



The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY, JANUARY 26, 2021
4:30 P.M.**



*Electronic Meeting in Compliance with Education Act Section 207 and
Ontario Regulation 463/97 Section 5.1 (2)
Public Access Phone No: 1-647-558-0588 Meeting ID: 984 1860 5060 Password: 709354*

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- | | |
|---|-----|
| 1. Opening Prayer – Trustee Huibers | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of October 27, 2020 | 5 |
| 6. Governance Policies | |
| <u>Action Required</u> | |
| GOVERNANCE POLICIES – FOR RECOMMENDATION TO FEBRUARY COMMITTEE OF THE WHOLE | |
| 6.1 Accessibility Customer Service Policy (800.8.1) | 6.1 |
| 6.2 Complaint Resolution Policy (800.3) | 6.2 |
| GOVERNANCE POLICIES – PRIOR TO VETTING | |
| 6.3 Bullying Prevention and Intervention Policy (302.6.8) | 6.3 |
| 6.4 Student Expulsion – Safe Schools Policy (302.6.5) | 6.4 |
| 6.5 Employee Workplace Harassment Policy (201.7) | 6.5 |
| 6.6 Employee Workplace Violence Policy (201.11) | 6.6 |
| <u>Information</u> | |
| 6.7 Rescinding of Architect and Consultant Selection AOP (701.1) | 6.7 |
| 6.8 Governance Policies Currently Being Vetted | - |
| Nil | |
| 6.9 Governance Policy Review 2020-2021 Schedule | 6.9 |
| 7. Date of Next Meeting | |
| February 23, 2021 – 4:30 p.m. | |
| 8. Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
OCTOBER 27, 2020**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 27, 2020, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 27, 2020

Minutes of the Policy Committee Meeting held on Tuesday, October 27, 2020 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 4:44 p.m. by Policy Committee Chair Huibers.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Burkholder

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Committee Chair)	✓			
Rhianon Burkholder	✓			
Dino Sicoli	✓			

Student Trustees:

Luca DiPietro

Sydney Yott

Staff:

Camillo Cipriano, Director of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Pat Rocca, Superintendent of Education

Gino Pizzoferrato, Superintendent of Education

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

3. **Approval of Agenda**

Moved by Trustee Burkholder

THAT the October 27, 2020 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 September 29, 2020**

Moved by Trustee Burkholder

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 29, 2020, as presented.

APPROVED

6. **Governance Policies**

ACTION REQUIRED

GOVERNANCE POLICIES - FOR RECOMMENDATION TO NOVEMBER 10, 2020 COMMITTEE OF THE WHOLE MEETING

6.1 **Leadership Pathways Policy (203.4)**

Pat Rocca, Superintendent of Education/Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Leadership Pathways Policy (203.4), following the vetting process.

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

- No amendment

Moved by Trustee Burkholder

THAT the Policy Committee recommend to the November 10, 2020 Committee of the Whole Meeting to approve the revisions to the Leadership Pathways Policy (203.4), as presented.

APPROVED

6.2 **Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)**

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), following the vetting process.

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

- No amendment

Moved by Trustee Burkholder

THAT the Policy Committee recommend to the November 10, 2020 Committee of the Whole Meeting to approve the revisions to the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), as presented.

APPROVED

6.3 Elementary Standardized Dress – Safe Schools Policy (302.6.10)

Superintendent Forsyth-Sells presented feedback received from the vetting process and highlighted recommended amendments to the Elementary Standardized Dress – Safe Schools Policy (302.6.10), following the vetting process.

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

- No amendment

Moved by Trustee Burkholder

THAT the Policy Committee recommend to the November 10, 2020 Committee of the Whole Meeting to approve the revisions to the Elementary Standardized Dress – Safe Schools Policy (302.6.10), as presented.

APPROVED

6.4 Niagara Catholic Parent Involvement Committee Policy (800.7)

Superintendent Forsyth-Sells presented feedback received from the vetting process and highlighted recommended amendments to the Niagara Catholic Parent Involvement Committee Policy (800.7), following the vetting process.

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

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the November 10, 2020 Committee of the Whole Meeting to approve the revisions to the Niagara Catholic Parent Involvement Committee Policy (800.7), as presented.

APPROVED

GOVERNANCE POLICIES - PRIOR TO VETTING

Nil

INFORMATION

Policy Committee discussed the procedure of collecting input for Administrative Operational Procedures. Director Cipriano noted he will discuss with Senior Administrative Council.

6.5 Governance Policies Currently Being Vetted

Nil

6.6 Governance Policy Review 2020-2021 Schedule

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

Following discussions, the Policy Committee agreed to move the Pupil Accommodation Review Policy to the April 2021 Policy Committee meeting, the Accessibility Customer Service and Complaint Resolution Policies to the January 2021 Policy Committee meeting and cancelling the November 24, 2020 Policy Committee meeting.

7. Date of Next Meeting

January 28, 2021

8. Adjournment

The meeting adjourned at 5:29 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
ACCESSIBILITY CUSTOMER SERVICE POLICY (800.8.1)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Accessibility Customer Service Policy (800.8.1), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: January 26, 2021



Niagara Catholic District School Board
ACCESSIBILITY CUSTOMER SERVICE POLICY
STATEMENT OF GOVERNANCE POLICY

800.8.1 – Schools and Community Councils

Policy No. 800.8.1

Adopted Date: December 15, 2009

Latest Reviewed/Revised Date: December 20, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~Niagara Catholic~~ **the Board** is committed to providing educational programs, and services in its learning and working environments, and facilities ~~which are~~ free of **any barriers and biases**, building on the key principles of independence, dignity, and respect for ~~all~~ students, parents/guardians, staff and members of the community.

The provision of educational programs and services involves the positive implementation of attitudes, actions, structures, and systems that support the continual improvement of accessibility and customer service in the Niagara Catholic District School Board. The Board is committed to ~~giving~~ providing persons with disabilities equal opportunity of access to ~~services and programs~~, **and services** offered by the Board ~~in locations normally accessed by the public~~ in publicly accessible locations.

The Board defines a customer as any ~~person~~ **individual** who uses the services of the ~~school~~ **Board**, ~~who is not other than~~ a student or **Board** staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board **Governance** Policies and **Administrative and Operational** Procedures.

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

References

- [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)
- [Ontario Regulation 191/11, Integrated Accessibility Standards](#)
- [Ontario Education Services Corporation](#)
- [Ontario Human Rights Code](#)
- **Niagara Catholic District School Board Policies/Procedures/Documents**
 - [Accessibility Standards Policy \(800.8\)](#)
 - [Access to Board Premises \(302.6.3\) Administrative Operational Procedures](#)
 - [Complaint Resolution Policy \(800.3\)](#)
 - [Niagara Catholic Multi-Year Accessibility Plan 2018-2021](#)

Adopted Date:	December 15, 2009
Revision History:	February 24, 2015 December 20, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

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

RECOMMENDATION

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

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

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

Date: January 26, 2021



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

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 24, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Board is committed to open and transparent communication with its students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

The purpose of this Policy is to support the Board’s commitment and dedication to serving our educational partners by encouraging an open and trusting culture that fosters a sense of comfort, without fear of reprisal. The Board recognizes the importance of input and this Policy encourages the resolution of conflict, within a process that is accountable, transparent and respectful of the roles of the complainant and the Board in resolving conflict is in the best interest of students and employees involved. Therefore, this Policy provides an avenue for the submission of complaints, and provides Board staff with protocols for handling same in a fair and consistent manner.

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

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

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

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

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

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

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

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

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

References

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: POLICY PRIOR TO VETTING
BULLYING PREVENTION AND INTERVENTION POLICY
(302.6.8)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: January 26, 2021



Niagara Catholic District School Board

BULLYING PREVENTION AND INTERVENTION POLICY

STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 302.6.8

Adopted Date: November 25, 2003

Latest Reviewed/Revised Date: June 18, 2019

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

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

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

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

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

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

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

References

- [*Accepting Schools Act*](#)
- [*Accessibility for Ontarians with Disabilities Act 2005*](#)
- [*Caring and Safe Schools in Ontario*](#)
- [*Child & Family Services Review Board*](#)
- [*Child, Youth and Family Services Act 2017*](#)
- [*Education Act and Regulations*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Catholic School Graduation Expectations*](#)
- [*Ontario Human Rights Code*](#)
- [*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education*](#)
- [*Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018*](#)

- [Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018](#)
- [Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018](#)
- [Provincial Code of Conduct](#)
- [Regulation 472/07: Behaviour, Discipline and Safety of Pupils](#)
- [Smoke-Free Ontario Act 2017](#)

Niagara Catholic District School Board Policies/Procedures/Documents

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: POLICY PRIOR TO VETTING
STUDENT EXPULSION POLICY (302.6.5)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: January 26, 2021



Niagara Catholic District School Board

STUDENT EXPULSION POLICY

STATEMENT OF GOVERNANCE POLICY

300 – Schools/Students

Policy No 302.6.5

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: May 28, 2019

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

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

The conduct of students as members of the Catholic school community is expected to be modelled upon our Catholic faith, the traditions of Catholic education, and the Ontario Catholic School Graduate Expectations.

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

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

References

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

Niagara Catholic District School Board Policies/Procedures/Documents

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: POLICY PRIOR TO VETTING
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Date: January 26, 2021



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: October 22, 2019

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

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

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

Workplace Harassment includes sexual harassment, defined as;

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

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

Workplace Harassment also includes ethnocultural harassment, defined as;

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

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

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

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

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

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

References:

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: POLICY PRIOR TO VETTING
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Date: January 26, 2021



Niagara Catholic District School Board
EMPLOYEE WORKPLACE VIOLENCE POLICY
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: November 27, 2018

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

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

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

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

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

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

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

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

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

References

- [Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009](#)
- [Human Rights Code](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Occupational Health & Safety Act \(December 2009\)](#)
- [Workplace Violence in School Boards: A Guide to the Law](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
 - [Employee Workplace Harassment Policy \(201.7\)](#)
 - [Privacy Policy \(600.6\)](#)

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

**TITLE: INFORMATION
RESCINDING OF ARCHITECT AND CONSULTANT
SELECTION ADMINISTRATIVE OPERATIONAL
PROCEDURES**

Prepared by: Clark Euale, Controller of Facilities Services
Presented by: Clark Euale, Controller of Facilities Services
Date: January 26, 2021



Niagara Catholic District School Board

ARCHITECT AND CONSULTANT SELECTION

ADMINISTRATIVE OPERATIONAL PROCEDURES

700 – Buildings And Site

No 701.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: April 22, 2014

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Architect and Consultant Selection.

PREAMBLE

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.

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

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 least costly 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.

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 Facilities Services will maintain a list of firms on a Consultants List for assignment of work.

CAPITAL PROJECTS - MINOR

For projects estimated to cost less than \$ 1,000,000 the appropriate Manager of Facilities Services, subject to the direction of the Controller of 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.

CAPITAL PROJECTS - MAJOR

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 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 or Director of Education
- The Principal of the School or representative of the site
- Two Facilities Services Staff

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

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 Facilities Services.

Approval for architectural and/or consulting services for all capital projects shall be in compliance with the Purchasing/Supply Chain Management Administrative Operational Procedures.

RELATED DOCUMENTS

- [*Interview Scoring Sheet*](#)
- [*Project Definition - Form & Instructions*](#)
- [*Project Proposal - Letter Template*](#)
- [*Project Proposal Scoring Sheet*](#)
- [*Statement of Interest & Qualifications - Letter Template*](#)
- [*Statement of Interest & Qualifications - Letter Template, Proposals Not Accepted*](#)
- [*Statement of Interest & Qualifications Scoring Sheet - Form & Instructions*](#)
- [*Statement of Ranking - Letter Template*](#)
- [*Summary Evaluation Sheet*](#)
- [*Time Frame for Architect Selection - Form & Instructions*](#)

References:

- [*National Guide to Sustainable Municipal Infrastructure*](#)
- [*Ontario Association of Architects*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Accessibility Standards Policy \(800.8\)*](#)
 - [*Purchasing/Supply Chain Management Policy \(600.1\)*](#)

Adopted Date:	February 24, 1998
Revision History:	June 6, 2007 April 22, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
JANUARY 26, 2021**

TITLE: POLICY REVIEW SCHEDULE

The Policy Review
Schedule is presented for information.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: January 26, 2021



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2020 - JUNE 2021

Updated: January 26, 2021

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

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE				
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2010	2015	100.10	Equity and Inclusive Education	October 2020
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2002	2020	201.11	Employee Workplace Violence *	April 2021
1997	2016	100.1	Board By-Laws	May 2021
2012	2015	201.16	Attendance Support Program	May 2021
2002	2020	201.6	Occupational Health & Safety *	May 2021