



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

AGENDA AND MATERIAL

POLICY COMMITTEE MEETING

**TUESDAY, MARCH 20, 2018
4:30 P.M.**

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



- | | |
|---|---|
| 1. Opening Prayer – Trustee Burtnik | - |
| 2. Attendance | - |
| 3. Approval of Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Minutes of Policy Committee Meeting of February 27, 2018 | 5 |
| 6. Policies | |

Action Required

POLICIES – PRIOR TO VETTING

- | | |
|--|-----|
| 6.1 Electronic Communications Systems Policy – Employees (201.12) | 6.1 |
| 6.2 Employee Code of Conduct & Ethics Policy (201.17) | 6.2 |
| 6.3 Environmental Stewardship Policy (400.6) | 6.3 |
| 6.4 Bottled Water Policy (701.5) | 6.4 |
| 6.5 Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9) | 6.5 |

Information

- | | |
|---|-----|
| 6.6 Policies Currently Being Vetted | - |
| • Christian Community Service Policy (400.3) | |
| • Electronic Communications Systems Policy – Students (301.5) | |
| • Employee Hiring and Selection Policy – Teachers (203.1) | |
| 6.7 Policy and Guideline Review 2017-2018 Schedule | 6.7 |
| 7. Date of Next Meeting | |
| April 24, 2018 – Start time to be determined and posted on the Board website and agenda cover sheet | |
| 8. Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
FEBRUARY 27, 2018**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of February 27, 2018, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 27, 2018

Minutes of the Policy Committee Meeting held on Tuesday, February 27, 2018 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:00 p.m. by Policy Committee Chair Burtnik.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Vernal.

2. Attendance

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

Student Trustees:

Nico Tripodi
Hannah Tummillo

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Frank Iannantuono, Superintendent of Education/Human Resources
Giancarlo Vetrone, Superintendent of Business & Finance

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

3. Approval of Agenda

Moved by Trustee Vernal

THAT the February 27, 2018, 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 January 30, 2018

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 30, 2018, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MARCH 6, 2018 COMMITTEE OF THE WHOLE MEETING

6.1 Trustee Code of Conduct Policy (100.12)

Following revisions made at the January 30, 2018 Committee meeting the Policy Committee continued to review recommended amendments to the draft Trustee Code of Conduct Policy.

Following discussion, the Policy Committee approved the recommendations for Board Legal Counsel.

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Vernal

THAT the Policy Committee recommend to the March 6, 2018 Committee of the Whole Meeting to approve the revisions to the Trustee Code of Conduct Policy (100.12), as presented.

APPROVED

6.2 Student Trustee Policy (100.4)

Director Crocco presented feedback received from the vetting process and highlighted recommended amendments to the Student Trustee Policy (100.4) following the vetting process.

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

POLICY STATEMENT

- Bullet 1 – remove “*practicing*”
- Bullet 2 – split into two bullets
- Remove all gender specific pronouns and replace with “*their*”

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Vernal

THAT the Policy Committee recommend to the March 6, 2018 Committee of the Whole Meeting to approve the revisions to the Student Trustee Policy (100.4), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.3 Christian Community Service Policy (400.3)

Yolanda Baldasaro, Superintendent of Education, presented the Christian Community Service Policy 400.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Christian Community Service Policy, be vetted from February 28, 2018 to April 12, 2018 with a recommended deadline for presentation to the Policy Committee on April, 24, 2018, for consideration to the Committee of the Whole and Board in May, 2018.

6.4 Electronic Communications Systems Policy – Students (301.5)

Superintendent Baldasaro, presented the Electronic Communications Systems Policy – Student (301.5).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 4 – add “*Network*” and replace “*DVD, CD*” with “*optical disc media*”

ADMINISTRATIVE PROCEDURES

- References – remove *Revised Emergency Response Protocol “Lockdown”*
- The Policy Committee requested that Lockdown communication with parents focus on Board Twitter and Facebook messages and that Students are given the rationale for Lockdown procedures.

The Policy Committee requested that the Electronic Communications Systems Policy – Student, be vetted from February 28, 2018 to April 12, 2018 with a recommended deadline for presentation to the Policy Committee on April, 24, 2018, for consideration to the Committee of the Whole and Board in May, 2018.

6.5 Electronic Communications Systems Policy – Employees (201.12)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Electronic Communications Systems Policy – Employees (201.12).

The Policy Committee suggested the Electronic Communications Systems Policy be revised with similar technical language as the Electronic Communications Systems Policy – Students and to be presented at the March 20, 2018 policy Committee Meeting.

6.6 Employee Hiring and Selection Policy – Teachers (203.1)

Frank Iannantuono, Superintendent of Education, presented the Employee Hiring and Selection Policy – Teachers (203.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Employee Hiring and Selection Policy – Teachers, be vetted from February 28, 2018 to April 12, 2018 with a recommended deadline for

presentation to the Policy Committee on April, 24, 2018, for consideration to the Committee of the Whole and Board in May, 2018.

INFORMATION

6.7 Policies Currently Being Vetted

Nil

6.8 Policy and Guideline Review 2017-2018 Schedule

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

7. Date of Next Meeting

March 20, 2018 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 6:10 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
ELECTRONIC COMMUNICATIONS SYSTEMS POLICY
(EMPLOYEES) (201.12)**

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Date: March 20, 2018



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

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the board provides access to, and recognizes the value of, staff utilizing use of electronic communications systems to share information and knowledge in support of the Board's mission. ~~is encouraged. Towards this end, The Board provides its employees with access to the Board's electronic communication system.~~

For this Policy, the term "Electronic communications systems" refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Network, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices (PEDs), TV, DVD, CD ~~optical disc media and Radio.~~

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

~~The system is also meant to increase communication, enhance productivity and assist the Board in sharing information internally, as well as externally with the local community, including parents, social service agencies, government agencies and businesses.~~

~~Information technologies such as computers, personal electronic devices, software, e-mail, network, Internet and the Intranet are to be used as productivity enhancement tools by Board staff in support of Board related activities. Electronic communications systems and all data and messages generated on, or handled by Board equipment are considered to be the property of the Board and are not the property of the users of the information technology.~~

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

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

Those who use the Board's electronic communication services are expected to do so responsibly. Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

Any breaches of this policy may lead to discipline up to and including dismissal.

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

References

- [Canadian Charter of Rights and Freedoms](#)

- [*Education Statutes and Regulations of Ontario*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Code of Conduct*](#)
- [*Ontario College of Teachers, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017*](#)
- [*The Ontario Human Rights Code*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*Records and Information Management Policy 600.2*](#)
 - [*Electronic Communications System Policy \(Students\) 301.5*](#)
 - [*Employee Code of Conduct and Ethics Policy 201.17*](#)



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

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: June 12, 2012

In accordance with the Electronic Communications Systems (Employees) Policy No. 301.5, all employees shall be governed by the administrative procedures in this policy.

ETIQUETTE

The use of the Board's electronic communications systems must reflect the highest standard of courtesy and professional conduct and should be used only if there is a valid work-related reason.

ELECTRONIC COMMUNICATIONS SYSTEMS (EMPLOYEES)

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

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

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

CLASSROOM PHONES AND CELL PHONES

School staff is expected to focus their full attention on the instruction of students within a classroom and school setting. Notwithstanding emergency situations, school staff is not to place or accept personal calls by classroom phones or cell phones **nor otherwise utilize a personal electronic device for personal means** during instructional classroom time, planning and preparation time and while on supervision.

~~For the purpose of this policy Ppersonal Eelectronic ddevices are defined as, but not limited to, a piece of electronic equipment such as a laptop computer, tablet or a mobile phone.~~

PRIVACY

- All Electronic communications are property of the **B**board.;
- Electronic communications ~~is~~**are** neither private nor secure.
- Users should be aware that all electronic records are Board documents that may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The confidentiality of employee, student, and other personal data must always be maintained.

- In the process of operating and maintaining the Board's network, services and Cloud systems, privacy cannot be guaranteed.
- There are occasions when it may be necessary to access an employee's electronic files, whether they are transmitted to onsite Board storage or Board provisioned Cloud storage (i.e.g. Google G Suite, Microsoft Office 365).
- There are occasions when it may be necessary to access an employee's e-mail messages.
- In the process of operating and maintaining the e-mail systems, privacy cannot be guaranteed.
- There may be occasions when records of telephone calls will be reviewed to ensure appropriate use.

LEGISLATION

Internet and computer use are subject to applicable legislation and Board policies, including the Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.

As with other written resources, there is an obligation to consider copyright and material use limitations where documents or pictures are downloaded from the Internet.

PERMITTED USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

All electronic communications systems provided by the Board are the property of the Board. The electronic systems including hardware and software are the Board's property.

While the use of the Board's electronic communications systems ~~are~~ is intended for legitimate Board-related purposes only, the Board recognizes that there may be times when occasional non-work related use is acceptable. Such usage must be minimal, be in compliance with this policy, not interfere with an employee's work responsibilities, not adversely affect performance or productivity, and not be for personal gain. As with all use of the Board's electronic communications systems, there is no expectation of privacy.

INAPPROPRIATE/UNACCEPTABLE USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS

Inappropriate use of the Board's electronic communications systems and computer network systems can ~~be removed~~ result in the removal or suspension of these privileges at any time by the Board.

The following list of inappropriate uses of the Board's electronic communications systems is not exhaustive and is only used as a guideline for governing conduct in general. Examples of inappropriate use include, but are not limited to the following items:

- Users of the internet shall not intentionally access inappropriate material on the internet.
- Users of the internet may occasionally encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material.
- The installation of any software that is not authorized by the Board and for which the Board does not have the appropriate license is strictly prohibited. Users shall not install any software without express written permission from the IT Services Endpoint Manager.
- Modification (upgrading or removing) of hardware components and peripherals by non-computer support staff is prohibited, except by computer technicians, managers or other individuals as designated by a member of Senior Administrative Council. Any damages and / or labor charges resulting from unauthorized modifications will be the responsibility of the individual involved.

- Movement of hardware and peripherals (from its assigned location in the school) is prohibited, except by computer technicians, managers or other individuals as designated by a member of Senior Administrative Council. Principals may authorize an individual to borrow a laptop, LCD projector or other devices on a temporary basis. All permanent relocations are the responsibility of the Board computer technicians, managers or other individuals as designated by a member of Senior Administrative Council.
- Non-Board owned hardware and peripherals (excluding external memory cards) may not be physically connected (hard wired) to the network or Internet at any Board site, without the express permission of the ~~Computer Services /Information~~ IT Services Managers or Family of Schools Superintendents.
- Usage of devices or technologies which cause service disruption to Board electronic communication systems services are strictly prohibited.-

Board electronic communication systems shall not be used for, and not limited to:

- Sending messages, or posting messages on social media, of a bullying, fraudulent, defamatory, discriminating, embarrassing, fraudulent, harassing, intimidating, obscene, profane, sexually explicit, threatening harassing, embarrassing, sexually explicit, profane, obscene, intimating, defamatory, or otherwise unlawful or inappropriate (including graphics) nature is prohibited. Users encountering or receiving these kinds of messages or materials should immediately report the incident to their supervisor. The supervisor, in turn shall report the incident to the appropriate Superintendent.
- Initiating or forwarding chain mail.
- Viewing ~~websites containing~~ pornographic material.
- Using of Board devices, network or internet in order to profit.
- Computer hacking.
- Cryptocurrency mining or other forms of computing processing power or storage capability mining or exploitation.
- Disseminating or storing commercial or personal advertisements, solicitations, personal promotions, political lobbying, destructive programs (i.e. viruses) or uses of this nature.
- Sending e-mail or other electronic communications which hide the identity of the sender or represents the sender as someone else.
- Encouraging the use of controlled substances or the use of the system for the purpose of inciting crime.
- Excessive personal use.
- Making or distributing inappropriate statements about other employees, unions, departments and/or the Board (defamation and insubordination).
- —
- —Negligent misrepresentations on behalf of the Board.
- —
- Borrowing, copying or reusing other's information without their consent and/or knowledge.
- Any activity that constitutes a violation of the Criminal Code (e.g. child pornography, hate crimes, etc.), and/or other laws.
- The dissemination of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act.
- The dissemination of proprietary information.
- Accessing contact information or confidential information for improper purposes.

MONITORING/CONSEQUENCES AND BOARD RIGHTS

While a reasonable, small, and infrequent amount of time may be spent on personal matters, the Board may monitor employees to ensure compliance with this policy. As part of regular, day-to-day business operations, the Board does not monitor internal mail and communications, however, mail and communication may be monitored should a specific need arise. In addition, telephone logs may be checked occasionally.

Any request to carry out a forensic audit must have the approval of the Director of Education prior to such an audit being carried out.

The Board has the right to limit individual or organizational use of its electronic communication systems at any time, without notice and without providing any explanation except that it is in the interests of the integrity of the system.

Any breaches of this policy may lead to discipline up to and including dismissal. The general principles regarding workplace discipline will be applied. These principles include consideration of the seriousness of the behavior, the use of progressive discipline and consideration of mitigating factors.

Disciplinary measures will be enforced consistently for all employees who violate this policy.

MESSAGE MANAGEMENT

Messages that are directed to all staff including but not limited to all Elementary Principals, all Secondary Principals and all Secretaries are sent through the Director of Education, or a member of Senior Administration Council. System emails with the exception of emergencies will be sent daily after 1:30 pm. The Office of the Director/Secretary-Treasurer (through the Board Services & Communications Department) shall receive and distribute all invitations to events, messages and general business related communication directed to the Board.

Users must carefully consider the audience for the message and target the message in order to reduce the volume of unwanted e-mail. Messages are not private. Paragraphs and messages must be short and to the point so that they can be located quickly. An appropriate subject title should be included in all messages so that they are easily identifiable. Replying that a message is received should be limited to reduce volume of email traffic. Users should check e-mail frequently and delete messages promptly (including from the Sent and Delete Boxes).

For ncdsb.com email services, ~~E-mail~~ messages are stored on ~~the e-mail server~~ [Board systems](#) and messages older than two years will be ~~automatically~~ deleted ~~in the month of August each year~~. In accordance with the Records and Information Management Policy, ~~certain employee's~~ messages will be archived for a seven year period.

For niagaracatholic.ca email services provided by Google, messages are stored indefinitely.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
EMPLOYEE CODE OF CONDUCT & ETHICS POLICY (201.17)**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Date: March 20, 2018



Niagara Catholic District School Board

EMPLOYEE CODE OF CONDUCT AND ETHICS POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.17

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board (the “Board”), all employees of the Board occupy positions of public trust and confidence and, as such, are expected to discharge their duties and responsibilities with integrity and professionalism.

This policy will create and maintain a culture of integrity through clearly defined expectations for all employees.

As an accountable public organization, the Board is committed to conducting all of its affairs with the highest standards of ethics, integrity, honesty, fairness and professionalism. Of equal importance to the achievement of the strategic plan and annual system priorities of the Niagara Catholic District School Board, is the way in which we achieve them.

It is imperative that Board employees act, and be seen to act, in the best interests of the public they serve. It is the responsibility of the Board to promote student achievement and well-being through the delivery of Catholic education programs and the effective stewardship of the Board’s resources.

All employees of the Board are required to be in compliance with the Mission, Vision and Values of the Board, all provincial statutes, regulations, the Municipal Freedom of Information and Protection of Privacy Act and its Regulations, and Policies and Administrative Procedures of the Board. Employees are responsible to be aware of and understand the provisions of this Code, as well as other applicable Board policies, including those specifically identified in this Code

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

References

- [*Broader Public Sector Accountability Act, 2010*](#)
- [*The Ethical Standards for the Teaching Profession, Ontario College of Teachers*](#)
- [*Human Rights Code*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health and Safety Act*](#)
- [*Ontario Education Act Statutes and Regulations*](#)
- [*School Board Governance Act 2009*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Accessibility Customer Service Policy \(800.8.1\)*](#)
 - [*Electronic Communications Systems Policy \(Employees\) \(201.12\)*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)
 - [*Employee Workplace Violence Policy \(201.11\)*](#)
 - [*Occupational Health and Safety Policy \(201.6\)*](#)
 - [*Purchasing/Supply Chain Management Policy \(600.1\)*](#)
 - [*Municipal, Provincial and Federal Election Administrative Procedures - DM 056 \(2011-2012\)*](#)



Niagara Catholic District School Board

EMPLOYEE CODE OF CONDUCT AND ETHICS POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.17

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

The Employee Code of Conduct and Ethics establishes the standards that govern the way all employees of the Niagara Catholic District School Board (the “Board”) are expected to interact with each other, our students, parents, trustees, parish priests, suppliers and the community. In addition, some employees owe professional responsibilities to professional associations, self regulatory organizations or regulators.

Within this framework, employees are expected to exercise good judgment and be accountable for their actions.

1.0 COMPLYING WITH THE LAW

- 1.1 Employees shall comply with the letter and spirit of all of the laws of Canada and the Province of Ontario and any contractual obligations resulting from the employees’ duties, responsibilities, assignments, and/or any contractual obligations of the Board.

2.0 PERSONAL INTEGRITY**2.1 Criminal Offence**

Employees must refer to the Board’s Criminal Background Check Policy (302.6.7) and its Administrative Procedures on the annual requirements of an employee.

2.2 Hospitality, Gifts or Favours

The Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff. Gifts that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they were given.

Although the exchange of common courtesies is recognized as acceptable business practice, there is a danger in offering or accepting gratuities or favours that could be mistaken for improper payment. As such it is important that employees adhere to the following conditions.

Conditions for Accepting

As professionals, employees should not use their position for improper gain, nor under any circumstances accept gifts of cash, bonds, securities, and/or personal loans.

An employee may accept hospitality or a gift (other than cash, bonds, securities or loans) from another individual in the course of the professional relationship, if:

- i. The employee is not involved in purchasing goods, processing accounts, or is otherwise involved in supply chain management;
- ii. The employee believes that the donor is not trying to obligate them, or improperly influence a decision; and
- iii. It is a “normal business practice” for the purposes of courtesy and good business relations and acceptance is legal and consistent with generally accepted ethical standards.

In the professional opinion of the employee, if there is uncertainty regarding what is considered an appropriate gift to give or receive, the employee must discuss the gift with his/her immediate supervisor.

2.3 *Honoraria*

Employees shall not accept honoraria including gift certificates or payments of any kind, while performing instructional or informational duties during the work day. The exception to this may be available if significant preparation time was required and this preparation time was conducted on personal time. All honoraria must be reported to the Superintendent of Human Resources and/or designate as part of the prior approval process to participate in the event during instructional time.

In the professional opinion of the employee, if there is uncertainty regarding what is considered an appropriate honoraria to give or receive, the employee must discuss the honoraria with his/her immediate supervisor.

2.4 *Alcohol and Substance Use*

The Board is committed to providing a work and business environment that is free of alcohol and drug abuse. This will not include accommodations which are provided by the Board for addictions. The following conduct is prohibited, and if violated, will result in immediate discipline:

- i. Employees will not consume alcoholic beverages (with the exception of sacramental wine) and/or illegal substances during an employee's scheduled working hours;
- ii. Employees will not consume, provide or serve alcoholic beverages on Board sites, facilities, or at approved events or activities except when the event is approved by the Controller of Facilities and/or designate through the permit approval process within the Community Use of Schools Policy;
- iii. Employees will not provide or serve alcoholic beverages on Board sites, facilities or at Board events or activities to individuals who are under the legal drinking age, or who are impaired; and
- iv. Employees will not consume, possess, sell, or distribute illegal substances, on Board premises, sites, facilities, or at Board events or activities.

2.5 *Working Relationships*

The conduct and language of employees shall meet acceptable social standards as in any professional business environment. In all working relationships, all employees are expected to apply the principles of human rights, equity, dignity and respect. The workplace must be free from discrimination, harassment and violence as outlined in Employee Workplace Harassment Policy and the Employee Workplace Violence Policy.

2.6 *Standards of Behaviour*

All Board employees must:

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

- Respect all members of the school community;
- Respect the need of others to work in an environment that is conducive to the learning and teaching.

2.7 Use of the Internet, Email and Electronic and Social Media

All employees are prohibited from transmitting, viewing, generating, printing, retrieving, downloading or storing any communication of a discriminatory, defamatory, obscene, damaging, threatening or harassing nature, or any material that is inappropriate for an educational or business environment. Employees must comply with the Board's Electronic Communications Systems Policy - Employees.

Employees must refer to the Board's Electronic Communication Policy - Employees (201.12) and its Administrative Procedures on the requirements of an employee.

2.8 Irregular Conduct

Employees are not to engage in any irregular conduct which includes, but not limited to, any criminal, fraudulent or illegal conduct, any impropriety, lack of professional responsibility or dishonesty, under any circumstances. Such conduct may be subject to internal disciplinary action, including possible termination of employment, and may also lead to criminal prosecution or a civil suit.

2.9 Board Property

Employees must make every effort to protect Board property and assets from harm, theft, loss or misuse. No employee is permitted to use Board resources for personal gain.

2.10 Board Trademark

As a public institution, the Niagara Catholic District School Board has an officially registered logo. The Board logo is a trademark and must be appropriately placed on all official Board literature; including materials, such as letterhead, memorandum, agendas, brochures, educational materials, Board generated publications and commencing September 2012 on all newly purchased student co-curricular uniforms, spirit wear or athletic uniforms. Where appropriate, all materials that are created or prepared by a Board employee in the course of his/her duties must receive authorization by his/her immediate supervisor and must properly use the Board logo in its entirety.

2.11 Media Relations

In accordance with Board policy, the Chair of the Board and the Director of Education are the only official spokespersons for the Board.

2.12 Workplace Health and Safety

All employees must work in compliance with the Board's Occupational Health and Safety Policy, and the Occupational Health and Safety Act and its Regulations.

Employees must refer to the Board's Occupational Health and Safety Policy (210.6.) and its Administrative Procedures.

3.0 CONFLICTS OF INTEREST

- 3.1 Employees shall not use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative and/or business associate.

- 3.2 Employees must not engage in or promote any outside employment, business or commercial undertaking (paid or volunteer) that interferes with the performance of his or her duties as an employee of the Board, from which an economic, financial or commercial advantage may be derived by the employee, a relative and/or business associate of the employee as a result of business, financial or commercial information gained by the employee from employment with the Board.
- 3.3 Employees shall not use his or her position, authority or influence to give any person or organization special treatment that might or might be perceived to advance the interests of the employee, or the interests of a relative and/or business associate of the employee. This includes providing preferential treatment or publicly endorsing suppliers or products.
- 3.4 Employees will not participate in any decision or recommendation in which he or she, or a relative or business associate may have a pecuniary financial, commercial or business interest.
- 3.5 Employees may make personal political contributions and charitable donations, at their discretion, subject to satisfying themselves that there is no regulatory prohibition or restriction on such contributions. An employee will not commit the Board to a political or charitable contribution without prior approval from the Board. If an employee holds a position in a political organization which may influence the financial needs of that organization, or if an employee is asked to conduct financial transactions or fund raising on that organization's behalf, senior administration may review this relationship to ensure that there is no perception of influence. An employee will not engage in any political activity in the workplace unless authorized by senior administration as provided in the Municipal, Provincial and Federal Election Administrative Procedures.

4.0 SUPPLY CHAIN POLICY

Employees involved in any aspect of purchasing or other supply chain related activities must comply with the Purchasing/Supply Chain Management Policy.

5.0 CONFIDENTIALITY OF INFORMATION

- 5.1 Employees shall keep confidential and will not use, directly or indirectly, for his or her benefit or for the benefit of any person, organization, firm or other entity, the Board's proprietary or confidential information disclosed or entrusted to that employee or developed or generated by the employee during the performance of his or her duties with the Board or otherwise made known to that employee.
- 5.2 Except as required by law, and in accordance with the Education Act, and Municipal Freedom of Information and Protection of Privacy Act, an employee shall not use or disclose the personal and/or educational information of students and/or other employees and their families in the Board's possession, or which may come to the attention of such employee during the course of his/her duties with the Board.

6.0 USE OF BOARD TECHNOLOGY

- 6.1 Employees, when using Board technology devices and systems and accessing Board information, must be identified at all times. In addition, access to passwords must be strictly controlled. It is an employee's responsibility to take the necessary steps to protect his or her logon id, password, digital signature any or other means used to identify oneself on the Board computer network.

- 6.2 Communication conducted over the Board’s internal network or any external network is not considered private. Communication conducted over external networks must be protected from unauthorized access (for example, with encryption). When communicating via the Board’s internal network, employees should consider the sensitivity and confidentiality of the information. All computer hardware, software, email, voicemail and internet accounts provided to employees are the property of the Board and may be monitored and accessed by authorized Board representatives in accordance with Electronic Communications Systems Policy and applicable law. In addition, all information stored, processed or transmitted on any Board system or network used by the Board to conduct business, is considered the property of the Board and can be accessed at any time.
- 6.3 Employees must refer to the Board’s Electronic Communications Systems Policy – Employees and its Administrative Procedures on the use of the Board’s computer systems and technology.

7.0 APPEARANCE AND COURTESY

The Niagara Catholic District School Board is a public organization and as such, requires all employees to dress and present themselves in a professional, and respectful manner. Employees not dressed in a manner considered by their immediate supervisor as professional for the worksite will be required to change their dress.

All employees represent the Board to parents, students and the community with whom they come in direct contact. Employees must be courteous and respectful in all dealings with the public and other employees and in all other business relationships.

8.0 COMPLIANCE WITH THE CODE OF CONDUCT AND ETHICS

- 8.1 It is the responsibility of every employee, in every job class and every level to safeguard the assets, property and reputation of Niagara Catholic District School Board.
- 8.2 The Principal of each school and the administrators of each Board department will review the contents of this Policy and Administrative Procedures with all employees who report to him/her ~~in the fall of each school year.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
ENVIRONMENTAL STEWARDSHIP POLICY (400.6)**

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Date: March 20, 2018



Niagara Catholic District School Board
ENVIRONMENTAL STEWARDSHIP POLICY
 STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.6

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the the Niagara Catholic District School Board, the Board recognizes the sacredness and connectedness of all God's creation and the responsibility to promote a reverence for the environment and to encourage sustainability through the effective stewardship of all resources.

The Board believes that environmental education and the effective stewardship of God's gifts is a shared responsibility of students, staff and community members, and supports the message of Pope John Paul II on the occasion of the World Day of Peace, January 1, 1990:

“The ecological crisis is a moral crisis,” and “the responsibility of everyone.” “Care for the environment is not an option. In the Christian perspective, it forms an integral part of our personal life and of life in society. Not to care for the environment is to ignore the Creator’s plan for all creation and results in an alienation of the human person.”

The Board is committed to preparing students to meet the social and environmental challenges of the future, through the following goals:

Teaching and Learning

By the end of Grade 12, students will acquire knowledge, skills and perspectives that foster understanding of their fundamental connections to each other, to the world around them, and to all living things.

Student Engagement and Community Connections

Increase student engagement by fostering active participation in environmental projects and building links between schools and communities.

Environmental Leadership

Increase the capacity of system leaders to implement evidence-based environmental education programming, practices, and operations.

The Director of Education will issue administrative procedures in support of this policy.

References

- ontarioecoschools.org
- [Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools, Ministry of Education, 2009](#)
- [Environmental Education: Scope and Sequence of Expectations, The Ontario Curriculum, 2009 Edition, Ministry of Education](#)
- [Environmental Protection Act, R.S.O. 1990 and its Regulations](#)
- [Green Clean Program Resource Guide, Ontario Ministry of Education, March 2010](#)
- [Green Schools Resource Guide: A Practical Resource for Planning and Building Green Schools in Ontario, Ministry of Education, 2010](#)
- [Ontario Catholic School Graduate Expectations, 2nd Edition 2011, Institute for Catholic Education](#)

- ~~*Peace with God the Creator, Peace with all Creation, Pope John Paul II, World Day of Peace Message, January 1, 1990*~~
- *Ready Set Green! Tips, Techniques, and Resources from Ontario Educators, Ministry of Education, 2007*
- *Shaping Our Schools, Shaping Our Future: Environmental Education in Ontario Schools, Report of the Working Group on Environmental Education, Ministry of Education, 2007*
- ~~*The Environment, Sector Specific Guide, Specialist High Skills Major, Ministry of Educations*~~
- *You love all that exists...all things are yours, God, lover of life, A pastoral letter on the Christian Ecological Imperative from the Social Affairs Commission, Canadian Conference of Catholic Bishops, October 4, 2003, Feast of St. Francis of Assisi (Patron Saint for Ecology)*



Niagara Catholic District School Board
ENVIRONMENTAL STEWARDSHIP POLICY
 ADMINISTRATIVE PROCEDURES

400 – Educational Programs

Policy No 400.6

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: NIL

TEACHING AND LEARNING STRATEGIES

1. The Niagara Catholic District School Board will endeavour to increase student knowledge and develop skills and perspectives in students that foster environmental stewardship.

Board Staff will:

- Use relevant curriculum resource documents to support implementation of revised curricula;
- Support staff and students in linking environmental knowledge and related skills and activities to the teachings of diverse communities, including ~~First Nation, Métis, and Inuit~~ **Indigenous** peoples, and to principles of responsible citizenship.

Schools will:

- Provide opportunities for students to acquire knowledge and skills related to environmental education in all subject areas, and encourage them to apply their knowledge and skills to environmental issues through action-based projects;
- Challenge students to develop skills in systems thinking and futures thinking that they will need to become discerning, active citizens.

2. The Niagara Catholic District School Board will endeavour to model and teach environmental education through an integrated approach that promotes collaboration in the development of resources and activities.

Board Staff will:

- Foster collaborative opportunities for educators to develop and share activities, integrated approaches, and action research projects related to environmental education;
- Encourage innovative interdisciplinary programs that focus on the environment and include field components.

Schools will:

- Develop learning opportunities that help students understand the underlying causes, the multiple dimensions, and the dynamic nature of environmental issues;
- Develop professional learning communities to share effective practices about pedagogical strategies that support learning and teaching about the environment.

STUDENT ENGAGEMENT AND COMMUNITY CONNECTIONS STRATEGIES

1. The Niagara Catholic District School Board will endeavour to build student capacity to take action on environmental issues.

Board Staff will:

- Engage student leaders in the design and delivery of environmental education projects at the board level;
- Share school and student projects across the board that demonstrate engagement in environmental stewardship;
- Encourage environmental learning for all students inside and outside the classroom;

- Support students, on a system-wide basis, as they develop skills and act as decision makers to effect positive environmental change.

Schools will:

- Engage student leaders in the design and delivery of environmental education at the school level;
 - Encourage students to enrich their learning by using information technology to access resources, connect with others, and create e-communities that focus on environmental issues;
 - Encourage action research that promotes partnerships and the innovative implementation of environmental education concepts and principles;
 - Create opportunities for students to address environmental issues in their homes, in their local communities or at the global level;
 - Work with Catholic School Councils in promoting environmental education;
 - Encourage students to plan environmental education activities for all students;
 - Encourage all students to participate in environmental education activities on school grounds.
2. The Niagara Catholic District School Board will provide leadership support to enhance student engagement and community involvement.

Board Staff will:

- Offer community-linked experiences and programs, such as a Specialist High Skills Major focused on the environment;
- Encourage the **Niagara** Catholic Parent Involvement Committee to provide advice on the implementation of environmental education;
- Share information about local resources that support environmental awareness and protection, energy conservation, waste management, protection of the biosphere, and outdoor education;
- Share links and partnerships with community organizations to help extend engagement in and responsibility for environmental education to the broader community.

Schools will:

- Work with parents, the Catholic School ~~Council~~ **Councils**, community groups, and other educational stakeholders to provide awareness and foster appropriate environmentally responsible practices;
- Enrich and complement students' classroom learning by organizing out-of-classroom experiences and activities as appropriate;
- Encourage students to consider ways of completing their community service requirements that involve addressing environmental issues in their communities.

ENVIRONMENTAL LEADERSHIP STRATEGIES

1. The Niagara Catholic District School Board will endeavour to increase the extent to which environmental education is integrated into Board policies, procedures and strategic plans.

Board Staff will:

- ~~Create a system-wide environmental education and management committee,~~ **Participate in environmental programs such as the Ontario EcoSchools certification program;**
- Embed environmental education as a priority in the Board's strategic plan;
- Develop and implement a plan for integrating sustainable environmental practices into each of the Board's operational services;
- ~~Develop an environmental action plan that is annually reviewed, renewed, and communicated to all Board employees and trustees;~~
- Integrate environmental education into staff development for all employee groups;
- Encourage staff, students and parents to adopt and promote environmentally appropriate practices;

Schools will:

- Create an implementation plan that aligns with the Board Environmental Stewardship Policy;
 - Adopt environmentally responsible management practices that are consistent with Board Policy and consider the advice of members of the school community on these matters;
 - Share expertise and knowledge through existing networks.
2. The Niagara Catholic District School Board will endeavour to enhance the integration of environmentally responsible practices into the management of resources, operations and facilities.

Board Staff will endeavour to:

- Implement strategies, programs and procedures to protect and conserve the environment, while ensuring that school and workplace environments are safe and healthy;
- Develop environmentally responsible purchasing practices, while considering quality, price and service;
- Renew facilities utilizing energy efficient replacement components;
- Ensure maximum building utilization;
- Design and construction of new facilities and additions to “Green Building” standards.

Schools will:

- Encourage staff to participate in school or school board sessions on environmental sustainability and the role of staff in preparing and implementing the school and/or Board action plan;
- Plan an environmentally responsible approach to managing resources and operations.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
BOTTLED WATER POLICY (701.5)**

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Date: March 20, 2018



Niagara Catholic District School Board
~~BOTTLE~~ BOTTLED WATER POLICY
STATEMENT OF POLICY

700 – Buildings and Site

Policy No 701.5

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board acknowledges that universal access to potable water is essential to a clean, safe and ecologically friendly environment at all sites within the Board.

The Board has a mandate to embrace environmental issues as supported by the Board's ~~Eco-Schools~~ **EcoSchools** initiatives in all elementary and secondary schools and at all Board sites.

The Board recognizes that water is a basic human right and that universal access to potable water models environmental stewardship for all students and their families.

Effective September 1, 2013, the sale or distribution of single use bottled water, and or commercially bottled single use plastic water containers shall be eliminated at all Board sites, Catholic Education Centre, elementary and secondary schools, ~~Adult and~~ Continuing Education sites and other work sites in the Board.

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

References

- [*Canadian Catholic Organization for Development and Peace*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Nutrition Policy \(302.7\)*](#)
 - [*Environmental Stewardship Policy \(400.6\)*](#)



Niagara Catholic District School Board
~~BOTTLE~~ BOTTLED WATER POLICY
ADMINISTRATIVE PROCEDURES

700 – Buildings and Site

Policy No 701.5

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

ELIMINATION OF SINGLE USE BOTTLED WATER

1. The Board will promote that at all meetings, workshops/training sessions/professional development activities, and special events that the consumption of water will be from municipal water sources.
2. The Board will eliminate the provisions of water from commercially bottled, single-use plastic containers insofar as municipal sources are available.
3. The Board will promote refillable containers for students and staff at all Board sites and through school generated funds the installation of hydration water stations throughout the Board.
4. Fundraising activities in school communities will follow these procedures.
5. All beverages provided in elementary and secondary schools will comply with the [*Niagara Catholic District School Board Nutrition Policy \(302.7\)*](#).
6. If access to safe, potable water is not available due to a water advisory, or emergency, any Board site may use water from commercial sources until such time that potable water has been restored, subject to the approval by the Medical Officer of Health and government regulations.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

**TITLE: POLICIES – PRIOR TO VETTING
VOLUNTARY AND CONFIDENTIAL SELF-IDENTIFICATION
POLICY FOR FIRST NATION, METIS AND INUIT STUDENTS
(301.9)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: March 20, 2018



Niagara Catholic District School Board

VOLUNTARY AND CONFIDENTIAL

**INDIGENOUS STUDENT SELF-IDENTIFICATION POLICY
FOR FIRST NATION, METIS AND INUIT STUDENTS POLICY**

300 – Schools/Students

Policy No 301.9

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, and in accordance with the teachings of the Catholic Church and grounded in the value of human dignity, the Board realizes acknowledges that all people are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27), representing the diversity of all students to reach their fullest potential. in accordance with the teachings of the Catholic Church and grounded in the value of human dignity. The policy of the Board shall provide in all its operations an educational environment the diversity within its Catholic community.

The Board supports that the learning aspirations and potential of Indigenous First Nation, Métis and Inuit students can be realized achieved through a focus on improved programs and services, and builds on strong partnerships with First Nation, Métis and Inuit parents and their communities. The Board will invite all partnerships, and relationships with students, families, and communities.

The policy of the Board shall provide in all its operations an educational environment the diversity within its Catholic community.

This Policy has been developed to assist with implementation of the Ontario First Nation, Métis and Inuit Policy Framework, 2007.

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

References

- [*Building Bridges to Success for First Nation, Metis and Inuit Students*](#)
- [*Constitutional Act, 1982*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)
- [*Ontario Education Act, Section 8.1\(1\): Collection and Use of Personal Information*](#)
- [*Ontario First Nation, Metis and Inuit Education Policy Framework*](#)
- [*Ontario Human Rights Commission Guidelines for Collecting Data on Enumerated Grounds Under the Code*](#)
- [*Ontario's Indigenous Education Strategy*](#)
- [*Truth and Reconciliation Commission*](#)

Niagara Catholic District School Board Policies/Procedures

- [*Admission of Elementary and Secondary Students Policy \(301.1\)*](#)
- [*Equity and Inclusive Education Policy \(100.10\)*](#)
- [*Ontario Student Records \(OSR\) Policy \(301.7\)*](#)
- [*Safe Schools Policy \(302.6\)*](#)
- [*Vision 2020 Strategic Plan*](#)



Niagara Catholic District School Board

VOLUNTARY AND CONFIDENTIAL**INDIGENOUS STUDENT SELF-IDENTIFICATION POLICY****— FOR FIRST NATION, MÉTIS AND INUIT STUDENTS**

300 – Schools/Students

Policy No 301.9

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: NIL

PURPOSE OF VOLUNTARY SELF-IDENTIFICATION

- To aggregate student achievement data related to the performance of First Nation, and Métis and Inuit students.
- To assist schools in better understanding the demographics of their population.
- To assist students that may require additional programming, targeted initiatives and additional support.

BACKGROUND DEFINITIONS

~~Aboriginal~~ **Indigenous (formally known as Aboriginal)** identification refers to the definition in the “Constitution Act, 1982 Section 35 (2)”, in that “**aboriginal peoples of Canada**” includes Indian, Inuit and Métis **peoples of Canada**.

This also includes:

1. First Nation students who attend provincially funded elementary or secondary schools.
2. Métis students who attend provincially funded elementary or secondary schools.
3. Inuit students who attend provincially funded elementary or secondary schools.

Niagara Catholic supports Indigenous students by:

- developing effective strategies, and learning opportunities that are responsive, flexible and accessible to improve student achievement and well-being;
- closing the gap in student achievement in the areas of literacy and numeracy; and
- increasing retention and Indigenous student graduation rates to support the pursuit of postsecondary education or training and/or to enter the workforce.

~~First Nation: Canada’s original peoples whose history is interwoven with the creation of 1876 Indian Act, Indian and Northern Affairs Canada (INAC) and subsequent registry system. The term “First Nation” has been adopted to replace the word “band” in the names of communities.~~

~~Status: people registered under the Indian Act who identify with a First Nation community/ancestral land.~~

~~Non-Status: people who identify with a First Nation community/ancestral land but are not registered under the INAC registry system.~~

~~Métis: people of mixed First Nation and European ancestry. The Métis history and culture draws on diverse ancestral origins, such as Scottish, Irish, French, Ojibwe and Cree.~~

~~Inuit: people in Inuktitut and generally refers to Canada’s original people whose homeland is northern Canada, living mainly in Nunavut, the Northwest Territories, Northern Quebec and Labrador.~~

VOLUNTARY and CONFIDENTIAL INDIGENOUS STUDENT SELF-IDENTIFICATION FIRST NATION, MÉTIS AND INUIT VOLUNTARY SELF-IDENTIFICATION PROCEDURE

Indigenous students have the right to voluntarily and confidentially self-identify as First Nation, Métis or Inuit.

1. Self-identification of First Nation, Métis or Inuit students may be declared by:
 - Parents/guardians of students under the age of 18,
 - Students 18 years of age and older,
 - Students who are 16 or 17 years of age and are withdrawn from parental control.
2. Self-identification may be declared at the time of registration on student registration forms, or for students currently enrolled in a Niagara Catholic school on the *Voluntary and Confidential Indigenous Student Self-Identification Card* available at the school to be completed and submitted to the Principal.

REMOVAL OF IDENTIFICATION

Parents/guardians of students under the age of 18, students 18 years of age and older, and students who are 16 or 17 years of age and are withdrawn from parental control shall be entitled to remove the identification at any time, upon written request to the Principal.

~~Voluntary self-identification of First Nation, Métis or Inuit students may be declared by:~~

- ~~• Parents/guardians of students under the age of 18;~~
- ~~• Students 18 years of age and older;~~
- ~~• Students who are 16 or 17 years of age and are withdrawn from parental control.~~
- ~~• Voluntary self-identification shall include all First Nation, Métis or Inuit people, regardless of status.~~
- ~~• No proof of ancestry shall be required.~~
- ~~• Parents/guardians of new students registering in a Niagara Catholic District School Board elementary or secondary school may voluntarily acknowledge their child's First Nation, Métis or Inuit ancestry on the Student Registration Form and will be invited to self-identify their child at the time of registration. New students 18 years of age and older or new students who are 16 or 17 years of age and are withdrawn from parental control may voluntarily acknowledge their own First Nation, Métis or Inuit ancestry on the Student Registration Form and will be invited to self-identify himself/herself at the time of registration.~~
- ~~• Parents/guardians of students, currently registered in a Niagara Catholic District School Board elementary or secondary school may voluntarily acknowledge their child's First Nation, Métis or Inuit ancestry on a Student Data Verification Form or a form created for such identification purposes.~~
- ~~• Students 18 years of age and older or students who are 16 or 17 years of age and are withdrawn from parental control and are currently registered in a Niagara Catholic District School Board secondary school may voluntarily acknowledge their own First Nation, Métis or Inuit ancestry on a Student Data Verification Form or a form created for such identification purposes.~~
- ~~• Parents/guardians of students under the age of 18, students 18 years of age and older, and students who are 16 or 17 years of age and are withdrawn from parental control shall be entitled to remove the identification at any time, upon written request to the Principal.~~

STUDENT INFORMATION MANAGEMENT CONFIDENTIALITY

- ~~• All Data collected under this policy will be securely stored and maintained according to legislation and will be communicated to the Ontario EQAO (Education Quality and Accountability Office) (EQAO) and the Ontario Ministry of Education. to respect student privacy and will be treated under the same rules and regulations that govern Ontario Student Records, the Education Act, the Ontario Human Rights Code, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Freedom of Information and Protection of Privacy Act (FIPPA).~~
- ~~• Aggregate data and information will be communicated to EQAO (Education Quality and Accountability Office) and the Ministry of Education for reporting purposes of the province. Information given for this purpose will be protected by the protocols as outlined in Section 8.1 of the Education Act for EQAO and the Ministry of Education.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
MARCH 20, 2018**

TITLE: POLICY AND PROCEDURE REVIEW 2017-2018 SCHEDULE

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

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 20, 2018



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: March 20, 2018

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2010	Nil	100.12	Trustee Code of Conduct	September 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	September 2017
1998	2011	800.3	Complaint Resolution	September 2017
1998	2012	800.5	Education-Based Research	September 2017
2011	2011	301.11	Student Fees	September 2017
1998	2011	600.2	Records and Information Management	October 2017
2005	2011	302.7	Nutrition	October 2017
2004	2012	100.7	Niagara Catholic Education Award of Distinction	October 2017
1998	2012	202.1	Assignment of Principals & Vice-Principals	October 2017
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	October 2017
1998	2012	100.4	Student Trustees	November 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	November 2017
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
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	February 2018
2006	2012	301.5	Electronic Communications Systems (Students)	February 2018
2001	2012	400.3	Christian Community Service	February 2018
2010	Nil	100.12	Trustee Code of Conduct	February 2018
1998	2012	100.4	Student Trustees	February 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	March 2018
2011	2011	400.6	Environmental Stewardship	March 2018
2012	2012	701.5	Bottled Water	March 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	March 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	March 2018
2001	2012	302.5	Student Parenting	April 2018
1998	2012	702.1	Playground Equipment	April 2018
1998	2013	400.1	Continuing Education	April 2018
2002	2012	301.4	Fundraising	April 2018
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	April 2018
2006	2012	301.5	Electronic Communications Systems (Students)	April 2018
2001	2012	400.3	Christian Community Service	April 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	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
2011	2016	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	May 2018
1998	2012	301.3	Attendance Areas	May 2018
1998	2016	701.2	Pupil Accommodation Review	May 2018
2010	2016	800.6	Community Planning & Partnerships	May 2018
2012	2012	302.8	Diabetes Management	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	May 2018
2011	2011	400.6	Environmental Stewardship	May 2018
2012	2012	701.5	Bottled Water	May 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	May 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	May 2018
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2011	800.3	Complaint Resolution	October 2017
1998	2012	800.5	Education-Based Research	October 2017
2011	2011	301.11	Student Fees	October 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	December 2017
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
2010	Nil	100.12	Trustee Code of Conduct	March 2018
1998	2012	100.4	Student Trustees	March 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	May 2018
2006	2012	301.5	Electronic Communications Systems (Students)	May 2018
2001	2012	400.3	Christian Community Service	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	June 2018
2011	2011	400.6	Environmental Stewardship	June 2018
2012	2012	701.5	Bottled Water	June 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	June 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	June 2018
NEW		NEW	Anti-Spam	