendent of Business & Finance

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

**3. Approval of Agenda**

Moved by Trustee Sicoli

**THAT** the September 26, 2017, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of May 23, 2017**

Moved by Trustee Vernal

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of May 23, 2017, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO OCTOBER 10, 2017 COMMITTEE OF THE WHOLE MEETING**

**6.1 Complaint Resolution Policy (800.3)**

John Crocco, Director of Education, presented feedback received from the vetting process and highlighted amendments to the Complaint Resolution Policy (800.3) following the vetting process.

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

**POLICY STATEMENT**

- Page 1, Paragraph 2 remove “*directly*”
- Add “*Ombudsman Act*” reference

**ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the October 10, 2017 Committee of the Whole Meeting to approve the revisions to the Policy (800.3), as amended.

**APPROVED**

## **6.2 Education-Based Research Policy (800.5)**

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted amendments to the Education-Based Research Policy (800.5) following the vetting process.

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

### **POLICY STATEMENT**

- Paragraph 3 change “*has been*” to “*is*”

### **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the October 10, 2017 Committee of the Whole Meeting to approve the revisions to the Policy (800.5), as amended.

### **APPROVED**

## **6.3 Student Fees Policy (301.11)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented feedback received from the vetting process and highlighted amendments to the Student Fees Policy (301.11) following the vetting process.

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

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE PROCEDURES**

- Page 3, Best Practices replace “*may*” to “*shall*” and “*should*” to “*must*”, move bullet 3 to bullet 4 and add “*Where a parent authorizes student not to participate*” and “*during the school day*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the October 10, 2017 Committee of the Whole Meeting to approve the revisions to the Policy (301.11), as amended.

### **APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.4 Trustee Expenses & Reimbursement Policy (100.13)**

Director Crocco and Superintendent Vetrone presented the Trustee Expenses & Reimbursement Policy (100.13).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Paragraph 1 add *“It is the responsibility of individual Trustees to submit reasonably related specific expenses incurred in the role and responsibility of Catholic Trustees”*
- Remove bullets listed under Eligible Expenses
- Where an Expense Claim is Denied – change *“Committee of the Whole (In-Camera) with a recommendation. In making its decision the Committee of the Whole”* to *“Board”* and remove last paragraph
- Change *“Reporting of Trustee Expenses”* title to *“Reporting of Approved Trustee Expenses”* and change last bullet to *“miscellaneous”*

The Policy Committee requested that the Trustee Expenses & Reimbursement Policy (100.13), be vetted from September 27, 2017 to November 8, 2017 with a recommended deadline for presentation to the Policy Committee in November 2017, for consideration to the Committee of the Whole and Board in December 2017.

### **6.5 Trustee Code of Conduct Policy (100.12)**

Director Crocco presented the Trustee Code of Conduct Policy (100.12).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

The Policy Committee requested that the Trustee Code of Conduct Policy (100.12), be vetted from September 27, 2017 to November 8, 2017 with a recommended deadline for presentation to the Policy Committee in November 2017, for consideration to the Committee of the Whole and Board in December 2017.

## **INFORMATION**

### **6.6 Policy and Guideline Review 2017-2018 Schedule**

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

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

October 24, 2017 – Start time to be determined and posted on the Board website and agenda cover.

**8. Adjournment**

The meeting adjourned at 6:30 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

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

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**RECOMMENDATION**

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

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

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

Date: October 24, 2017





## RECORDS AND INFORMATION MANAGEMENT POLICY

### STATEMENT OF POLICY

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

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

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

All Board employees are responsible for the records and information they create and maintain to support the Board's operations. All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.

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

#### References

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



## DEFINITIONS

### Records and Information Management

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

### Record

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

### Records Management System

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

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

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

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

### Records Management Manual

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

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



## NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS MANAGEMENT SYSTEM

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

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

### **Classification**

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

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

### **Retention**

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

### **Recommended Active Retention**

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

## **Recommended Inactive Retention**

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

## **Summary**

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

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

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**RECOMMENDATION**

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

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Date: October 24, 2017



Niagara Catholic District School Board

## NUTRITION POLICY

### STATEMENT OF POLICY

Section 200 – Human Resources

Policy No 302.7

Adopted Date: June 21, 2005

Latest Reviewed/Revised Date: March 29, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board views human life as an integration of body, mind, and spirit, with an appreciation of the sacredness of the human body as a gift from God.

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

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

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

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

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

This policy applies to all schools and other Board sites.

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

#### References:

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

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



## NUTRITION POLICY

### ADMINISTRATIVE PROCEDURES

## RATIONALE

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

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

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

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

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

## APPLICATION

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

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

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



### [Nutrition Standards for Food](#)

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

### [Nutrition Standards for Beverages](#)

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

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

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

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

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

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

## ADDITIONAL REQUIREMENTS

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

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

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

## NUTRITION STANDARDS EXEMPTIONS

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

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

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

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

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

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

## FUNDRAISERS

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

## EXEMPTION FOR SPECIAL EVENTS

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

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

## STUDENT NUTRITION PROGRAMS

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

## FOOD AND BEVERAGES PROVIDED FOR MEETINGS

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

## PRACTICES FOR CONSIDERATION

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

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

## IMPLEMENTATION AND MONITORING

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

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

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

## APPENDIX: NUTRITION STANDARDS FOR ONTARIO SCHOOLS

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

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

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

### Nutrition Standards for Food

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

#### Vegetables and Fruit

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

### Vegetables and Fruit (cont.)

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

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

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

## Grain Products

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

### Grain Products (cont.)

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

## Milk and Alternatives

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

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

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

\*\*Encourage selection of lower-fat cheese options.

\*\*\*DV = Daily Value.



## Meat and Alternatives

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

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

### Meat and Alternatives (cont.)

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

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

## Mixed Dishes

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

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

## Mixed Dishes (cont.)

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

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

## Miscellaneous Items

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

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

## Nutrition Standards for Beverages

Separate beverage standards are provided for elementary and secondary schools.

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

### Beverages – Elementary Schools

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

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

\*\*DV = Daily Value.

## Beverages – Secondary Schools

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

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

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

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

\*\*\*DV = Daily Value.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

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

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**RECOMMENDATION**

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

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

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

Date: October 24, 2017





Niagara Catholic District School Board

**NIAGARA CATHOLIC  
EDUCATION AWARD OF DISTINCTION POLICY**

STATEMENT OF POLICY

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: December 18, 2012

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

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

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

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



**NIAGARA CATHOLIC  
EDUCATION AWARD OF DISTINCTION POLICY**

ADMINISTRATIVE PROCEDURES

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: December 18, 2012

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

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

## ELIGIBILITY

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

## CRITERIA

Nominees must have:

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

## NOMINATION PROCESS

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

5. Nominations must be received by the Manager of Corporate Communication and Communications Services at the Catholic Education Centre as announced on the Nomination Form.

## **SELECTION COMMITTEE**

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

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

The Selection Committee will review all submissions and arrive at a final decision. Once the Committee makes a decision, it will be promptly communicated to the Board through the Director of Education.

## **PRESENTATION OF THE AWARD**

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



# THE NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION NOMINATION FORM

FOR THE YEAR \_\_\_\_\_

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

## NOMINEE

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

## NOMINATED BY

FULL NAME	PHONE NUMBER
ADDRESS	SIGNATURE

See Contribution to Catholic Education form to be completed on reverse

## ENDORSED BY

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

DATE OF SUBMISSION \_\_\_\_\_

**TO BE FORWARDED TO  
THE MANAGER OF CORPORATE SERVICES AND COMMUNICATIONS NO LATER THAN  
NOVEMBER 30th**

**CONTRIBUTION TO CATHOLIC EDUCATION FORM**

*(not to exceed one page)*

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

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

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**RECOMMENDATION**

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

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

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

Date: October 24, 2017



Niagara Catholic District School Board

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

### STATEMENT OF POLICY

200 – Human Resources

Policy No 202.1

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 23, 2012

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

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

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

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

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

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

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

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

#### ***References***

- [\*\*Bill 177, Student Achievement and School Board Governance Act, 2009\*\*](#)
- [\*\*Education Act and Regulations\*\*](#)
- [\*\*Ontario Leadership Strategy\*\*](#)



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

ADMINISTRATIVE PROCEDURES

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

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



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

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

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**RECOMMENDATION**

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

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

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

Date: October 24, 2017



Niagara Catholic District School Board

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

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: March 27, 2012

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

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

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

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

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

***References***

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



Niagara Catholic District School Board

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

200 – Human Resources

Policy No 201.9

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: March 27, 2012

## INCLEMENT WEATHER

Inclement weather is defined as severe, harsh or stormy weather conditions which will vary throughout the Region of Niagara and could delay travel to schools as well as effect the normal operations of schools, worksites or the system which includes, but not limited to, the delay or cancellation of bus transportation by bus companies; travel advisories or road closures by the Niagara Regional Police and/or Ontario Provincial Police; or extreme weather warnings issued by Environment Canada to local municipalities in the Region of Niagara.

In consultation with members of Senior Administrative Council and as required, but not limited to, Niagara Student Transportation Services, Niagara Regional Police, Ontario Provincial Police and coterminous school boards, the Director of Education will determine any alterations and/or closures to the normal operations of the Niagara Catholic District School Board due to inclement weather or any other conditions which would affect the normal operations of a school, group of schools or the system.

## REGULAR WORK LOCATION/ALTERNATE WORK LOCATION

1. In periods of inclement weather it is an expectation that all staff will attempt to reach their work location in time for normal hours of operation.
2. If travel to work is impeded by inclement weather, and may cause lateness, the employee will notify his/her Principal or immediate Supervisor indicating his/her estimated time of arrival.
3. If inclement weather conditions are so severe as announced by the Ministry of Transportation, the Niagara Regional Police, and/or the Ontario Provincial Police as to delay travel to the employee's regular usual work location, the employee will report to the nearest school or work location within the Niagara Catholic District School Board and report to the Principal and/or Supervisor of that location for his/her normal hours of duty. The employee is responsible to contact by phone his/her Principal and/or Supervisor to inform them of his/her location.
4. If an employee reports to an alternative work location, he/she is under the authority of the Principal and/or Supervisor of that school or facility for his/her normal hours of duty.
5. The Principal/Supervisor is required to report all employees who have attended an alternate work location to the Family of Schools' Superintendent of Education.
6. When the school buses are cancelled due to inclement weather as announced through local media and on the Board website, all daily occasional and/or casual replacements assigned for the specific day are not to report to the daily assignment and will not be paid for this cancellation. (Unless otherwise notified, on days when bus transportation is cancelled, all professional development in-services will be cancelled.)

## ABSENCE FROM REGULAR WORK LOCATION AND/OR ALTERNATE WORK LOCATION

1. Where an employee deems it impossible to report to any school or alternate work location within the Niagara Catholic District School Board in time for the commencement of normal hours of operation he/she must notify by phone his/her immediate Principal/Supervisor.  
The Principal/Supervisor will discuss a delay in the time to report to any school or alternate work location within the Board.
2. All employees must continue to make all reasonable attempts to report to their regular school or work location or in its alternative any other school or work location within the Niagara Catholic District School Board as weather conditions change throughout the day.
3. Employees who are unable to report to any school or alternate work location within the Niagara Catholic District School Board are required to record his/her absence on the Smart Find Express (SFE) system using the inclement weather code.
4. Principals/Supervisors are required to report all employees who have contacted them indicating that they deemed it impossible to report to any school or alternate work location within the Niagara Catholic District School Board to the Family of Schools Superintendent of Education by the end of the school day.
5. Employees unable to report to a school or alternate work location, must provide the Senior Administrator of Human Resources a signed and dated written explanation of the reason for the absence on his/her return to active duty. The decision of remuneration shall be determined by the Superintendent of Human Resources in consultation with the appropriate supervisor.

## SCHOOL CLOSURE

1. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all daily occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.
2. Where a school, a group of schools, or a workplace site is closed by the Director of Education, employees are required to attend a work location determined by the Director of Education in consultation with members of Senior Administrative Council, the Family of Schools Superintendent of Education and the Principal and/or Principals(s) affected by a school closure. The alternate location or locations for school or workplace staff will be communicated to staff by the Principal or Supervisor through staff phone communication procedures, announced on local media services and posted on the Board website. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all occasional and/or casual replacements assigned to the school or workplace for the specific day will not be paid for the day of the closure, with the exception of long term occasional teachers. Daily Occasional and casual staff that are placed in an assignment for more than ten (10) consecutive days for the same employee will be paid for the day of closure of school or workplace site.

## SYSTEM CLOSURE

1. When the Director of Education closes the entire system, employees are not required to report to any work location. For system closures employees are;
  - not required to record their absences on the Smart Find Express (SFE)
  - to remain in contact with their school Principal and/or Supervisor and/or the Board website for current information on the status of the system closure and the return to normal operations of the system.

2. Where the school or workplace is declared closed prior to the commencement of a scheduled workday, as announced through local media and the board website, all daily occasional and/or casual replacements, with the exception of long term occasional teachers assigned to the school or workplace for the specific day will not be paid for the day of the closure.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

**TITLE: POLICY AND PROCEDURE REVIEW 2017-2018 SCHEDULE**

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

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: October 24, 2017



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: October 24, 2017

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

\* Ministry of Labour Compliance Annual Review

**SORTED BY CW/BOARD MEETING DATE**

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