



*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**

**NOVEMBER 21, 2017  
4:30 P.M.**

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



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- |   |     |
|---|-----|
| 1. Opening Prayer – Trustee Sicoli  | -   |
| 2. Attendance   | -   |
| 3. Approval of Agenda   | -   |
| 4. Declaration of Conflict of Interest  | -   |
| 5. Minutes of Policy Committee Meeting of October 24, 2017  | 5   |
| 6. Policies   |     |
| <i><u>Action Required</u></i>   |     |
| <b>POLICIES – FOR RECOMMENDATION TO DECEMBER COMMITTEE OF THE WHOLE</b>                               |     |
| 6.1 Trustee Code of Conduct Policy (100.12)   | 6.1 |
| 6.2 Trustee Expenses & Reimbursement Policy (100.13)  | 6.2 |
| <b>POLICIES – PRIOR TO VETTING</b>  |     |
| 6.3 Student Trustees Policy (100.4)   | 6.3 |
| 6.4 Employee Hiring and Selection Policy (Teachers) (203.1)   | 6.4 |
| 6.5 Student Transportation Policy (500.2)   | 6.5 |
| <i><u>Information</u></i>   |     |
| 6.6 Policies Currently Being Vetted   | -   |
| • Records and Information Management Policy (600.2)   |     |
| • Nutrition Policy (302.7)  |     |
| • Niagara Catholic Education Award of Distinction Policy (100.7)                                      |     |
| • Assignment of Principals & Vice-Principals Policy (202.1)   |     |
| • Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)                     |     |
| 6.7 Policy and Guideline Review 2017-2018 Schedule  | 6.7 |
| 7. Date of Next Meeting   |     |
| January 30, 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  
NOVEMBER 21, 2017**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
OCTOBER 24, 2017**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of October 24, 2017, as presented.



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, OCTOBER 24, 2017**

Minutes of the Policy Committee Meeting held on Tuesday, October 24, 2017 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Sicoli.

**2. Attendance**

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

**Student Trustees:**

*Nico Tripodi*

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Sherry Morena*, Coordinator of Information Management

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

**3. Approval of Agenda**

Moved by Trustee Sicoli

**THAT** the October 24, 2017, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of September 26, 2017**

Moved by Trustee Sicoli

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

**APPROVED**

**6. Policies**

**ACTION REQUIRED**

**POLICIES - PRIOR TO VETTING**

**6.1 Records and Information Management Policy (600.2)**

John Crocco, Director of Education/Secretary-Treasurer along with Sherry Morena, Coordinator of Information Management, presented the Records and Information Management Policy (600.2).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Records and Information Management Policy, be vetted from October 25, 2017 to January 12, 2018 with a recommended deadline for presentation to the Policy Committee in January 2018, for consideration to the Committee of the Whole and Board in February 2018.

**6.2 Nutrition Policy (302.7)**

Yolanda Baldasaro, Superintendent of Education, presented the Nutrition Policy (302.7).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Nutrition Policy, be vetted from October 25, 2017 to January 12, 2018 with a recommended deadline for presentation to the Policy Committee in January 2018, for consideration to the Committee of the Whole and Board in February 2018.

### **6.3 Niagara Catholic Education Award of Distinction Policy (100.7)**

Frank Iannantuono, Superintendent of Education, presented the Niagara Catholic Education Award of Distinction Policy (100.7).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- Bullet 3 under Criteria add “*Demonstrated*”
- Bullet 4 under Nomination Process remove “*Manager of Corporate Services and Communications Services, who will forward them to the*”
- Bullet 5 under Nomination Process remove “*Manager of Corporate Services and Communications Services*” and add “*Designate*”
- Paragraph 1 under Selection Committee change “*fall*” to “*year*”

The Policy Committee requested that the Niagara Catholic Education Award of Distinction Policy, be vetted from October 25, 2017 to January 12, 2018 with a recommended deadline for presentation to the Policy Committee in January 2018, for consideration to the Committee of the Whole and Board in February 2018.

### **6.4 Assignment of Principals & Vice-Principals Policy (202.1)**

Superintendent Iannantuono, presented the Assignment of Principals & Vice-Principals Policy (202.1).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- Page 2 Bullet 9 remove “for information”

The Policy Committee requested that the Assignment of Principals & Vice-Principals Policy, be vetted from October 25, 2017 to January 12, 2018 with a recommended deadline for presentation to the Policy Committee in January 2018, for consideration to the Committee of the Whole and Board in February 2018.

### **6.5 Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)**

Superintendent Iannantuono, presented the Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Employee Attendance During Inclement Weather & Workplace Closure Policy, be vetted from October 25, 2017 to January 12, 2018 with a recommended deadline for presentation to the Policy Committee in January 2018, for consideration to the Committee of the Whole and Board in February 2018.

## **INFORMATION**

### **6.6 Policies Currently Being Vetted to November 8, 2017**

- Trustee Code of Conduct Policy (100.12)
- Trustee Expenses & Reimbursement Policy (100.13)

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

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

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

November 21, 2017 – Start time to be determined and posted on the Board website and agenda cover.

## **8. Adjournment**

The meeting adjourned at 5:30 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
NOVEMBER 21, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Trustee Code of Conduct Policy (100.12), as presented.

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

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

Date: November 21, 2017



Niagara Catholic District School Board  
**TRUSTEE CODE OF CONDUCT POLICY**  
 STATEMENT OF POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: NIL

**MISSION STATEMENT**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The 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.

**GOVERNANCE, INTEGRITY AND DIGNITY OF OFFICE**

The Niagara Catholic District School Board Trustee Code of Conduct governs individuals elected as a Trustee (“Trustees”) under section 218 of the *Education Act*.

**Elected** Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and **Administrative Procedures** and any other Act or Regulation that may be applicable to the Trustee's duties.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board's resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public **they serve** to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board may listen to the concern, provide no decision on the specifics of any concern presented and, if required, will assist in guiding the employee to the ~~are to refer the employee to the~~ relevant Collective Agreement, Terms and Conditions or Board Policy. ~~or to the Board’s Complaint Resolution Policy~~ Trustees will bring the concern, if required, to the attention of the appropriate board staff.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education ~~person making a complaint are to refer the individual to the Board’s Complaint Resolution Policy (800.3).~~ ~~In all instances,~~ Trustees will listen to the concern, provide no decision on the specifics of the concern presented, ~~make no comments on the concern~~ and if required, direct the individual to the Board’s Complaint



**Resolution Policy** or relevant Board Policy. Trustees will bring the concern, if required, to the attention of the appropriate board staff.

## CATHOLIC FAITH, COMMUNITY AND CULTURE

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic Community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Provincial Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic Community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

## CIVIL BEHAVIOUR AND COMMUNICATION

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees 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; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees **under subsection 218.1 of the *Education Act*** and in all matters of communication including email, telephone and face-to-face meetings with **students, staff, staff**, parents and other **stakeholders supporters of the Board**, **appropriate respectful** language and professionalism are expected.

~~Trustees are to communicate with Board staff through the Director of Education or as approved, through the Office of the Director of Education. As outlined in section 218.1 of the *Education Act*, it is not within the duties of Trustees to give direction to Board staff.~~ **no individual or group of Trustees has the authority to give direction to staff.** In dealing with concerns expressed by **students, parents and other supporters of the Board, members of the community**, Trustees are to comply with the *Niagara Catholic District School Board's Complaint Resolution Policy (800.3)* **and direct the individual to follow the process outlined in the**

Board's Complaint Resolution Policy or relevant Board Policy as well as bringing the concern to the attention of the appropriate board staff as required.

Trustees who are contacted by a student, parent, employee or supporters of the Board to meet or to discuss an issue are, based on the issue presented, to direct the individual to comply with the appropriate Board Policy, Collective Agreement or Terms and Conditions ~~Board's Complaint Resolution Policy~~, if appropriate, or to direct the individual to the appropriate board staff as required. Once a grievance has been filed, Trustees are not to engage an employee or association regarding the grievance.

To minimize risk and legal exposure to the Board and to protect a Trustee's personal liability, should a Trustee be contacted by a person other than a student, employee, parent or supporter of the Board, the Trustee shall inform the Board of Trustees of the details of such contact.

The Trustees are bound to uphold and abide comply with all Board Policies, procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. **With the exception of the Chair of the Board, when approved by the Board, and the Director of Education, no individual or group of Trustees has the authority to speak on behalf of the Board.**

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the Minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

## COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees' shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties ~~from time to time~~, and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Policies and Administrative Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

A member of a board shall,

- a. carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1; ~~Board By Laws and Board Policy~~
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c. consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1 (1) (f);
- d. bring concerns of parents, students and supporters of the board to the attention of board staff through Policies determined by the Board;
- e. uphold the implementation of any Board resolution after it is passed by the Board;
- f. entrust the day-to-day operations and management of the board to its staff through the board's director of education;
- g. maintain focus on student achievement and well-being; and
- h. comply with the board's code of conduct.

## UPHOLDING DECISION

Trustees must understand their role as a corporate body and the expectation that ~~as such~~ they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and **Administrative** Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

## AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from ~~making~~ **participating in related** decisions.

Trustees are not permitted to vote on, ~~or~~ **discuss, or attempt to influence voting on** matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the *Municipal Conflict of Interest Act* provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;

- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as ~~defined by~~ **set out in** this Trustee Code of Conduct Policy ("Code of Conduct").

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her 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, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence amongst those for whom they are responsible;
- Complying with and being seen to comply **with** the letter and spirit of:
  - **the** laws of Canada and the Province of Ontario
  - **contractual** obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee 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 Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide ~~upon~~ an issue, at a meeting that is open to the public, about which a member has an unavoidable ~~pecuniary~~ conflict of interest, that member shall not comment or vote on the issue **or influence the voting on the issue either during or after the meeting.**

When the Board is to decide ~~upon~~ an issue, at a meeting that is not open to the public, about which a member has an unavoidable ~~pecuniary~~ conflict of interest, that member shall not comment or vote on the issue **or influence the voting on the issue either during or after the meeting** and must leave the Board Room.

## LOBBYING

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education **forthwith**. Trustees must not use their influence to gain ~~not~~ **or** advance the interest of any particular party during a procurement process.

## CONFIDENTIALITY

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, **or disclose to any third party** the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* **and this Code of Conduct**.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

## BOARD RESOURCES

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* **and this Code of Conduct**.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

## PROCEDURES FOR GIFTS AND HOSPITALITY

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence

of accepting such hospitality. If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.

## ENFORCEMENT OF CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST ACT

In accordance with the provisions of Section 218.3 of the *Education Act*, A breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

A Trustee or a supporter of Catholic education who is eligible to participate in the election of a Catholic trustee who has reasonable grounds to believe that another a Trustee(s) has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair in the event that the alleged breach is with the Chair of the Board or the Chair of the Board is unavailable.

If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, he or she must bring the alleged breach forward as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) ~~within~~ one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, ~~within~~ after one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board ~~in~~ with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach of the Code of Conduct.

If the Board determines that a Trustee has breached ~~this~~ the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.



- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, ~~that is~~ **which date will be** at least 14 days after the notice is received by the Trustee.

The Board shall consider any **written** submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination ~~about~~ **of** the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

**The meeting of the Board shall be in-camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.**

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses for Trustees involved in a Code of Conduct complaint will not be paid by the Board unless extraordinary circumstances are determined by Board motion.

On May 30, 2017, the *Modernizing Ontario's Municipal Legislation Act, 2017* ("Bill 68") received royal assent. The provisions of Bill 68 amending the *Municipal Conflict of Interest Act* (the "Amendments") do not come into force until March 1, 2019.

Under the Amendments, Trustees who declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Secretary of the Board declaring their interest and including a description of its general nature. The Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees' written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

The Amendments also enable Trustees to consult municipal Integrity Commissioners for the purpose of ensuring compliance with the *Municipal Conflict of Interest Act*, and to mitigate any penalty imposed on a Trustee in the event of their later having been found to have acted in contravention of the Act. The Board will develop and maintain procedures to facilitate Trustees' consultation with municipal Integrity Commissioners, where appropriate.

The Board will comply with the requirements contained in the Amendments when these come into force.

## References

- *Criminal Code, Section 122*
- *Education Act, Subsection 207(1); Subsection 207(3); Section 218.1; Section 218.3*
- *Municipal Conflict of Interest Act, Subsection 3(1)*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Ombudsman Act*
- *Ontario Catholic School Graduate Expectations*
- *Niagara Catholic District School Board Policies/Procedures*
  - *Board's By-Laws (100.1)*
  - *Complaint Resolution Policy (800.3)*
  - *Trustee Expenses and Reimbursement Policy (100.13)*
  - *Trustee Honorarium Policy (100.11)*



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
NOVEMBER 21, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
TRUSTEE EXPENSES & REIMBURSEMENT POLICY (100.13)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Trustee Expenses & Reimbursement Policy (100.13), as presented.

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

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

Date: November 21, 2017



Niagara Catholic District School Board

**TRUSTEE EXPENSE AND REIMBURSEMENT POLICY**

## STATEMENT OF POLICY

100 – Board

Policy No 100.13

Adopted Date: April 26, 2011

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Expense and Reimbursement Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The Niagara Catholic District School Board is committed to an organizational culture and structure that operates with integrity, ~~compliance~~ **compliance** and promotes responsibility, excellence, transparency and accountability. ~~with respect to decisions and practices.~~ **It is the responsibility of individual Trustees to submit reasonably related specific expenses incurred in the role and responsibility of Catholic Trustees**

The Board is committed to ensuring that all expenses claimed by ~~the~~ Trustees are associated with the responsibilities of a Board member **in compliance with the Education Act, Regulations and Board Policy** and that ~~these~~ **all** expenses support the ~~program~~ objectives, **responsibilities, the Mission, Vision and Values and of the organization and that they maximizes** the benefits to the Board.

**ELIGIBLE EXPENSES**

It is the policy of the Niagara Catholic District School Board to reimburse Trustees and Student Trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Board member in accordance with the operating procedures outlined in this Policy, ~~including:~~

- ~~• Office equipment~~
- ~~• Office supplies~~
- ~~• Conference and workshops~~
- ~~• Travel for Board sanctioned business~~
- ~~• Other costs~~

**APPROPRIATE APPROVALS**

Under the Trustee Expense Guideline issued by the Ministry of Education, the approval of Trustee expense will be approved as follows:

- Claims by Trustees for the reimbursement of expenses require the approval of the Chair~~person~~ of the Board and the Director of Education.
- Claims by ~~the~~ Chair~~person~~ of the Board for the reimbursement of expenses require the approval of the Director of Education and the Superintendent of Business & Financial Services.

**WHERE AN EXPENSE CLAIM IS DENIED**

When a Trustee's expense claim has not been approved, the Trustee will be informed of the reason in writing by the Chair of the Board and/or the Director of Education.

If the Trustee disagrees with the denial, the Trustee may bring the matter to the next regular meeting of the ~~Committee of the Whole (In Camera) with a recommendation.~~ **In making its decision, the Committee**

of the ~~Whole~~ Board. The Board will determine whether or not the denial is consistent with the terms of the Board Policy and the **Trustee Code of Conduct**.

If a satisfactory resolution is not reached then the affected party may contest the decision during a public meeting of the Niagara Catholic District School Board of Trustees.

## CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

Travel costs by private automobiles will be reimbursed for actual kilometers travelled on Board sanctioned business. If the Trustee travels to various locations during the day, travel shall be calculated from the ~~last~~ **previous** location to the next location.

Expenses related to travel, such as parking and personal meals, will be reimbursed based on actual expense receipts presented for reimbursement.

Automobile travel and related expenses shall be paid to Trustees at a rate per kilometre approved by the Board for all Board employees, using the [\*Trustee Reimbursement of Travel Expenses Form\*](#).

## CLAIMS FOR ACCOMMODATION, MEALS

When Trustees travel on Board sanctioned business, they may be reimbursed for costs incurred for accommodation and meals, using the [\*Trustee Conference, Workshop and Overnight Meetings Form\*](#).

Accommodation costs shall be reimbursed for reasonable costs incurred and shall not include personal charges.

Meal costs shall be reimbursed for breakfast, lunch and dinner for reasonable amounts and shall not include charges for other people.

Alcohol costs shall not be reimbursed, even when served with meals.

## CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS

The Board encourages all Trustees to attend Conferences, Workshops and Meetings relating to the **role and responsibilities of Catholic Trustees**, ~~educational issues and events~~. The Board shall establish an **annual** budget amount for each Trustee to attend Conferences, Workshops and Overnight Meetings.

Reimbursement of Trustee conference and travel expenses shall require the approval of the Chair~~person~~ of the Board and the Director of Education. All claims for reimbursement of Trustee conference and travel expenses claimed by the Chair~~person~~ of the Board shall require the approval of the Superintendent of Business and Financial Services and the Director of Education.

All claims for Trustee Conference expenses shall be submitted and processed using the [\*Trustee Conference, Workshop and Overnight Meetings Form\*](#).

All Trustee Conference expenses shall be claimed during the appropriate budget year and shall not exceed the amount of the Trustee allocation for that budget year.

Unused funds in the individual Trustee allocation for the budget year ~~shall~~ **will** not be re-allocated to other Trustees and ~~shall~~ **will** not be carried forward to another budget year.

Trustee Conference expenses, which exceed the amount allocated to an individual Trustee, shall be repaid to the Board by the individual Trustee before the end of the following budget year, unless otherwise directed by the Board.

## **CLAIMS FOR OTHER EXPENSES**

Any other extraordinary or unusual expenses that a Trustee feels should be paid by the Board shall be referred to the Chairperson of the Board and the Director of Education with a written explanation and request for payment. The Chairperson of the Board and the Director of Education may approve or disapprove of payment.

## **RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT**

All claims for the reimbursement of Trustee expenses must be accompanied by original receipts and the original bill/invoice providing the details of the expense.

All claims for the reimbursement of Trustee expenses shall generally be submitted on a monthly basis, using the appropriate forms and approvals, within the appropriate budget year.

## **GIFTS AND DONATIONS**

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees, if approved in advance by the Chairperson of the Board and the Director of Education.

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board, or in the case of the Chair of the Board, discussion will occur with the Vice-Chair of the Board.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

## **ADVERTISING AND COMMUNICATIONS**

Trustees will not be reimbursed for expenses related to political advocacy.

The cost related to supporting a fundraiser or event for a specific political party is not eligible for reimbursement.

## **OFFICE EQUIPMENT**

It is the Policy of the Niagara Catholic District School Board to provide the Trustees with the following office equipment and services to be used from the beginning to the end of the term of office:

- Home based computer

- Home based printer
- Allowance for internet service
- Standard office computer software

All equipment will be provided in accordance with current Board standards and shall be maintained in good repair by the computer technicians of the Board.

At the end of the Trustee's term of office, the equipment is to be returned to the Board, unless the Trustee decides to purchase the equipment from the Board.

The purchase of the equipment shall be processed through the office of the Director of Education and shall be processed at the fair market value of the equipment at the end of the term of office of the Trustee.

## REPORTING OF **APPROVED** TRUSTEE EXPENSES

All Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- Office equipment
- Office supplies
- Conference and workshops
- Travel for Board business
- ~~Other~~ **Miscellaneous**

Any overpayment of approved Trustee expenses will be reimbursed to the Board by the individual Trustee.

All expense reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Information pertaining to individual Trustee expenses will be forwarded to the Ministry of Education, as required by the Ministry.

### *References*

- [\*Education Act\*](#)
- [\*Income Tax Act\*](#)
- [\*Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011\*](#)
- [\*Report of the Auditor, December 2005\*](#)
- [\*Trustee Code of Conduct\*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
NOVEMBER 21, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
STUDENT TRUSTEES POLICY (100.4)**

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

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

Date: November 21, 2017



Niagara Catholic District School Board

**STUDENT TRUSTEES POLICY**

## STATEMENT OF POLICY

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: April 24, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board values the leadership, perspectives and participation of students at Board and Board committee meetings through the inclusion of two Student Trustees on the Board.

A Niagara Catholic District School Board Student Trustee serves to uphold the Mission, Vision and Catholic values in representing the interest of all students of the Board.

In accordance with the provisions of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board shall have two (2) Student Trustees on the Board for a ~~one school year~~ term from August 1 ~~until July 31 inclusive~~ **during the year of their election to July 31 during the final year of their term. The Student Trustees shall be elected by the Niagara Catholic Secondary Student Senate (the Student Senate) and the Student Council Presidents of each Niagara Catholic secondary school. Niagara Catholic Student Trustees may serve up to two terms if elected in accordance with the Election Procedures within the Administrative Procedures of this Policy. Commencing May 1, 2012, one of the two elected Student Trustees by the Student Senate should be eligible to serve more than one term as a Student Trustee. Effective May 1, 2013, one of the two (2) elected Student Trustees should have at least one year of experience as a Student Trustee before the start of the new term.**

**Effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.**

**Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.**

To be eligible to serve as a Niagara Catholic Student Trustee, the following qualifications are required:

- The pupil must be a practicing Roman Catholic
- The pupil must be enrolled as a resident, full-time, senior division student at the time of his/her term in one of the Board's Catholic Secondary Schools and have signed parental permission to be a Student Trustee if under 18 years of age.
- The pupil must provide a written letter of endorsement from his/her Catholic secondary school Principal.
- As a Student Trustee, Co-Chair of the Student Senate and a representative of Niagara Catholic, the pupil is expected to conduct him/herself with proper demeanour at all times in accordance with the Mission, Vision, Values and Policies of the Niagara Catholic District School Board.

Student Trustees may be disqualified from serving as a Student Trustee based on:

- Legislative criteria
- Ceasing to be a pupil within the Board
- Ineligibility to meet the terms of this Policy and/or Administrative Procedures

- Committing a serious breach of Board Policy or school Code of Conduct infraction as determined by the Director of Education and/or the Board
- Breaking the Conflict of Interest regulations or disclosed in-camera information
- Being absent from three consecutive meetings of the Board
- Conduct as determined by the Board which is incompatible with the roles and responsibilities of the Student Trustee position.

The Board shall provide the Ministry of Education with the names of the Student Trustees elected, not later than 30 days after the date of the election or by-election as required by legislation.

Upon completion of the Student Trustee's term, the Board will suitably recognize the service of the Student Trustee with a token of appreciation, a notation in the student's Ontario Student Record and a letter of recognition co-signed by the Chair of the Board and the Director of Education.

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

***References***

- [\*Education Statutes and Regulations of Ontario \(Reg. 07/07\)\*](#)
- [\*Ontario Municipal Conflict of Interest Act\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Board By-Laws \(100.1\)\*](#)
  - [\*Trustee Code of Conduct Policy \(100.12\)\*](#)





## Niagara Catholic District School Board

**STUDENT TRUSTEES POLICY**

## ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: April 24, 2012

**1. ROLE OF THE STUDENT TRUSTEES ON THE BOARD**

- 1.1 It is expected that the Student Trustees who serve on the Board will present their own views and the perspective of students within the Board on any matter before the Board. Student Trustees will assist the Board in achieving a better understanding of educational issues among pupils.
- 1.2 As Co-Chairs of the Niagara Catholic Student Senate, Student Trustees will present a verbal report on the activities of the Student Senate monthly at the Committee of the Whole Meeting of the Board.
- 1.3 Student Trustees will represent the Board's students at public and official Board functions and on Board committees as assigned by the Chair of the Board and/or Director of Education.
- 1.4 Niagara Catholic Student Trustees are expected to wear their school uniform when in attendance at Board or Board Committee meetings, when representing the Board at either internal or external Board-related meetings or when representing the Niagara Catholic District School Board. Exceptions require the approval of the Director of Education.
- 1.5 Student Trustees on the Board are expected to regularly attend and participate in the Public Session of the Committee of the Whole Meeting, the Public Session of the Board Meeting and Part A of the In-Camera Session of the Committee of the Whole and Board Meetings. Student Trustees are to inform the Secretary of the Board when she/he is unable to attend a meeting.

In accordance with the Education Act – Section 207, Student Trustees are not eligible to attend In-Camera meetings when the subject matter under consideration involves:

- The security of the property of the Board;
  - The disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
  - The acquisition or disposal of a school site;
  - Decisions in respect of negotiations with employees of the Board; or
  - Litigation affecting the Board.
- 1.6 A Student Trustee will not count towards quorum at Committee Meetings or at Board Meetings. Student Trustees are not entitled to a binding vote, but they have the right to have their vote recorded in the Board Minutes upon request through the Chair of the Board.
  - 1.7 Student Trustees may request that a matter before the Board or any of its committees, be put to a recorded vote, in which case there must be two votes, a non-binding recorded vote that includes the Student Trustee's vote; and a recorded binding vote that does not include the Student Trustee's vote.

- 1.8 A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Student Trustee sits. If no member of the Board or committee moves the suggested motion, the record shall show the suggested motion.

## **2. CONFLICT OF INTEREST**

- 2.1 In accordance with the Education Statutes and Regulations of Ontario, Ontario Municipal Conflict of Interest Act, the Niagara Catholic District School Board By-Laws and the Niagara Catholic District School Board Trustee Code of Conduct Policy, if a Student Trustee is present at a meeting where a matter in which he/she has a direct, indirect or deemed pecuniary interest is considered, he/she must act as follows:
- The Student Trustee's interest and the general nature of that interest must be disclosed prior to any consideration of the matter.
  - The Student Trustee must not take part in the discussion of, or vote on any question in respect of the matter.
  - The Student Trustee must not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
  - In the case of a meeting that is closed to the public ("in camera meeting"), the Student Trustee must, in addition to complying with the above, leave the meeting.
  - If absent from a meeting where such a matter is considered, the Student Trustee must disclose his/her interest and comply with the requirements provided above at the next meeting.
- 2.2 A "pecuniary interest" is an interest in a matter that is related to or measurable in money.
- 2.3 An "indirect pecuniary interest" occurs when the Student Trustee or a parent of a Student Trustee has an interest in or works for a business that has a pecuniary interest in a matter before the Board or is a member of a body or organization that has a pecuniary interest in the matter before the Board.
- 2.4 An exception to an indirect pecuniary interest is when the matter relates to the Student Trustee's whole School Community.
- 2.5 A "deemed pecuniary interest" is a pecuniary interest direct or indirect of a parent. If the parent would have a pecuniary interest in the matter whether direct or indirect, the Student Trustee has a pecuniary interest.

## **3. ELECTION PROCEDURES**

- 3.1 To facilitate the representation of pupils from various schools throughout the Board, each secondary school is eligible to have two (2) pupils as members of the Student Senate and **the Elementary Student Senate is represented by their Co-Chairs, who serve as members** ~~each Secondary Family of Schools is eligible to have one (1) intermediate elementary student as a member of the Student Senate.~~
- 3.2 ~~Two senior~~ **Two senior** Secondary student members of the Student Senate will be elected annually by the Student Senate to serve as Student Trustees on the Board from August 1 to July 31 inclusive. A Student Trustee has the opportunity to seek re-election **as a Student Trustee**. A Student Trustee running for re-election may not participate in any meetings or preparation plans relating to the election process.
- 3.3 Given the importance placed on the role of Student Trustees in serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Secondary Student Senate, ~~effective May 1, 2013, one~~

~~of the two (2) elected Student Trustees by the Secondary Student Senate should have at least one year of experience as a Student Trustee before the start of the new term. effective May 1, 2018, one of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.~~

Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.

- 3.4 Prior to the Friday of Catholic Education Week of each school year, the election of the following year's Student Council members will occur in all secondary schools within the Niagara Catholic District School Board.

Prior to the annual Niagara Catholic Student Leadership Symposium:

- Each Secondary Principal will select (1) Administrative Appointee member for the new school year's Student Senate; and
- Each secondary Student Council will select (1) member of the new school year's elected Student Council to serve on the new school year's Student Senate.
- Each Secondary Family of Schools' **Student Council** will ~~select~~ **elect one (1) two (2) intermediate elementary students to serve as Co-Chairs of their Secondary Family of Schools' Student Council and Senators** on the ~~New Year's~~ **next year's** Elementary Student Senate. The elementary students ~~selected~~ **elected** will be an intermediate student for the ~~new~~ **next** school year. ~~The selection of the student will be determined by consensus of the Family of Schools' Principals and will annually rotate among elementary schools within each Secondary Family of Schools.~~ **The new Elementary Student Senate will elect two (2) students who will serve as Co-Chairs of the Elementary Student Senate and the two elementary student representatives on the Secondary Student Senate from August 1 to July 31 inclusive.**

- 3.5 Prior to May 20 of each school year, the Niagara Catholic Student Senate will host a Niagara Catholic Student Leadership Symposium where the newly elected Student Senate will ~~elect two~~ **(2)** Co-Chairs of the Student Senate who will also serve as the Board's two (2) Student Trustees from August 1 to July 31 inclusive.

- 3.6 The Student Senate will assist the Student Trustees on the Board by bringing forward pupil issues, gathering pupil opinion and communication with pupils. The Student Trustees on the Board will be responsible for reporting Board activities to the Student Senate on a regular basis.

- 3.7 A minimum of two secondary administrators will be appointed by the Director of Education to facilitate the operation of the Student Senate and to act as a resource. The administrators and Student Senate will dialogue with and report to the Director of Education.

In the fall of each year, a retreat may be organized for all students elected to the Student Senate facilitated by the Board's Chaplaincy Leader.

## 4. MENTORING FOR THE STUDENT TRUSTEES ON THE BOARD

- 4.1 The Chair of the Board, in consultation with the Student Trustees, will designate a Trustee(s) mentor for the Student Trustees throughout the student's term as a Student Trustee.

- 4.2 The Chair of the Board, the Trustee Mentor(s) and the Director of Education will provide an annual orientation for newly-elected Student Trustees.
- 4.3 Student Trustees have the same status as a Board member regarding access to Board resources and opportunities to participate in Board functions, retreats, OCSTA meetings and Professional Development activities designed for Trustees.

## **5. FILLING STUDENT TRUSTEE VACANCIES**

- 5.1 A vacancy shall be filled by a by-election of Student Senate members if a Student Trustee is disqualified by the Board and/or the Student Trustee is unable or unwilling to fulfill his/her duties. The term for an interim Student Trustee will be for the remainder of the school year.

## **6. REIMBURSEMENT FOR STUDENT TRUSTEES ON THE BOARD**

- 6.1 The Niagara Catholic District School Board will provide for reimbursement of the Student Trustees for travel expenses and other expenses incurred in connection with carrying out the responsibilities, approved by the Chair of the Board and the Director of Education in compliance with relevant Board Policy.
- 6.2 A Student Trustee shall receive an honorarium as specified in legislation. The amount of the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 6.3 A Student Trustee shall be allocated an amount for professional development in accordance with Board Policy and Administrative Procedures.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
NOVEMBER 21, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
EMPLOYEE HIRING AND SELECTION POLICY - TEACHERS  
(203.1)**

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Date: November 21, 2017



Niagara Catholic District School Board  
**EMPLOYEE HIRING AND SELECTION  
POLICY (TEACHERS)**  
STATEMENT OF POLICY

200 – Human Resources

Policy No 203.1

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 Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The purpose of this policy is to recognize the inherent dignity and worth of every person, and to provide for equal rights and opportunities without discrimination for all qualified employees and applicants for employment with the Niagara Catholic District School Board, in accordance with the Ontario Human Rights Code. All employees employed by the Board will have an understanding of and a genuine commitment to the Board's mission, vision and values and expected to respect and to support the Catholic philosophy of the Board and its schools.

In its hiring of exemplary and qualified teachers, to meet the needs of the system, the Niagara Catholic District School Board will give preferential consideration by virtue of the availability of qualified candidates, to qualified Roman Catholic applicants in accordance with the Ontario Human Rights Code, Section 24(1) (a), the historical right under the Constitution Act, 1982 and the Education Statutes and Regulations.

#### Conflict of Interest

The Board shall ensure that no individual will be involved in any part of the hiring process if it is self-declared and/or deemed to be a Conflict of Interest.

This policy and accompanying Administrative Procedures will clearly define and clarify the hiring and selection practices of all employee groups of the Niagara Catholic District School Board.

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

#### References

- [Education Statutes and Regulations of Ontario](#)
- [Ontario Human Rights Code](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Equity and Inclusive Education Policy \(100.10\)](#)



Niagara Catholic District School Board  
**EMPLOYEE HIRING AND SELECTION  
 POLICY (TEACHERS)**

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 203.1

Adopted Date: June 12, 2012

Latest Reviewed/Revised Date: NIL

## TEACHER SELECTION

The Niagara Catholic District School Board is committed to hiring exemplary and qualified teachers. The Hiring Policy specifically addresses the selection of teacher candidates for a teaching position within the Niagara Catholic District School Board.

Criteria and qualifications for positions will be established in a fair and objective manner. This criterion is outlined in the Administrative Procedures as set out below.

Recruitment for positions will ensure that all qualified applicants have the opportunity to apply. Applications and documentation of all teacher candidates and employees of the Niagara Catholic District School Board will be maintained in a confidential filing system in the Human Resources Department.

The Niagara Catholic District School Board will not discriminate in its hiring and promotion practices on the basis that the qualified applicant is related to a current or former employee. Staff who is related will declare a conflict of interest and not partake in any part of the selection process.

## CONFLICT OF INTEREST

No individual will be involved in any part of the hiring process if it is self-declared and/or deemed a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic.

Conflicts of Interest will be declared to either the Superintendent of ~~Education~~ – Human Resources **Services** or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the hiring process.

## SELECTION PROCEDURES FOR NEW HIRES TO THE OCCASIONAL LIST ~~LIST~~ **ROSTER**

### A. Selection of Candidates to be interviewed

Individuals, applying for available teaching positions with the Niagara Catholic District School Board, unless exempted as per a Letter of Permission, are required to:

- Be a Catholic
- Be in ‘Good Standing’ with the Ontario College of Teachers
- Meet all requirements set out in Teacher Application Package (Apply to Education)
- Submit a pastoral reference
- Submit a faith reference portfolio
- Submit practice teaching reports and final evaluations
- Submit references
- Meet all qualifications as required by regulations
- Submit related experience
- Submit undergraduate transcripts and/or graduate Faculty of Education transcripts

**B. Interview Procedures for Individual Placement on the Occasional Teacher List-Roster****Annual Board Interviews and Selection of Candidates**

- The Human Resources ~~Services Department~~ will organize interviews for teacher candidates which will be conducted during specified dates as determined by the Superintendent of Human Resources ~~Services~~.
- The interviews are to be conducted by a panel consisting of a minimum ~~three (3)~~ **two (2)** Principals and/or Vice-Principals, including at least one (1) Principal as appointed by the Superintendent of Human Resources ~~Services~~.
- All candidates for a given position will be asked ~~the same~~ **identical** questions.
- The Human Resources ~~Services~~ Department will screen and process the recommendations of the Interview Panel and validate whether the candidate has met all the requirements for a teaching position in the Niagara Catholic District School Board, including satisfactory references, Vulnerable Sector Checks, pastoral references, and other requirements as requested.
- ~~The Human Resources Department~~ **Human Resources Services** will notify successful individuals for placement on the Occasional Teacher ~~List-Roster~~.
- All candidates being interviewed will be debriefed on the strengths and weaknesses of the interview by staff as appointed by ~~the Human Resources Services Department~~.

**SELECTION PROCEDURES FOR NEW HIRES TO PERMANENT CONTRACT POSITIONS**

Candidates being selected for permanent contracts will be based on the following process:

Hiring of teachers will be determined by the system needs of the Niagara Catholic District School Board and will be in accordance with the Education Act, Regulations, Board Policy or Guideline and the Collective Agreement.

It is a requirement of the Niagara Catholic District School Board that, as a condition of Employment a teacher will have completed at least Part I of the OCSTA/OECTA course in Religious Education or its equivalent within 2 years of employment.

A vulnerable sector background check (dated within the last year) shall be a condition of employment and shall be used to determine whether candidates have a record of offences which would render them unsuitable for employment. The candidate shall be directed to the appropriate Police Department who will be responsible for the processing of the vulnerable sector background check. The fee charged for this service shall be the responsibility of the candidate.

**TEACHER SELECTION PROCESS**

1. The **Teacher Candidates** will be interviewed at the board level by a team consisting of the Superintendent of Human Resources, and/or a designate, and a minimum of ~~3~~ **two (2)** Principals **and/or Vice-Principals** as determined by the Superintendent of Human Resources ~~Services~~.
2. **The Teacher Candidates** will be considered for ~~System-level Interviews~~ **permanent contract positions** will be based on:
  - Pastoral reference and Faith Reference Portfolio
  - ~~Initial System Level Interview Results (for occasional position)~~
  - Qualifications (i.e. **Undergraduate Courses, Graduate Courses**, Additional Qualification Courses and/or other related experience)
  - **Performance Appraisals and/or evaluations**
  - Specific areas of specialization
  - Experience with Niagara Catholic and other related experience
  - ~~Principal~~ **Recommendations provided by supervisors**



3. Senior Administrative Council will be informed of recommendations for **the** hiring of teachers based on the scoring of teacher candidates as outlined in Section 2 as well as the results of the ~~Final System Level Board Interviews~~ **for permanent contract positions.**
4. The Director of Education will approve hiring for permanent teacher positions to the Niagara Catholic District School Board.
5. The Director of Education, through the Superintendent of Human Resources **Services will** submit the In-Camera Staffing Report to the Board for information.
6. ~~The Human Resources Department~~ **Human Resources Services** will be responsible for all offers of teaching positions with the Board as well as the specific teaching assignment **for the candidate.**
7. Upon request, ~~the Human Resources Department~~ **Human Resources Services** will debrief ~~those individuals~~ **candidates** on the strengths and weaknesses of their interview.
8. The Superintendent of Human Resources **Services will** ~~notify~~ **inform** the teacher ~~recruits~~ **candidates** in writing of their permanent status and any necessary **requirements from the Board.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
NOVEMBER 21, 2017**

**TITLE: POLICIES – PRIOR TO VETTING  
STUDENT TRANSPORTATION POLICY (500.2)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: November 21, 2017



Niagara Catholic District School Board  
**STUDENT TRANSPORTATION POLICY**  
 STATEMENT OF POLICY

500 – Auxiliary Services

Policy No 500.2

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: May 27, 2014

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the *Education Act*, school boards may provide home-to-school or school-to-school transportation for their students who are resident pupils within the Board’s jurisdiction.

Transportation may be provided for elementary and secondary school students when the walking distance from the student’s residence to their home school is equal to or greater than the distance listed below:

Grade Level	Kilometers
ELKP	.80
Grades 1-8	1.60
Grades 9-12	<del>2.50</del> 3.20

All distances referenced shall be the shortest walking route, measured from the point at which the laneway or driveway of the student’s residence joins the roadway to the nearest roadway or pathway/sidewalk entrance to the school property. The distance from a student’s residence to the bus pickup or discharge location shall not exceed the transportation eligibility distances. Where a student encounters safety hazards on his/her walk to school with the approval of the Family of Schools Superintendent of Education and the Executive Director of Niagara Student Transportation Services, consideration may be given to providing appropriate transportation for the student.

Transportation may be provided to students with special education needs, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Special Education.

Transportation may be provided to students, who attend a school other than their home school for approved program attendance, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Program.

Every effort will be made to keep student transportation time from home to school at a reasonable level. Whenever possible and practical, the transportation time is not expected to exceed one hour.

In situations where a student does not qualify for transportation under the Board’s normal eligibility criteria, it is the parent’s responsibility to ensure that their child gets to and from school safely.

The Director of Education, in consultation with the Niagara Student Transportation Services (NSTS) Consortium, will issue Administrative Procedures for the implementation of this policy.

**References**

- [Education Act](#)
- [Niagara Student Transportation Services Consortium](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Accessibility Standards Policy \(800.8\)](#)
  - [Admission of Elementary and Secondary Students Policy \(301.1\)](#)
  - [Educational Field Trips Policy \(400.2\)](#)
  - [Transportation & School Operations for Inclement Weather Policy \(500.1\)](#)



Niagara Catholic District School Board  
**STUDENT TRANSPORTATION POLICY**  
ADMINISTRATIVE PROCEDURES

500 – Auxiliary Services

Policy No 500.2

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: May 27, 2014

**RESPONSIBILITIES FOR THE SAFETY OF STUDENTS**

Parents should be aware of the Transportation Policy of the Board and of its related Administrative Procedures. Where a student is eligible for transportation it is the responsibility of parents:

- a. To make appropriate arrangements for the safety of their children while they travel from home to school on foot or by other means;
- b. To ensure that the student is adequately supervised while walking to and from the designated stop.
- c. To explain and reinforce the expected behaviour of their children at the designated stop and on the bus.
- d. To develop and review a plan for their children if they miss the transportation service arranged for them.
- e. To notify the school of any pick-up or drop-off location that differs from their home address and any health conditions of their children that may require immediate medical attention.

**TRANSPORTATION – HAZARDS**

Hazards are assessed by Niagara Student Transportation Services annually according to set criteria, in consideration of parental responsibilities and with careful attention to consistency across Niagara.

**TRANSPORTATION – MEDICAL CONDITIONS**

Students with special medical conditions that are debilitating and of a long-term nature, and that are documented by a physician, will be provided with transportation as approved by the Family of Schools Superintendent of Education.

**TRANSPORTATION OF STUDENTS WITH SPECIAL EDUCATION NEEDS**

Transportation for students with special education needs will be provided in accordance with the following criteria.

- a. The Special Education Department, in consultation with the school Principal and Niagara Student Transportation Services (NSTS), will determine if a student with special needs requires special transportation that is not the regular bussing provided by the Board will obtain approval from the Superintendent of Education – Special Education.
- b. The safety of a student with special needs will be a factor when considering alternative transportation arrangements.
- c. Students with special medical conditions that are debilitating and of a long-term nature, and that are documented by a physician, will be provided with transportation as approved by the Family of Schools Superintendent of Education.
- d. Students enrolled in a Special Education Class, that is unavailable at the student's home school, will be provided with transportation with the approval of the Superintendent of Education - Special Education.
- e. When no such specific education program is involved, parents are responsible for providing transportation for students with special needs attending a school that is outside of their school area.
- f. One school week is required to implement special transportation arrangements.

**EARLY LEARNING KINDERGARTEN PROGRAM STUDENTS:**

- a. Transportation for Early Learning Kindergarten Program (ELKP) students will be provided on the regular morning and afternoon routes.
- b. When a student is eligible for transportation, parents are responsible for the safety of their child at the designated pick-up and drop-off stop location including being present at the stop location to assist their child on and off of the bus.

**TRANSPORTATION OF STUDENTS FOR PROGRAM ATTENDANCE**

Students enrolled in the following educational programs that are unavailable at the student's home school, will be provided with home to school or school to school transportation:

- a. Eucharistic and Liturgical Programs
- b. Journey Retreat
- ~~e.~~ ~~Cyberquest Programs~~
- ~~d.~~ ~~c.~~ Alternative Co-operative Education Programs
- ~~e.~~ ~~d.~~ Apprenticeship Preparation Courses
- ~~f.~~ ~~e.~~ French Immersion for inbound students within their Family of Schools
- ~~g.~~ ~~f.~~ Identified Specialist High School Major Programs
- ~~h.~~ ~~g.~~ Learning Strategies and Social Skills Programs

In accordance with the Boards Admission of Elementary and Secondary Students Policy when no such approved educational program is involved, parents are responsible for providing transportation for students attending a school that is outside of their school area.

**TRANSPORTATION OF STUDENTS TO SUMMER SCHOOL**

Transportation may be provided for students who are authorized to attend secondary school summer courses, as approved by the Superintendent of Education – Continuing Education. The summer school routes cover a large geographic area with central pick-up and drop-off stop locations and it is the responsibility of the student to report to the designated stop location.

**TRANSPORTATION OF STUDENTS ON FIELD TRIPS**

Transportation may be provided for students who are authorized to participate in field trips organized by the school, in accordance with Board's Educational Field Trips Policy.

**TRANSPORTATION OF STUDENTS ON "LATE BUSES"**

In order to facilitate the participation of students in co-curricular activities, the Board will endeavour to provide transportation for students who reside in rural areas which are distant from the school. The "late bus" routes cover a large geographic area with central pick-up and drop-off stop locations.

**RESPONSIBILITIES OF STUDENTS**

Students shall be made aware of the following expectations regarding behaviour on buses and taxis at the beginning of each school year. It is the responsibility of all students:

- a. To avoid anything which might disturb the driver or interfere with the safe operation of the vehicle;
- b. To exercise care, caution, good manners and consideration for others;
- c. To refrain from throwing articles inside the bus or out a window;
- d. To obey promptly the instructions of the driver and school patrollers;
- e. To refrain from smoking, drugs and alcohol;
- f. To refrain from using obscene language;

- g. To keep all parts of the body inside the vehicle at all times;
- h. To remain seated at all times;
- i. To be aware of the fact that misbehaviour on buses may result in suspension or loss of transportation privileges.

## **RESPONSIBILITIES OF THE BUS DRIVERS**

Bus drivers shall adhere to applicable laws, regulations and Board Policies. It is the responsibility of the drivers:

- a. To be courteous, kind but firm and above reproach at all times;
- b. To maintain control over the students riding in the vehicle at all times;
- c. To exercise due care and precaution at all times;
- d. To ensure that all students have left the bus before considering the route complete;
- e. To maintain consistent pick-up and discharge locations and times and to refrain from changing the bus routes without the approval of the Board;
- f. To refrain from smoking inside the vehicle or on the Board's property;
- g. To dress in a suitable and acceptable manner;
- h. To issue a warning to a student who violates the student bus expectations;
- i. To report to the school Principal, in writing, the name of any misbehaving student, the nature of the misbehaviour and any specific action taken.
- j. To respect and secure confidential route and student information provided to perform the transportation service.

## **RESPONSIBILITIES OF PRINCIPALS**

Principals are responsible for the care and well-being of the students while they are being transported on approved vehicles. It is the responsibility of the Principals:

- a. To investigate thoroughly all reported misbehaviour on school vehicles;
- b. To discipline and, if necessary, withdraw or suspend transportation privileges;
- c. To inform parents personally by telephone, and confirm in writing, the details of the disciplinary problem and the action taken;
- d. To encourage and support the use of bus safety education programs for students such as are provided by the Board, bus operators and area police services;
- e. To provide adequate supervision arrangements for the loading and unloading of buses and taxis at their respective schools and be available should a problem arise during the runs;
- f. To notify the parents in writing if a student misbehaves on the bus and inform the parent that further offences may result in the student losing bus riding privileges.
- g. To encourage and support the use of student transportation safety education programs available through NSTS and transportation operators.
- h. To keep student data up to date in the Board's student database, including pick-up and drop-off locations and health related conditions that may require immediate medical attention.

## **RESPONSIBILITIES OF NIAGARA STUDENT TRANSPORTATION SERVICES**

Niagara Student Transportation Services (NSTS) is responsible to plan and administer services in accordance with applicable legislation, regulations and Board Policy, Administrative Procedures. It is the responsibility of NSTS to arrange transportation for students within a reasonable amount of time, with due care for safety and in consideration of students with exceptional needs.

To ensure the safety of students including consistent pick-up and drop-off stop locations, maintain accurate route manifests, support resolving bus safety and behaviour concerns and to communicate health related conditions of students that may require immediate medical attention.

## **OPERATION OF SCHOOL TRANSPORTATION VEHICLES**

Transportation services may be provided to eligible students using contracted school buses, taxis or through services provided by a Public Transit Commission. All transportation agreements for home to school and school to school service will be held between NSTS and the service operator.

Where possible, bus stops should be located where the driver has a clear view of the road in both directions for at least 150 metres. Where possible, bus stops should not be located on a steep grade, brow of a hill, or on a blind curve. Students shall not be discharged on a road or highway until all traffic has come to a complete stop.

At no time shall the number of passengers in any vehicle exceed the capacity for which the vehicle has been licensed by the Ministry of Transportation. Students are not permitted to stand on school buses as a result of a lack of seating spaces (other than for a few start-up days when passenger loads are being assessed and adjusted).

Where it is possible and practical, there shall be co-operation and co-ordination of services with other school boards or private schools in the transportation of elementary and secondary school pupils.

## **EQUIPMENT AND OTHER ITEMS ON TRANSPORTATION VEHICLES**

Where equipment or other items are transported, it is important to ensure that the centre aisle be kept clear in case of an emergency and a quick exit is required. In the interest of student safety, only certain equipment is permitted on school vehicles, as follows:

- a. Musical equipment in cases shall be transported and shall be kept on the students' lap or under the seat, if possible.
- b. Ice skates shall have the blades covered and be tied together or carried in a sports bag. They shall be kept on the floor under the student's seat.
- c. Sports equipment such as skis, poles and skateboards shall not be allowed on the bus.
- d. Program related items shall be transported if special arrangements have been made in advance between the Principal (or designate) and the driver.
- e. Animals, birds, firearms, explosives, water pistols and any items that may interfere with the safe operation of the bus are not allowed.

In case of a dispute, the final decision as to what shall or shall not be transported rests with Niagara Student Transportation Services.

## **COMPLAINT RESOLUTION PROCESS**

In accordance with the Board's Complaint Resolution Policy, every effort shall be made to investigate concerns while recognizing the need for the efficient and safe transportation of students in compliance with the Board's Policies and Administrative Procedures.

Concerns by parents are to be processed in accordance with the following procedures:

- a. Concerns should be directed initially to the school Principal.
- b. If the concerns are not resolved at the school level, the parent shall be directed to contact Niagara Student Transportation Services.
- c. In accordance with the Board's Complaint Resolution Policy If the concerns are still not resolved, the parent will be requested to contact the appropriate Superintendent of Education for further consideration.

All concerns shall be addressed in a timely manner. The Principal, NSTS and Superintendent of Education will acknowledge the receipt within 24-hours to the person with whom the concern originated. The investigation and resolution process may take longer than 24-hours depending on the nature of the concern.

**EXCEPTIONS TO ADMINISTRATIVE PROCEDURES**

All exceptions to the Administrative Procedures criteria must be made by application to NSTS and approved by the appropriate Superintendent of Education. If an additional cost is projected, the Superintendent of Business and Financial Services and Family of Schools Superintendent of Education will be required to approve the request.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
NOVEMBER 21, 2017**

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

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

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: November 21, 2017



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: November 21, 2017

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2010	Nil	100.12	Trustee Code of Conduct	September 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	September 2017
1998	2011	800.3	Complaint Resolution	September 2017
1998	2012	800.5	Education-Based Research	September 2017
2011	2011	301.11	Student Fees	September 2017
1998	2011	600.2	Records and Information Management	October 2017
2005	2011	302.7	Nutrition	October 2017
2004	2012	100.7	Niagara Catholic Education Award of Distinction	October 2017
1998	2012	202.1	Assignment of Principals & Vice-Principals	October 2017
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	October 2017
1998	2012	100.4	Student Trustees	November 2017
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	November 2017
2007	2014	500.2	Student Transportation	November 2017
2010	Nil	100.12	Trustee Code of Conduct	November 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	November 2017
2006	2012	301.5	Electronic Communications Systems (Students)	January 2018
1998	2011	600.2	Records and Information Management	January 2018
2005	2011	302.7	Nutrition	January 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	January 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	January 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	January 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	February 2018
2012	2012	302.8	Diabetes Management	February 2018
1998	2012	702.1	Playground Equipment	February 2018
2001	2012	400.3	Christian Community Service	February 2018
1998	2012	100.4	Student Trustees	February 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	February 2018
2007	2014	500.2	Student Transportation	February 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	March 2018
2002	2012	301.4	Fundraising	March 2018
2012	2012	701.5	Bottled Water	March 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	March 2018
2006	2012	301.5	Electronic Communications Systems (Students)	March 2018
2011	2011	400.6	Environmental Stewardship	April 2018
2001	2012	302.5	Student Parenting	April 2018
1998	2012	301.3	Attendance Areas	April 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	April 2018
2012	2012	302.8	Diabetes Management	April 2018
1998	2012	702.1	Playground Equipment	April 2018
2001	2012	400.3	Christian Community Service	April 2018
2002	2016	201.7	Employee Workplace Harassment *	May 2018
2002	2016	201.11	Employee Workplace Violence *	May 2018
2002	2016	201.6	Occupational Health & Safety *	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	May 2018
2002	2012	301.4	Fundraising	May 2018
2012	2012	701.5	Bottled Water	May 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	May 2018
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

<b>SORTED BY CW/BOARD MEETING DATE</b>				
<b>Policy Issued</b>	<b>Reviewed Revised</b>	<b>Policy #</b>	<b>POLICY NAME</b>	<b>CW/BD</b>
1998	2011	800.3	Complaint Resolution	October 2017
1998	2012	800.5	Education-Based Research	October 2017
2011	2011	301.11	Student Fees	October 2017
2010	Nil	100.12	Trustee Code of Conduct	December 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	December 2017
1998	2011	600.2	Records and Information Management	February 2018
2005	2011	302.7	Nutrition	February 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	February 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	February 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	February 2018
1998	2012	100.4	Student Trustees	March 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	March 2018
2007	2014	500.2	Student Transportation	March 2018
2006	2012	301.5	Electronic Communications Systems (Students)	April 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	May 2018
2012	2012	302.8	Diabetes Management	May 2018
1998	2012	702.1	Playground Equipment	May 2018
2001	2012	400.3	Christian Community Service	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	June 2018
2002	2012	301.4	Fundraising	June 2018
2012	2012	701.5	Bottled Water	June 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	June 2018
<b>NEW</b>		<b>NEW</b>	Anti-Spam	