



*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*

## COMMITTEE OF THE WHOLE MEETING

**TUESDAY, MAY 13, 2014  
7:00 P.M.**

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



**8:30 p.m. Timed In Camera Item**

### A. ROUTINE MATTERS

1. Opening Prayer – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of April 8, 2014 A5

### B. PRESENTATIONS

### C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of April 22, 2014 C1.1
  - 1.2 Approval of Policies
    - 1.2.1 Advocacy Expenditures Policy (100.9) C1.2.1
    - 1.2.2 Anaphylaxis Policy (302.1) C1.2.2
    - 1.2.3 Electronic Meetings (Board and Committees) Policy (100.8) C1.2.3
    - 1.2.4 Student Transportation Policy (500.2) C1.2.4
  - 1.3 Policy and Guideline Review 2013-2014 Schedule C1.3
2. Niagara Catholic Elementary Chaplaincy Program C2
3. Niagara Catholic System Priorities 2014-2015 C3
4. Staff Development Department Professional Development Opportunities C4
5. Monthly Updates
  - 5.1 Capital Projects Update C5.1
  - 5.2 Student Senate Update -
  - 5.3 Senior Staff Good News Update -

**D. INFORMATION**

- |  |      |
|--|------|
| 1. Trustee Information   |      |
| 1.1 Spotlight on Niagara Catholic – April 22, 2014   | D1.1 |
| 1.2 Calendar of Events – May 2014  | D1.2 |
| 1.3 Graduation Celebration – May 15, 2014  | -    |
| 1.4 Partners in Catholic Education – May 15, 2014  | -    |
| 1.5 Annual Board Mass and Picnic – June 1, 2014  | D1.5 |
| 1.6 Elementary & Secondary Graduation Dates June 2014  | D1.6 |
| 1.7 Director’s Memorandum DM 124 –<br>Municipal, Provincial and Federal Election Administrative Procedures | D1.7 |
| 1.8 School Year Calendars 2014-2015  | -    |

**E. OTHER BUSINESS**

- |   |   |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
|---|---|

**F. BUSINESS IN CAMERA****G. REPORT ON THE IN CAMERA SESSION****H. ADJOURNMENT**



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING APRIL 8, 2014**

---

**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 8, 2014, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, APRIL 8, 2014

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, April 8, 2014 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:02 p.m. by Vice-Chair Burkholder.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Vice-Chair Burkholder

2. Roll Call

Vice-Chair Burkholder noted that Trustee MacNeil was excused from attending the Committee of the Whole Meeting of April 8, 2014.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil				✓
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
<b>Student Trustees</b>				
Vincent Atallah	✓			
Dallas McMahon	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of April 8, 2014, as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

Vice-Chair Burkholder disclosed an indirect pecuniary interest with Item C1.2.1 Architect Selection Policy (701.1) of the Public Agenda, as she has a family member who is associated with the Quartek Group. Vice-Chair Burkholder did not chair the meeting for this item and did not take part in the consideration or discussion of, or vote on any question with relation to this item.

5. **Approval of Minutes of the Committee of the Whole Meeting of March 4, 2014**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 4, 2014, as presented.

**CARRIED**

**B. PRESENTATIONS**

1. *Nil*

**C. COMMITTEE AND STAFF REPORTS**

1. **Policy Committee**

1.1 **Unapproved Minutes of the Policy Committee Meeting of March 18, 2014**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of March 18, 2014, as presented.

**CARRIED**

1.2 **Approval of Policy**

Policy Committee Chair Sicoli presented the Policy Committee recommendation to the Committee of the Whole for consideration.



**1.2.1 Architect Selection Policy (701.1)**

Chair Burtnik chaired the meeting for this item on the agenda. Vice-Chair Burkholder did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Architect Selection Policy (701.1) as presented.

**CARRIED**

**1.3 Policy and Guideline Review 2013-2014 Schedule**

John Crocco, Director of Education, presented the Policy and Guideline Review 2013-2014 Schedule for the information of Trustees.

Director Crocco answered questions of Trustees.

**2. 11<sup>th</sup> Annual Niagara Catholic Skills Competition**

Mark Lefebvre, Superintendent of Education presented the report on the 11<sup>th</sup> Annual Niagara Catholic Skills Competition for Information. He introduced Ivana Galante, K to 12 Consultant Business/Technological Education/Specialist High Skills Major who presented an overview of the program and a brief visual presentation on the 11<sup>th</sup> Annual Niagara Catholic Skills Competition.

Superintendent Lefebvre and Ms. Galante answered questions of Trustees

**3. Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School**

Director Crocco, presented the report on the Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School for information.

Director Crocco informed the Trustees that the report is in compliance with the Ministry of Education Pupil Accommodation Review Guidelines and Niagara Catholic District School Board Policy 701.2.

Moved by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board, in accordance with the Board approved St. Catharines Pupil Accommodation Review Schedule 2014, receive the Pupil Accommodation Review – Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School.

**THAT** the following recommendations by Senior Staff as provided in the April 8th, 2014 Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School, be received and considered for approval at the May 27, 2014 Board Meeting.

**THAT** the Board submit to the Ministry of Education a request for capital funding for an addition to St. Christopher Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.

**THAT** the Board submit to the Ministry of Education a request for retrofit funding for renovations to St. Theresa Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.

**THAT** an Ad Hoc Attendance Area Review Committee of the Board be established to review the attendance boundaries of St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that boundary changes not take place prior to the Ministry of Education approval for funding for an addition to St. Christopher Catholic Elementary School and retrofit funding required to accommodate additional enrolment at St. Theresa Catholic Elementary School.

**CARRIED**

4. **School Year Calendars 2014-2015**

Frank Iannantuono, Superintendent of Education/Human Resources Services, presented the Elementary and Secondary School Year Calendars for the 2014-2015 school year.

Superintendent Iannantuono answered questions of Trustees.

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2014-15 school year as presented.

**CARRIED**

5. **Staff Development Department Professional Development Opportunities**

Superintendent Iannantuono, presented the report on Staff Development Department Professional Development Opportunities for information.

Director Crocco answered questions of Trustees

6. **Extended Overnight Field Trip, Excursion and Exchange Committee**

Superintendent Lefebvre presented the report on the Extended Overnight Field Trip, Excursion and Exchange Committee for information.

7. **Niagara Catholic Education Award of Distinction 2014**

Superintendent Iannantuono, informed the Board that on March 25, 2014 the Niagara Catholic Education Award of Distinction Committee met and selected Monsignor Matthew Clifford as recipient of the Award of Distinction for 2014. He presented highlights of Monsignor Clifford's contributions to Catholic education and that the award would be presented posthumously.

8. **Monthly Updates**

8.1 **Capital Projects Update**

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update.

## **8.2 Student Trustees' Update**

Vincent Atallah and Dallas McMahon, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

## **8.3 Senior Staff Good News Update**

Senior Staff highlights included:

### **Superintendent Lefebvre**

Hornblower Niagara Cruises has selected the name Niagara Wonder for one of its newly built state-of-the-art Catamaran Boats that will operate boat tours of the Falls. The winning name, *Niagara Wonder* was submitted by Ms. Lina Muraca's ELKP class at Sacred Heart Catholic Elementary School.

On Thursday, March 27, 2014 Our Lady of Mount Carmel Catholic Elementary School participated in the first Niagara Catholic District School Board's Kids' Lit Quiz System Challenge. The school entered 2 teams; The Purple Unicorns and the Flying Cows. The Flying Cows had great success especially in the poetry and mythology categories. The Flying Cows came in first place and were the Grand Champions of the first Kids' Lit Quiz System Challenge.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – March 18, 2014**

Director Crocco highlighted the Spotlight on Niagara Catholic – March 18, 2014 issue for the information of Trustees.

#### **1.2 Calendar of Events – April 2014**

Director Crocco presented the April 2014 Calendar of Events for the information of Trustees.

#### **1.3 Bishop's Gala 2014 – April 12, 2014**

Director Crocco presented information regarding the Bishop's Gala on April 12, 2014.

#### **1.4 Holy Week**

Director Crocco presented information regarding Holy Week 2014 and that no evening meetings would take place across the system.

#### **1.5 OCSTA 2014 – Silent Auction**

Director Crocco reminded the Trustees of the OCSTA 2014 – Silent Auction, to be held at the OCSTA AGM & Conference. A hard copy of the OCSTA AGM would be provided at the April Board Meeting.



## **E. OTHER BUSINESS**

### **1. General Discussion to Plan for Future Action**

- 1.1 Director Crocco informed the Board of future action plans that Niagara Catholic will be involved in the coming months.

## **F. BUSINESS IN CAMERA**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole move into the In Camera Session.

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:14 p.m. and reconvened at 9:27 p.m.

## **G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of April 8, 2014.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on March 4, 2014 as presented.

**CARRIED (Item F1)**

### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on March 4, 2014 as presented.

**CARRIED (Item F3)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

**CARRIED (Item F4.1)**

## **H. ADJOURNMENT**

Moved by Trustee Sicoli

**THAT** the April 8, 2014 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:27p.m.

---

---

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **April 8, 2014.**

Approved on **May 13, 2014.**

---

Rhianon Burkholder  
Vice-Chair of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

***PUBLIC SESSION***

**TITLE: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF APRIL 22, 2014**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of April 22, 2014, as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of April 22, 2014:

**1.2 Approval of Policies**

**1.2.1 Advocacy Expenditures Policy (100.9)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revisions to the Advocacy Expenditures Policy (100.9), as presented.

**1.2.2 Anaphylaxis Policy (302.1)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revisions to the Anaphylaxis Policy (302.1), as presented.

**1.2.3 Electronic Meetings (Board and Committees) Policy (100.8)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revisions to the Electronic Meetings (Board and Committees) Policy (100.8), as presented.

**1.2.4 Student Transportation Policy (500.2)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revisions to the Student Transportation Policy (500.2), as presented.





## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, APRIL 22, 2014**

Minutes of the Policy Committee Meeting held on Tuesday, April 22, 2014 at 5:08 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

**1. Opening Prayer**

The meeting was opened with a prayer by Vice-Chair Burkholder

**2. Attendance**

Moved by Trustee Burkholder

**THAT** the Policy Committee excuse Committee Chair Sicoli from attending the Policy Meeting of April 22, 2014.

<b>Committee Members</b>	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)			✓

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Giancarlo Vetrone*, Superintendent of Business & Finance  
*Jennifer Brailey*, Manager of Corporate Services & Communications Department  
*Kristine Murphy*, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

**3. Approval of Agenda**

Moved by Chair Burtnik

**THAT** the April 22, 2014, 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 March 18, 2014**

Moved by Chair Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of March 18, 2014, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES - FOR RECOMMENDATION TO MAY COMMITTEE OF THE WHOLE MEETING**

6.1 **Advocacy Expenditures Policy (100.9)**

Giancarlo Vetrone, Superintendent of Business & Finance, presented the amendments to the Advocacy Expenditures Policy (100.9) following the vetting process.

The Policy Committee suggested no additional amendments:

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of Whole approval of the revisions to the Advocacy Expenditures Policy (100.9), as presented.

**APPROVED**

6.2 **Anaphylaxis Policy (302.1)**

Yolanda Baldasaro, Superintendent of Education, presented the amendments to the Anaphylaxis Policy (302.1) following the vetting process.

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

**ADMINISTRATIVE GUIDELINES**

Under DEFINITION: First sentence remove asterisk \*

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Anaphylaxis Policy (302.1), as amended.

**APPROVED**

6.3 **Student Transportation Policy (500.2)**

Vice-Chair Burkholder noted that Student Transportation and Reimbursement of Travel Expenses Policies would be presented before the Electronic Meetings (Board and Committees) Policy.

Superintendent Vetrone presented the amendments to the Student Transportation Policy (500.2) following the vetting process.

The Policy Committee suggested no additional amendments:

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Transportation Policy (500.2), as presented.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.4 Reimbursement of Travel Expenses Policy (201.4)**

Superintendent Vetrone presented the Reimbursement of Travel Expenses Policy (201.4).

The Policy Committee suggested the following amendments:

#### **ADMINISTRATIVE GUIDELINES**

Under Rate of Reimbursement 1. Remove “effective September 1, 2008”.

Under Reimbursement Procedures add; 4. The approval for travel reimbursement for forms submitted beyond 60 days of travel dates will be at the discretion of the Superintendent of Business and Financial Services.

The Policy Committee requested that the Reimbursement of Travel Expenses Policy (201.4) be vetted to July 20, 2014 with a recommended deadline for presentation to the Policy Committee in September, 2014, for consideration to the Committee of the Whole and Board in October 2014.

### **6.5 Electronic Meetings (Board and Committees) Policy (100.8)**

John Crocco, Director of Education, presented the amendments to the Electronic Meetings (Board and Committees) Policy (100.8) following the vetting process.

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

#### **ADMINISTRATIVE GUIDELINES**

Second paragraph first sentence should read; At the written request received and acknowledged by the Director of Education Secretary/Treasurer.

Under Process for Electronic Meetings; Remove Item 6.

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revisions to the Electronic Meetings (Board and Committees) Policy (100.8), as amended.

**APPROVED**

## **INFORMATION**

### **6.6 Policies Currently Being Vetted (March 26-May 8, 2014)**

- Criminal Background Check – Safe Schools (302.6.7)
- Use of Corporate Logo Policy (New)



**6.7 Policy and Guideline Review 2013-2014 Schedule**

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

**7. Date of Next Meeting**

Tuesday, May 27, 2014 – 4:30 p.m.

**8. Adjournment**

The meeting adjourned at 6:09 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: ADVOCACY EXPENDITURES POLICY (100.9)**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Advocacy Expenditures Policy (100.9), as presented.

---

---

Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance

Presented by: Giancarlo Vetrone, Superintendent of Business & Finance

Recommended by: Policy Committee

Date: May 13, 2014



## *ADVOCACY EXPENDITURES POLICY*

### STATEMENT OF POLICY

Section: 100 - Board

No: 100.9

Adopted: March 27, 2007

Revised: ~~Nil~~ **January 28, 2014**

~~In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports believes in the value of open communication with Governments, Ministries and Education Partners. in order to enhance the implementation of the Board's mission.~~

The Board will support **appropriate** expenditures which deal with advocacy initiatives directed to **G**overnments, **provincial organizations** and **M**inistries. ~~and in support of the Board's Mission Statement.~~

~~When desirable and appropriate the advocacy initiatives will also be implemented through the appropriate provincial organizations (i.e. OCSTA).~~

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

#### References:

- Niagara Catholic – Employee Code of Conduct and Ethics Policy (201.17)
- Trustee Code of Conduct Policy (100.12)



## *ADVOCACY EXPENDITURES POLICY*

### ADMINISTRATIVE GUIDELINES

Section: 100 - Board

No: 100.9

Adopted: March 27, 2007

Revised: ~~Nil~~ January 28,  
2014

~~The Director of Education will recommend to the Board the appropriate expenditures relating to the membership fees and other costs levied by trustee associations.~~

1. The Director of Education shall recommend for Board approval the appropriate ~~and desirable~~ expenditures which relate to advocacy and lobbying initiatives involving ~~G~~overnments and ~~M~~inistries.
2. Expenditures related to attending events specific to fundraising by political parties or local politicians will not be approved.
3. Report Cards and Annual Reports shall not be used to advocate a particular position or point of view.
4. **The engagement of Board staff and students in** ~~The use of students as vehicles for Board or school~~ **advocacy** ~~advocacy~~ initiatives to the public, education partners and Governments, ~~shall be~~ **must be** consistent with the Board's Mission Statement.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: ANAPHYLAXIS POLICY (302.1)**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Anaphylaxis Policy (302.1), as presented.

---


---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: Policy Committee

Date: May 13, 2014


	<b>ANAPHYLAXIS</b>	
	STATEMENT OF POLICY	
	Section:	300 – Schools/Students
	No:	302.1
	Adopted:	April 28, 1998
	Revised:	June 15, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~the Niagara Catholic District School Board~~ all Board employees will support schools in establishing an environment that reduces the risks for all students who suffer severe, life threatening allergic reactions (Anaphylaxis) to certain foods, and/or insect bites and in developing an appropriate intervention plan for those students. This policy is intended to be in full compliance with Sabrina's Law – An Act to Protect Anaphylactic Pupils.

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

***References:***

Sabrina's Law, 2005, S .O. 2005, c.7  
Anaphylaxis in Schools & Other Settings, 2<sup>nd</sup> 3<sup>rd</sup> Edition, Canadian Society of Allergy and Clinical Immunology  
[www.anaphylaxis.ca](http://www.anaphylaxis.ca)  
[www.aaia.ca](http://www.aaia.ca)

	<b>ANAPHYLAXIS</b>  <b>ADMINISTRATIVE GUIDELINES</b>	Section:	300 – Schools/Students
		No:	302.1
		Adopted:	April 28, 1998
		Revised:	June 15, 2010

## DEFINITION

Anaphylaxis is a **severe life threatening form of \*allergic reaction**. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.

~~Certain Ffoods, such as peanuts, tree nuts (e.g. almond, cashew, hazelnut, pistachio), other nuts, fish, shellfish, eggs, milk, sesame, soy and wheat, insect stings (e.g. yellow jackets, hornets, wasps, honey bees), latex products and medications are the most common allergens that produce anaphylaxis.~~

Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

The terms student and pupil are interchangeable in these administrative guidelines.

## ANAPHYLACTIC REACTION – POSSIBLE SIGNS AND SYMPTOMS

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways these symptoms occur can vary from person to person and even from episode to episode in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

**Skin system:** hives, swelling, itching, warmth, redness, rash

**Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing, swelling of tongue

**Gastrointestinal system (stomach):** nausea, pain/cramps, vomiting, diarrhea

**Cardiovascular system (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock

**Other:** anxiety, feeling of “impending doom”, headache, weakness, uterine cramps, metallic taste

Because reactions are unpredictable, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously.

## PURPOSE

The procedures outlined will establish an appropriate response when a parent/guardian or adult student indicates to the Principal, in writing, that the student is at risk for anaphylaxis and that the student will require assistance at the first sign of any allergic reaction. **When in doubt,**



**administer appropriate medication unless otherwise specified in writing by the student's allergist or physician.**

## **PROCEDURES**

1. The parent/guardian or adult student must inform the Principal, in writing, that his/her child or he/she is at risk for anaphylaxis, and must outline the possible symptoms and requested intervention by school staff on the **Anaphylaxis Emergency Plan form (Appendix C)**.
2. The parent/guardian or adult student shall familiarize him/herself with Board Policy and School Anaphylaxis Administrative Guidelines (Board Policy No. 302.1).
3. The parent/guardian or adult student shall provide the required medication to the school with instructions for intervention on a completed copy of the Anaphylaxis Emergency Plan form (Appendix C).
4. The Emergency Plan will include:  
A completed copy of the Anaphylaxis Emergency Plan form (Appendix C).
5. A copy of the current Anaphylaxis Emergency Plan form (Appendix C) must be filed in the student's OSR and copies must be located in the areas designated by the Principal. The form must be readily available in the event of emergency.
6. The Principal shall establish and maintain a School Anaphylaxis Management Plan. The plan shall include the development and maintenance of strategies that reduce the risk of exposure to anaphylactic agents in all areas of the school (Appendix A).
7. In a school, where a student has been identified as at risk for anaphylaxis, the Principal shall enlist the support and co-operation of all staff, students and parents/guardians so as to reduce the potential risk to the student.
8. Elementary Principals shall send a letter to the parents/guardians of the other students in the classroom of the at risk student informing them of the situation and requesting that the specific allergens not be sent to school (Appendices E,F: Sample Letter to Parents/Guardians).
9. Elementary and Secondary Principals shall also send communication home to all members of the school community (School Newsletter – Appendix G) indicating the presence of a student(s) with a life threatening allergic condition outlining the need to take appropriate action by requesting parents/guardians and students to cooperate by refraining from sending specific foods to school. In addition, elementary and secondary principals shall inform the school community about the Anaphylaxis Policy and Administrative Guidelines in the Student Handbook (Appendix B).
10. Prior to or on the 1st day of school each year, it is the responsibility of the parent/guardian or student (at the age of majority) to initiate the process again and present the school with updated information and appropriate and up-to-date medication (check expiry date).
11. At the end of the school year the parent/guardian will be contacted to pick up the unused medication. If the parent/guardian does not comply, the Principal/Designate will take the medication to a local pharmacy.



## **STAFF DEVELOPMENT AND SCHOOL STAFF TRAINING**

All teaching, support staff and others at the school must familiarize themselves with students/staff members who are at risk for anaphylaxis. They will receive training in recognizing and responding to the signs and symptoms to anaphylactic reaction on an annual basis.

A Niagara Region Public Health ~~Department~~ Nurse from the School Health Program shall be contacted to provide training to all staff on giving the epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) at the beginning of each school year or as soon as an at-risk individual(s) has been identified at the school.

Should staff change at any time throughout the year, it is the responsibility of the Principal to inform and provide training for new staff member(s) and occasional teachers.

## **GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES:**

### **INDIVIDUALS KNOWN TO BE AT RISK FOR ANAPHYLAXIS**

When a person is known to be at risk of anaphylaxis displays initial symptoms, then it must be presumed that the person is in need of the assistance outlined in the Anaphylaxis Emergency Plan form (Appendix C). IMMEDIATE intervention is essential, unless otherwise specified by the student's allergist/physician. No ill side effects will result from the administration of emergency medication if he/she is not experiencing an anaphylactic reaction. Unless otherwise specified in writing, the following steps are to be followed when a student is experiencing a known or suspected anaphylactic reaction:

GIVE EPINEPRHINE AUTO-INJECTOR (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) immediately (Appendix H). Note the time the epinephrine auto- injector was administered.

CALL 911 (AMBULANCE) and inform the dispatcher that an individual is having a life threatening allergic reaction (anaphylactic reaction).

NOTIFY PARENT/GUARDIAN.

### **In a Case where an Ambulance Does Not Arrive:**

If the ambulance has not arrived within 5 to 15 minutes and if the reaction continues or worsens, give a second epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**).

Even if symptoms subside entirely, this student must be taken to the hospital by ambulance.

### **INDIVIDUALS NOT KNOWN TO BE AT RISK OF ANAPHYLAXIS**

A student/person not known to be at risk for anaphylaxis may also display symptoms of severe allergic reaction. In such circumstances, school staff should assess the situation and take action as would be appropriate for any other illness/injury/emergency incident, **including administration of epinephrine.**

## **EMERGENCY USE OF EPINEPHRINE AUTO-INJECTOR**

**In either case, where individuals are known or not known to be at risk of anaphylaxis, and should ANAPHYLAXIS appear imminent, any available epinephrine auto-injector (e.g. EpiPen® or ~~first-dose-of-Twinject®~~ Allerject™) must be used. Please follow the General Anaphylaxis Emergency Guidelines (Appendix H).**

In this circumstance, the parent/guardian of the student or adult student whose epinephrine auto-injector was used in the above emergency situation must be notified immediately by the Principal/designate. The Principal will make arrangements with the parent/guardian/adult student for a replacement epinephrine auto-injector at the Board's expense.



## APPENDIX A

---

### DIVISION OF RESPONSIBILITIES

Increased safety for students at risk for anaphylaxis in a school setting depends on the cooperation of the entire school community.

To minimize risk of exposure, and to ensure rapid response to emergency, parents/guardians, students and school personnel must understand and fulfill their responsibilities.

#### RESPONSIBILITIES OF PARENTS/GUARDIANS OF AN ANAPHYLACTIC CHILD

- Be informed of the Niagara Catholic District School Board's Anaphylaxis Administrative Guidelines and School Anaphylaxis Management Plan.
- Complete and authorize Anaphylaxis Emergency Plan form (Appendix C) that has been approved by the student's allergist/physician.
- Review both the Anaphylaxis Emergency Plan form (Appendix C) and the procedures for reducing risk with school personnel annually.
- Provide transportation for their child until emergency procedures are in place for busing.
- Provide a MedicAlert® bracelet for their child.
- Inform the school of their child's allergies.
- Provide the school with current medical instructions from their physician for administering auto-injector.
- Provide the school with up-to-date and sufficient number of epinephrine auto-injectors (e.g. EpiPen® or first dose of ~~first dose of Twinject®~~ **Allerject™**) for the entire school year.
- Provide and maintain up-to-date emergency contact information to the school.
- Provide support to school and teachers, as requested.
- Provide in-service for staff, if requested.
- Assist in school communication plans.
- ~~Supply information for school publications~~
  - ~~recipes~~
  - ~~foods to avoid~~
  - ~~alternate snack suggestions~~
  - ~~resources~~
- Be willing to provide safe foods for special occasions (**if appropriate**).
- Teach their child:
  - to recognize the signs and symptoms of an anaphylactic reaction;
  - to know where medication is kept and who can get it;
  - to carry his/her own epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) in a fanny-pack;
  - to not share snacks, lunches or drinks;
  - to understand the importance of hand-washing, and to wash hands before and after eating;
  - to report bullying/threats/harassment to an adult in authority;
  - to take as much responsibility as possible for his/her own safety.
- Welcome other parent/guardian calls with questions about safe foods.
- Participate in advisory/support groups.



## RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

### With Parent/Guardians and Students:

- Develop an individual **Anaphylaxis Emergency Plan** for each student who has an anaphylactic allergy, in consultation with student's parent(s)/guardian(s).
- Work closely with the parents/guardians of anaphylactic students.
- Develop a School Anaphylaxis Management Plan to implement the Board Policy and Guidelines for reducing risk of anaphylaxis in all areas of the school, reviewed on an annual basis with school staff at the beginning of each school year.
- Ensure completion of all necessary forms by parents/guardians: Appendix C - Anaphylaxis Emergency Plan at registration and to update the information on an annual basis.
- Direct parents/guardians of anaphylactic students to relevant Board and school policies and procedures and provide the opportunity to review them together.
- Inform all students, staff and parents/guardians that students with life-threatening allergies are in attendance and ask for their support.
- Communicate with the Catholic School Council to increase awareness of anaphylaxis and the role of the school in helping to protect students with life-threatening allergies.
- Advise the parents/guardians of other students on the school bus, explaining anaphylaxis and the need for their cooperation.
- **Post a board provided "Anaphylaxis Aware" sign at entrances of the school.**

### With School Staff:

- Maintain a file for each anaphylactic pupil of current treatment and other information, including a copy of any prescriptions and instructions from the student's physician and a current emergency contact list.
- Inform all students, staff and parents/guardians that students with life-threatening allergies are in attendance and ask for their support.
- Post allergy-alert forms in the staff room, classroom, office and other appropriate rooms.
- ~~Post information about~~ **Anaphylaxis Emergency Plans** at appropriate places in the school (Appendix C).
- Maintain up-to-date emergency contacts and telephone numbers in the school office.
- Ensure that staff and volunteers have received instructions with giving an epinephrine auto-injector (e.g. EpiPen® or ~~first-dose of Twinject®~~ **Allerject™**).
- Practice emergency procedures with all staff.
- In cooperation with the parents/guardians and classroom teacher, may implement a "buddy" system to enhance safety.
- Ensure that occasional teachers and support staff are informed of the presence of an anaphylactic student and procedures.
- Arrange for annual in-services with all staff.
- Store epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**), labeled and in an easily accessible location known to all staff.
- **Ensure that surfaces such as tables, toys, etc. are carefully cleaned of contaminating foods.**

### With Executive Director, Niagara Student Transportation Services:

- Complete and submit the annual memorandum from Transportation Services regarding Anaphylactic Students Using Transportation to the Executive Director, Niagara Student Transportation Services.
- Inform the Executive Director, Niagara Student Transportation Services of any problems reported regarding busing and the safety of anaphylactic students.
- Establish and implement procedures prohibiting eating on the school bus.
- Advise the bus driver of the presence of a student with life-threatening allergies on his/her bus.
- Advise the parents/guardians of other students on the school bus, explaining anaphylaxis and the need for their cooperation.



## Other:

- Establish safety procedures for field trips and extra-curricular activities as it applies to an anaphylactic student. Additional epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**), should be brought on field trips. Communicate with parent/guardian prior to activity.
- Conduct spot checks along with staff to reinforce the student's responsibility to carry epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) and wear MedicAlert® notification.
- In the event, an elementary student who has a known food allergen in his/her lunch shares a classroom with a student with life-threatening allergies, the Principal must provide an alternate eating location for them to eat separately. Secondary **School** Principals must provide an alternate eating location for students with life-threatening allergies on request.
- Caterers or other businesses that supply food or food services to cafeterias within the jurisdiction of the Niagara Catholic District School Board must, as part of their contractual agreement, ~~refrain from using foods with peanut butter or peanut oil products and nuts~~ **ensure personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation and serving of food and clearly identify the contents of foods served.**
- ~~Principals, staff and parents/guardians who arrange for the supply of food or food services for special events should be advised of the requirement to refrain from using food with peanut butter or peanut oil products.~~ **Principals, parents and food service staff should work closely together to ensure that food being served during lunch and snack programs is appropriate. If there is any uncertainty, food-allergic children should only eat food which parents have approved.**
- ~~When selecting fund raising activities, the principal shall be aware of the potential impact certain foods/ingredients may have upon anaphylactic students and act accordingly. Ingredients should be listed for all donated baked goods.~~
- **Ensure a safe eating environment for children with food allergies which is agreeable to the allergic child and his/her parents/guardians.**

## RESPONSIBILITIES OF THE CLASSROOM TEACHER

- Participate in the review of the Anaphylaxis Emergency Plan (Appendix C) for students in his/her classroom with life-threatening allergies.
- Participate in regular training about anaphylaxis and epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**).
- Display a photo-poster in the classroom, with parental approval and regard to the privacy needs of older students.
- Discuss anaphylaxis with the class in age-appropriate terms.
- Advise students not to share lunches, food implements or trade snacks.
- ~~Choose allergy-free foods for classroom events.~~
- Choose alternatives to using food as a reward.
- Establish procedures to encourage the anaphylactic student to eat only what he/she brings from home.
- Reinforce hand-washing **with soap and water** before and after eating for all students.
- Advise students of disposing all food refuse properly.
- Facilitate communication with other parents/guardians.
- In cooperation with the parents/guardians and the ~~p~~Principal, may implement a "buddy" system to enhance safety.
- Follow ~~the school and~~ Board policies **and school procedures** for reducing risks in classrooms and common areas.
- Conduct spot checks to reinforce the student's responsibility to carry epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) and wear MedicAlert® notification.
- Leave ~~information~~ **the Anaphylaxis Emergency Plan(s)** in an organized, prominent and accessible format for occasional teachers, parent/guardian volunteers, or others who may have occasional contact.
- Plan appropriately for field trips. Communicate with parent/guardian prior to activity.
- Ensure that Anaphylaxis Emergency Plan (Appendix C) is considered, and epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) are taken.

- ~~Adult supervision of young children who are eating is strongly recommended.~~

#### RESPONSIBILITY OF EXECUTIVE DIRECTOR, NIAGARA STUDENT TRANSPORTATION SERVICES

- Ensure that the bus company is familiar with the Board's Policy and Administrative Guidelines on Anaphylaxis (Board Policy No. 302.1).

#### RESPONSIBILITIES OF BUS OPERATORS AND BUS DRIVERS

- Ensure that all bus drivers are familiar with the Board's Policy and Administrative Guidelines on Anaphylaxis (Board Policy No.302.1) and follow bus company policy procedures for anaphylactic students.
- Participate in training offered by the bus company.

#### RESPONSIBILITIES OF PUBLIC HEALTH/SCHOOL NURSE

- Consult with and provide information to parents/guardians, students, and school personnel.
- Participate and/or conduct in-services, including training, in the use of epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**).
- Assist in developing Anaphylaxis Emergency Plan form (Appendix C) when requested.
- Refer known cases of anaphylaxis to the school principal.
- Be available as a school resource.

#### RESPONSIBILITIES OF ANAPHYLACTIC STUDENTS

- Take as much age-appropriate responsibility as possible for avoiding allergens.
- Eat only foods brought from home or approved **by parents/guardians** for consumption.
- Take responsibility for checking labels and monitoring intake (as age appropriate).
- Wash hands frequently **with soap and water** and always before eating.
- Learn to recognize symptoms of an anaphylactic reaction (as age appropriate).
- Promptly inform an adult, as soon as suspected accidental exposure occurs or symptoms appear.
- Carry epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) at all times as soon as age appropriate.
- Wear MedicAlert® identification.
- Know how to use the epinephrine auto-injector (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) (as age appropriate).

#### RESPONSIBILITY OF SCHOOL COMMUNITY

- Respond co-operatively to requests from the school to ~~eliminate~~ **reduce** allergens from packed lunches, snacks and special occasions etc.
- Participate in parent/guardian information sessions.
- Encourage students to respect an anaphylactic student and school policies.
- ~~Inform the teacher prior to distribution of food products to any students in the school.~~

#### RESPONSIBILITIES OF ALL STUDENTS (AS AGE APPROPRIATE)

- Learn to recognize symptoms of anaphylactic reaction.
- ~~Avoid~~ **Do not share** food, especially with anaphylactic students.
- Follow school rules about ~~keeping~~ **reducing** allergens ~~out of~~ **in** the classroom and ~~washing hands~~.
- Refrain from bullying/teasing/harassing a student with a food allergy.
- Wash hands **with soap and water** before and after eating.
- Dispose all food refuse properly.
- Respect the rights and needs of others.





## APPENDIX B

---

### GENERAL INFORMATION

#### DEFINITION

##### **Anaphylaxis**

~~Anaphylaxis is a severe life threatening form of \*allergic reaction. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many (see below) and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.~~

Anaphylaxis (pronounced *anna-fill-axis*) is a serious allergic reaction that is rapid in onset and may cause death. An allergen is a substance capable of causing an allergic reaction. Upon first exposure, the immune system treats the allergen as something to be rejected and not tolerated. This process is called *sensitization*. Re-exposure to the same allergen in the now-sensitized individual may result in an allergic reaction, which in its most severe form, is called *anaphylaxis*.

Foods such as peanuts, tree nuts (e.g. almond, cashew, hazelnut, pistachio), fish, shellfish, eggs, milk, sesame, soy and wheat as well as insect stings (e.g. yellow jackets, hornets, wasps, honey bees), latex products and medications, are the most common allergens that produce anaphylaxis. Anaphylaxis requires immediate first aid response and immediate medical intervention.

Although many substances have the potential to cause anaphylaxis, the most common triggers are foods and insect sting (e.g. yellow jackets, hornets, wasps, honey bees). In Canada, the most common food allergens that cause anaphylaxis are: peanut, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), milk, egg, seafood (fish, shellfish, crustaceans), soy, wheat, mustard and sulphites (a food additive). Health Canada requires these 'priority allergens' to always be identified on food labels by their common names.

#### IDENTIFICATION

In many cases, the medical diagnosis of anaphylactic allergies is made at a pre-school age, on early exposure to the allergen. The severity of a reaction cannot be predicted. ~~People seldom "grow out" of the condition as they age and there is no cure.~~ Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways these symptoms occur can vary from person to person and even from episode to episode in the same person.

Symptoms of anaphylaxis generally include two or more of these four body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone (i.e. cardiovascular system), in the absence of other symptoms, can also represent anaphylaxis.

#### INITIAL SCHOOL INVOLVEMENT

Typically, the young child has previously had an unusual reaction to the allergen before entering the school system. The allergic reaction prompts the parent/guardian to seek medical treatment and subsequently a diagnosis of high risk for anaphylaxis is made. When the child reaches school age, the child's parents/guardians notify the school of the condition and outline the expected response. While it is unlikely that the parent/guardian of a young child will fail to fully inform the school of the child's high risk of anaphylaxis, school intake procedures should seek to identify those students at risk for anaphylaxis.

## QUANTITY OF ALLERGEN AVOIDANCE STRATEGIES

The exact amount of allergen necessary to produce anaphylaxis varies from individual to individual and may vary from episode to episode. Even minute quantities of the allergen are sufficient to produce a life-threatening reaction in many victims. The only way to stay safe is absolute avoidance of the allergen, in any amount. Research demonstrates that accidental ingestion of very small quantities of the allergen, via cross-contamination, is a typical cause of anaphylactic reactions and that the allergic person believes the food to be allergen-free.

Avoidance is the cornerstone of preventing an allergic reaction. Much can be done to reduce the risk when avoidance strategies are developed. General recommendations for food and insect stings are provided in *Anaphylaxis in Schools & Other Settings*, 3<sup>rd</sup> Edition.

For food-allergic individuals, the key to remaining safe is avoidance of the food allergen. It must be stressed that very small or minute amounts of certain foods can cause severe reactions when ingested. This may happen if a person at risk touches an allergenic substance and then subsequently touches the mouth. Even a very small amount 'hidden' in a food or a trace amount of an allergen transferred to a serving utensil has the potential to cause a severe allergic reaction.

While it is difficult to completely eliminate all allergenic ingredients due to hidden or accidentally introduced sources, it is possible and extremely important to reduce the risk of exposure to them. Effective ingredient label reading, special precautions for food preparation, proper hand washing and cleaning go a long way toward reducing the risk of an accidental exposure.

Examples of cross contamination:

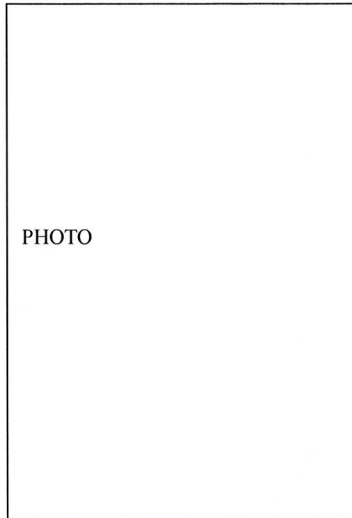
1. A spoon is used to stir chocolate syrup into milk. The same spoon is accidentally used to stir chocolate syrup into soy beverage. The milk-allergic person reacts upon taking a sip of the chocolate soy beverage.
2. After eating peanut butter at home, Student A goes to school. At school, Student A works at a keyboard and transfers trace quantities of the allergen from his/her hand to the keyboard. Student B subsequently works at the same keyboard and picks up traces of the allergen on his/her hands. Upon wiping his/her eyes, Student B experiences a reaction. This example illustrates the porous nature of peanut butter and the importance of hand washing for both students. **Students sharing food with an allergic child.**



## Appendix C

Anaphylaxis Emergency Plan: \_\_\_\_\_ (Name)

**This person has a potentially life-threatening allergy (anaphylaxis) to:**



(Check the appropriate boxes)

- Peanut Food(s): \_\_\_\_\_
- Insect stings
- Other: \_\_\_\_\_
- Tree nuts \_\_\_\_\_
- Egg \_\_\_\_\_  Latex
- Milk \_\_\_\_\_  Medication

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked/ bulk foods or products with a “may contain” warning.

Epinephrine Auto-Injector: Expiry date: \_\_\_\_\_ / \_\_\_\_\_

- Dosage:
- EpiPen® Jr 0.15 mg  EpiPen® 0.30 mg
  - Twinject® 0.15 mg  Twinject® 0.30 mg
  - EpiPen®  0.15 mg  0.30 mg
  - Allerject™  0.15 mg  0.30 mg

Location of Auto-Injector(s): \_\_\_\_\_

- Previous anaphylactic reaction: Person is at greater risk.
- Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

**A person having an anaphylactic reaction might have ANY of these signs and symptoms:**

- Skin system: hives, swelling, itching, warmth, redness, rash
  - Respiratory system (breathing): coughing, sneezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
  - Gastrointestinal system (stomach): nausea, pain/cramps, vomiting, diarrhea
  - Cardiovascular system (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
  - Other: anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste
- Early recognition of symptoms and immediate treatment could save a person’s life.

**Act quickly. The first sign of a reaction can be mild, but symptoms can get worse very quickly.**

1. Give epinephrine auto-injector (e.g. EpiPen® or Twinject® Allerject™) at the first sign of a known or suspected anaphylactic reaction. (See attached instruction sheet.) Note the time the epinephrine auto-injector was administered.
2. Call 9-1-1 or local emergency medical services, Tell them someone is having a life-threatening allergic reaction.
3. Give a second dose of epinephrine in 5 to 15 minutes IF the reaction continues or worsens.
4. Go to the nearest hospital immediately (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. Call emergency contact person (e.g. parent, guardian).

### Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient’s physician.

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of the Emergency Allergic Reaction Form and Obtaining Consent for Intervention during an Emergency Allergic Reaction. Questions about this collection should be directed to the Superintendent of Education — Student Achievement, K-12 at the Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 Telephone 905-735-0240.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I give consent for the pertinent medical information concerning my child to be released as required. I have read and reviewed Appendix A: Division of Responsibilities regarding Anaphylaxis, Policy No. 302.1.

\_\_\_\_\_  
Patient/Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

## APPENDIX E

### SAMPLE LETTER [A] TO PARENTS/GUARDIANS

[To inform school community about Anaphylaxis]

(Elementary)

Dear Parents/Guardians,

~~We have some students in \_\_\_\_\_ class [teacher's name and grade] with Anaphylaxis; a potentially life threatening condition caused by an allergic reaction to certain foods, insect stings, medications, products, etc. It can lead to loss of life in as little time as five minutes if not responded to immediately. If a student has an allergic reaction he/she must be given a epinephrine auto-injector (e.g. EpiPen® or first dose of Twinject®) immediately and rushed to hospital.~~

~~Some students have a life threatening food allergy to peanut products that is triggered through taste and touch. A reaction arises from the allergen entering the student's body. Traces of peanut butter or oil can get on the bus seats or playground equipment, desks and personal belongings. These trace amounts can cause a life threatening reaction.~~

~~What can parents/guardians do to help?~~

~~We wish to keep these students alive and healthy and need your assistance to help prevent accidental exposure. Please do not send any peanut butter/nuts/peanut oil snacks or products that list peanuts/nuts/peanut oil in the list of ingredients because they crumble and/or particles stick to the furniture. Parents/guardians are asked to read labels carefully for products that may contain nut products.~~

Within our school community, there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and tree nuts(e.g. almond, cashew, hazelnut, pistachio).

We feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to avoid sending peanut butter or products with peanuts listed in the ingredients.

There is a wide range of nutritious snacks: fruits, vegetables, and cheese as well as nut free snack products available. In addition to the obvious peanut butter sandwiches and cookies, please avoid any snacks with peanut/nut/peanut oil products in them. Please check all ingredients **foods available to pack for your child. Visit [www.eatrightontario.ca](http://www.eatrightontario.ca) for suggestions.**

For ~~M~~more information is available at **on anaphylaxis, visit [www.anaphylaxis.ca](http://www.anaphylaxis.ca) or [www.aaia.ca](http://www.aaia.ca)**

What is the school doing to help?

We are talking to the students about Anaphylaxis and showing age appropriate videos. Young students view the video, "The Elephant Who Couldn't Eat Peanuts." We are working hard at preventing accidental exposure. It is also important that we have common routines throughout the entire school.



Since there is team teaching and many shared areas (washrooms, fountains, gym, library, computers, etc.) students are at risk of coming in contact with allergens. The teachers will explain the importance of the following health and safety routines to the students in their classrooms:

1. Wash your hands **with soap and water** before and after eating.
2. Do not bring food that contains peanuts/**tree nuts** ~~or nut products or other allergens.~~
3. Do not accept food from other students especially if you have food allergies.
4. Snacks are not permitted outside in the schoolyard.
5. Dispose of all food refuse properly.

Preventative safety measures for Anaphylaxis are now commonplace in our schools. Our Board has a policy in place to help ensure the safety of our students. ~~Since we are endeavoring to have an “allergen safe” classroom, if a student in the class forgets and brings a peanut butter product to school, the student will be permitted to eat his/her lunch in a safe area. While we understand that it is difficult to ensure a completely peanut free school, we hope that with your support this action will not be necessary.~~

We would ask you to talk to your children about these preventative safety measures, which are going into effect immediately. Please sign the tear off form below to ensure you have received this information and return it to the classroom teacher tomorrow. Your questions and suggestions are most welcome. Your co-operation in this matter is greatly appreciated.

Yours in Catholic Education,

Principal

### ANAPHYLAXIS SAFETY NOTICE

Student's Name: \_\_\_\_\_

Teacher:

I have read the safety recommended notice and am aware of the Board's Anaphylaxis policy and precautions for the safety of students with Anaphylaxis.

Parent/Guardian's Signature: \_\_\_\_\_

Comments below:



## APPENDIX F

### SAMPLE LETTER [B] TO PARENTS/GUARDIANS

[To inform school community about Anaphylaxis]

(Elementary)

Dear Parents/Guardians,

I hope you will consider this letter very carefully and join the staff in taking care to ensure the safety of all the students in the school.

A number of our students have a ~~condition called Anaphylaxis, which is a severe life threatening form of allergic reaction that can result in death for the student.~~ **potentially life-threatening allergy (anaphylaxis) to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).** These students are in various grades and we must all join together to ensure their safety. ~~A student with this condition can be allergic to peanuts, but also to foods such as tree nuts, fish, shellfish, eggs, milk, sesame, soy and wheat as well as insect stings from bees, wasps, latex products and medications.~~

~~Parents/guardians of all students are requested to refrain from sending any foods containing peanut/nut products in their children's lunches and snacks. All the students in the school must strictly adhere to the following guidelines:~~

**I ask respectfully that families cooperate by enjoying peanut/tree nut-containing products at home (please do not send to school).**

1. All foods must be eaten in the classroom – absolutely not outside or on the bus.
2. Food is not to be shared with other students.
3. Utensils are not to be shared with other students.
4. Hands are to be washed before and after eating **with soap and water.** ~~Traces of allergens can get on the bus seats or playground equipment, desks, and personal belongings.~~
5. **Dispose of all food refuse properly.**
5. ~~Parents/guardians are asked to read labels carefully for the following products that may contain peanuts/nut products or allergens: granola bars, crackers, chocolate bars, cookies, some cereals, any store baked goods or snacks.~~

On behalf of the students and their parents/guardians, I thank you for your co-operation.

Yours in Catholic Education,

Principal

## APPENDIX G

### ELEMENTARY & SECONDARY NEWSLETTER INSERT

[To inform school community about Anaphylaxis]

#### Anaphylaxis Policy

At the beginning of every school year, we remind all students and parents/guardians of our Board's Anaphylaxis Policy.

At [school name] we have Emergency Guidelines, which clearly state what medical procedures must occur for those students who have various life-threatening medical conditions.

We are reminding all students and parents/guardians that we have students in our school who are known to have a potentially life-threatening allergy called Anaphylaxis.

~~Anaphylaxis is a severe life threatening form of allergic reaction. It may begin with severe itching of the eyes or face; a sense of constriction in the throat, then other symptoms such as vomiting, diarrhea and difficulty with breathing may develop. This may lead to coma and death.~~

~~Foods such as peanuts, other nuts, fish, shellfish, eggs, milk, and wheat as well as insect stings from bees and wasps, latex products and medication, are the most common allergens that produce anaphylaxis.~~

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. While fatalities are rare, anaphylaxis must always be considered a medical emergency requiring immediate treatment.

Symptoms of anaphylaxis generally include two or more of these four body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone (i.e. cardiovascular system), in the absence of other symptoms, can also represent anaphylaxis. Breathing difficulties and low blood pressure are the most dangerous symptoms and both can lead to death if untreated. Anaphylaxis is an unpredictable condition as signs and symptoms can vary from one person to the next and from one episode to another in the same person.

In Canada, the most common food allergens that cause anaphylaxis are: peanut, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), milk, egg, seafood (fish, shellfish, crustaceans), soy, wheat, mustard and sulphites (a food additive).

Anaphylaxis requires immediate first aid response and immediate medical intervention.

## APPENDIX H

## GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES

1. Administer the epinephrine auto-injector (e.g. EpiPen® ~~first dose of Twinject®~~ Allerject™). Don't hesitate. It can be life saving. Note the time the epinephrine auto-injector was administered.

The student should rest quietly. DO NOT SEND THE STUDENT TO THE OFFICE. To give epinephrine auto-injector:

## EpiPen® (Grey safety cap)

- ~~Remove yellow or green cap from carrying case.~~
- ~~Grasp the Auto-Injector with black tip pointing downward.~~
- ~~Pull off grey safety cap.~~
- ~~Place black tip against mid-outer thigh and press firmly until the Auto-Injector activates. (This may be done through light or a single layer of clothing if necessary (no thicker than jeans). A click will be heard.~~
- ~~Hold and Wait for fluid to enter body counting slowly to 10 (10 seconds — an accurate way to count: one-one thousand, two-one thousand, etc.) and then remove.~~
- ~~Massage injected area for 10 seconds.~~
- ~~Place used auto-injector in case, needle end first and twist cap on.~~

## New EpiPen® (Blue safety cap)

- Flip open the yellow cap of the EpiPen® or green cap of the EpiPen® Jr and remove from carrying case.
- Form a fist around the unit with orange tip point down – needle comes out this end; never put thumb, fingers or hand over orange tip.
- With your other hand pull off blue safety release cap.
- Swing at a 90 degree angle, firmly pushing in (so tip does not slide and unit is activated). You will hear a click. Designed to go through clothing.
- Hold firmly against thigh for approximately 10 seconds to make sure mechanism does not retract needle too soon and all medication is delivered.
- Remove unit from thigh – the orange needle cover automatically extends to cover the used needle.

## First Dose of Twinject®

- ~~Remove from carrying case.~~
- ~~Pull off GREEN end cap #1 to see a RED tip. Never put thumb, finger or hand over the RED tip.~~
- ~~Pull off GREEN end cap #2.~~
- ~~To inject, place RED tip against mid-outer thigh. Press down firmly. Injects through clothes.~~
- ~~Hold against thigh while slowly counting to ten.~~
- ~~Remove auto-injector.~~
- ~~Place used auto-injector in case.~~

## Allerject™

- Pull Allerject™ from outer case.
- Pull off RED safety guard.
- Place BLACK end AGAINST the MIDDLE of the OUTER thigh (through clothing, if necessary), then press firmly and hold in place for five seconds.
- Seek immediate medical or hospital care.

2. HAVE SOMEONE CALL 911 (AMBULANCE) and inform the dispatcher that an individual is



having an anaphylactic reaction.

- The student should be rushed to the hospital by ambulance after administration of epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**). Give used epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) to ambulance crew to take to the hospital. Any additional epinephrine auto-injectors (e.g. EpiPens® or ~~first dose of Twinject®~~ **Allerject™**) should accompany the student in case a second injection is required if symptoms persist or recur.
- The time when the first epinephrine auto-injector was administered should be noted so that the second epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) can be administered in 5 to 15 minutes, if symptoms persist or recur. The provision of an adequate number of EpiPens® or ~~Twinject®~~ **Allerject™** is the responsibility of the parent/guardian.

3. NOTIFY PARENT/GUARDIAN.

4. If the ambulance has not arrived within 5 to 15 minutes and if the reaction continues or worsens, give a second epinephrine auto-injector (e.g. EpiPens® or ~~first dose of Twinject®~~ **Allerject™**) if available.
5. Even if symptoms subside entirely, this student must go to the hospital by ambulance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

***PUBLIC SESSION***

**TITLE: ELECTRONIC MEETINGS (BOARD AND COMMITTEES)  
POLICY (100.8)**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Meetings (Board and Committees) Policy (100.8), as presented.

---

---

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

Presented by: Policy Committee

Date: May 13, 2014



**TRUSTEE ELECTRONIC MEETINGS  
POLICY  
(Board and Committees)  
STATEMENT OF POLICY**

Section:	100 - Board
No:	100.8
Adopted:	October 25, 2005
Revised:	

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of openness and transparency and to ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees.

The Board recognizes that there may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation in meetings, upon request, through electronic means.

~~It is the policy of the Niagara Catholic District School Board~~ At the request of any ~~Trustee board member or Student Trustee pupil representative~~, the Board shall provide the appropriate technology to ensure that two way communication is available for Trustee participation ~~between all participants in the meeting.~~ ~~member or representative for participating in one or more meetings of the Board, the Committee of the Whole Board, or of a committee of the Board.~~ ~~A written~~ Such request shall be made to the Director of Education ~~in writing,~~ a minimum of at least 48 hours (excluding weekends or holidays) prior to the date of the meeting. ~~but not sooner than 10 days prior to the meeting date.~~

Subject to any condition or limitations provided for under the Education Act or under Regulation, a member of the board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act ~~and shall be recorded as being in attendance, electronically, in the minutes of the meeting.~~

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

### ***References***

Ontario Regulation 463/97 amended to 268/06  
Education Act (s.208.1; s. 229 (a))  
Board By-Laws (100.1)  
Trustee Code of Conduct Policy (100.12)



	<p><b>TRUSTEE ELECTRONIC MEETINGS POLICY</b> (Board and Committees) <b>ADMINISTRATIVE GUIDELINES</b></p>	<p>Section: 100 - Board No: 100.8 Adopted: Revised:</p>
---	--	---

## DEFINITION

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

## PROCESS FOR ELECTRONIC MEETINGS

At the written request, received and acknowledged by the Director of Education Secretary/Treasurer, of any Trustee or Student Trustee to participate in a meeting of the Board or a meeting of a committee of the Board, including the Committee of the Whole, through electronic means, appropriate technology will be provided at the Catholic Education Centre to ensure that two way communication is available between all participants in the meeting.

1. The electronic means shall permit the Trustee or Student Trustee ~~member or pupil representative~~ to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.
3. During meetings that are closed to the public, Trustees who are participating in the meeting through electronic means will ensure that confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. ~~Pupil representatives~~ Student Trustees who are participating in closed meetings through electronic means shall ~~not only~~ participate in ~~any all~~ proceedings with the exception of those that are closed to the public under clause 207 (2) (b) ~~in accordance with~~ of the Education Act.
6. ~~On specific occasions, the Board and/or the Director of Education may authorize that the public may be invited to participate in meetings or classes of meetings through electronic means. All rules and legislation pertaining to "In Camera" and Public and Closed meetings shall apply.~~
7. At every meeting of the Board or the Committee of the Whole Board, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or his/her designate;
  - At least one additional member of the Board; and
  - The Director of Education or his/her designate.

8. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - The Chair of the Committee or his/her designate
  - The Director of Education or his/her designate
9. ~~When the requirements outlined in paragraphs 8 and 9 above cannot be met, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board, or a meeting of any other committee of the Board, where to do so is necessary to ensure compliance.~~ If it is not possible for the required persons (as outlined in 7 and 8) to be physically present at the meeting, the request for an electronic meeting shall be refused.
10. The meeting room of the Board or of a committee of the Board, ~~as the case may be,~~ shall be open to permit physical attendance by members of the public at every meeting of the Board or of ~~the~~ a Committee of the Board, where the meeting is not closed to the public.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: STUDENT TRANSPORTATION POLICY (500.2)**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Transportation Policy (500.2), as presented.

---

---


Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance

Presented by: Giancarlo Vetrone, Superintendent of Business & Finance

Recommended by: Policy Committee

Date: May 13, 2014



	<b>STUDENT TRANSPORTATION POLICY</b>  <b>STATEMENT OF POLICY</b>	Section:	500 – Auxiliary Services
		No:	500.2
		Adopted:	March 27, 2007
		Revised:	June 15, 2010

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 to **for** their students who are **resident pupils** within the Board’s jurisdiction. ~~or control. In all cases (other than those situations specified in the *Education Act*), transportation is a privilege, not a right, and it may be withdrawn at any time.~~

**Eligibility**

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
<del>Junior Kindergarten – Senior Kindergarten</del> <b>ELKP</b>	.80
Grades 1 - 8	1.60
Grades 9 - 12	2.50

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 ~~exceptional~~ **special education** needs, with the approval ~~from the authorized department~~ **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 ~~from the authorized department~~ **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 Guidelines ~~in conjunction with this policy~~ **for the implementation of this policy.**

**References:**

- *Education Act. R.S. 1990, c.E.2 S.190*
- *Accessibility Standards Policy (800.8)*
- *Niagara Student Transportation Services Consortium*
- *Admission of Elementary and Secondary Students Policy (301.1)*
- *Transportation and School Operations for Inclement Weather Policy (500.1)*
- *Educational Field Trips Policy (400.2)*

	<b>STUDENT TRANSPORTATION POLICY</b>  <b>ADMINISTRATIVE GUIDELINES</b>	Section:	500 – Auxiliary Services
		No:	500.2
		Adopted:	March 27, 2007
		Revised:	September 29, 2008

### RESPONSIBILITIES FOR THE SAFETY OF STUDENTS (**Revised Location in AG**)

Parents should be aware of the Transportation Policy of the Board and of its related Administrative Guidelines and Procedures. **Where a student is eligible for transportation** it is the responsibility of the 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 school, where a student is not eligible for transportation;~~
- b. To ensure that the student is adequately supervised while walking to and from the bus-designated stops, where a student is eligible for transportation.**
- 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** as documented by a physician, will be provided with transportation as **required approved by the Family of Schools Superintendent of Education.**

### TRANSPORTATION OF STUDENTS WITH ~~EXCEPTIONAL~~ **SPECIAL EDUCATION NEEDS**

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

- a. The ~~Student Support Services'~~ **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. ~~In all cases, staff from the Student Support Services' Department will obtain approval from the Program Officer for Special Education~~ **Superintendent of Education – Special Education.**



## **DRAFT**

- 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** as documented by a physician, will be provided with transportation as ~~required~~ **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 ~~FROM SCHOOL TO SCHOOL~~ FOR PROGRAM ATTENDANCE**

Students enrolled in the following educational programs that are unavailable at the student's home school, ~~will be provided~~ **The Board will provide** with home to school or school to school transportation ~~with respect to the following educational programs, as approved by the appropriate Superintendent:~~

- a. Eucharistic and Liturgical Programs
- b. ~~Spiritual Centre Outdoor Education Programs~~ **Journey Retreat**
- c. Cyberquest ~~Studio~~ Programs
- d. Alternative Co-operative Education Programs
- e. Apprenticeship Preparation Courses
- f. **French Immersion for inbound students within their Family of Schools**
- g. **Identified Specialist High School Major Programs**
- h. **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 appropriate 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 ~~and funded by the school~~ for students who are authorized to participate in field trips organized by the school, in accordance with ~~the related approved procedures~~. **Board’s Educational Field Trips Policy.**

## **TRANSPORTATION OF STUDENTS ON “LATE BUSES”**

In order to facilitate the participation of students in ~~extra~~ co-curricular activities, the Board will endeavour to provide **transportation** ~~“late bussing”~~ 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 ~~the~~ **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 **P**olicies. 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 avoid carrying their own under school age children on their school bus without Board approval.~~
- k.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.**
- f.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 Guidelines. It is the responsibility of NSTS:



## DRAFT

- a. To arrange transportation for students within a reasonable amount of time, with due care for safety and in consideration of students with exceptional needs.
- a.b. 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 BUSES 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. (500 feet). 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).

~~Unless a vehicle is standing in a bus loading zone or bus stop, pupils shall not be discharged on a road or highway until all traffic has come to a complete stop.~~

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. ~~Only musical~~ 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.

## **HANDLING OF CONCERNS COMPLAINT RESOLUTION PROCESS**

In accordance with the Board's Complaint Resolution Policy, eEvery 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 regulations and procedures Policies and Administrative Guidelines.

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 GUIDELINES**

All exceptions to the Administrative Guidelines 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  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE**

---

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

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

Presented by: Policy Committee

Date: May 13, 2014





# POLICY AND GUIDELINE REVIEW SCHEDULE

JANUARY - JUNE 2014

Updated: May 7, 2014

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
<b>NEW</b>		<b>NEW</b>	Anti-Spam (Interim)	May 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	May 2014
2006		201.13	Sexual Misconduct	May 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	May 2014
2006		201.13	Sexual Misconduct	May 2014
<b>NEW</b>		<b>NEW</b>	Use of Corporate Logo	May 2014

<b>NEW</b>		<b>NEW</b>	Concussions (prior to January 2015)	Sept. 2014
<b>NEW</b>		<b>NEW</b>	Anti-Spam (Interim)	Sept. 2014
1998	2014	201.4	Reimbursement of Travel Expenses	Sept. 2014

<b>SORTED BY CW/BOARD MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2007		100.9	Advocacy Expenditures	May 2014
1998	2010	302.1	Anaphylaxis	May 2014
2005		100.8	Electronic Meetings (Board and Committees)	May 2014
2007	2010	500.2	Student Transportation	May 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Jun. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	Jun. 2014
2006		201.13	Sexual Misconduct	Jun. 2014
<b>NEW</b>		<b>NEW</b>	Use of Corporate Logo	Jun. 2014
<b>NEW</b>		<b>NEW</b>	Anti-Spam (Interim)	Oct. 2014
1998	2014	201.4	Reimbursement of Travel Expenses	Oct. 2014



Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD -POLICIES	Resp
<b>Sorted by Revision Date</b>				
<b>Updated: March 3, 2014</b>				

1998	2008	201.4	Reimbursement of Travel Expenses	GV
2007	2008	800.4	Volunteer Recognition	JC
2009	2009	800.1	Accessibility Customer Service	LAFS
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS
2009	2009	301.8	Safe Physical Intervention with Students	LAFS
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
2001	2009	302.4	Volunteer Driver	YB
1997	2010	100.1	Board By-Laws	JC
2010	2010	100.1	Equity and Inclusive Education	YB
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
2010	2010	800.6	Facility Partnerships	SW
1998	2010	600.3	Monthly Financial Reports	GV
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
1998	2010	701.2	Pupil Accommodation Review	SW
2010	2010	100.10.1	Religious Accommodation	YB
1998	2010	201.2	Retirement & Service Recognition Celebration	FI
1999	2010	302.3	Safe Arrival	FI
2010	2010	100.12	Trustee Code of Conduct	JC
2010	2010	100.11	Trustee Honorarium	JC
1998	2011	800.3	Complaint Resolution	JC
2002	2011	201.11	Employee Workplace Violence *	FI
2011	2011	400.6	Environmental Stewardship	SW
2005	2011	302.7	Nutrition	YB
2002	2011	201.6	Occupational Health & Safety *	FI
1998	2011	600.1	Purchasing/Supply Chain Management	GV
1998	2011	600.2	Records and Information Management	JC
2011	2011	301.11	Student Fees	YB
2011	2011	100.13	Trustee Expenses & Reimbursement (Interim)	JC
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
1998	2012	301.3	Attendance Areas	SW
2012	2012	701.5	Bottled Water	LAFS
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
2001	2012	400.3	Christian Community Service	ML
2012	2012	302.8	Diabetes Management	YB
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
1998	2012	800.5	Education-Based Research	LAFS
2006	2012	201.12	Electronic Communications Systems (Employees)	MC
2006	2012	301.5	Electronic Communications Systems (Students)	MC
2012	2012	302.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
2012	2012	201.17	Employee Code of Conduct & Ethics	FI
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
2002	2012	201.7	Employee Workplace Harassment *	FI
2002	2012	301.4	Fundraising	GV
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
1998	2012	702.1	Playground Equipment	SW
2001	2012	302.5	Student Parenting	ML
1998	2012	100.4	Student Trustees	JC



Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD -POLICIES	Resp
<b>Sorted by Revision Date</b>				
<b>Updated: March 3, 2014</b>				

2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
2012	2013	800.8	Accessibility Standards	YB
1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	LAFS
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
1998	2013	800.1	Catholic School Councils	LAFS
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
1998	2013	800.2	Community Use of Facilities	SW
1998	2013	400.1	Continuing Education	FI
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
2002	2013	201.5	Death Benefit	FI
2002	2013	201.1	Deferred Salary Plan (XY)	FI
1998	2013	400.2	Educational Field Trips	ML
2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
1998	2013	201.1	Employee Leaves of Absence	FI
2007	2013	201.14	Employee Meals & Hospitality	GV
2013	2013	203.4	Leadership Pathways	FI
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
2001	2013	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	LAFS
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
2001	2013	302.6	Safe Schools	LAFS
2013	2013	100.6.2	Student Senate - Elementary	JC
2000	2013	100.6.14	Student Senate - Secondary	JC
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
2002	2013	701.3	Video Security Surveillance	SW
2013	2013	800.9	Volunteering in Catholic Schools	FI
2007	2014	600.5	Advertising Expenditures	GV
1998	2014	701.1	Architect Selection	SW
2012	2014	201.16	Attendance Support Program	FI
2006	2014	301.7	Ontario Student Record (OSR)	ML
1998	2014	201.3	Religious Education Courses for Staff	FI
2006	2014	301.6	School Generated Funds	GV
2007	2014	100.9	Advocacy Expenditures	GV
1998	2014	302.1	Anaphylaxis	YB
2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
2006	2014	201.13	Sexual Misconduct	FI
2007	2014	500.2	Student Transportation	GV
NEW	NEW	NEW	Anti-Spam	JC
NEW	NEW	NEW	Concussion	ML
NEW	NEW	NEW	Use of Corporate Logo	JC

**\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

**POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A**

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



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC ELEMENTARY CHAPLAINCY  
PROGRAM**

---

---

The Niagara Catholic Elementary Chaplaincy Program report is presented for information.

---

---

Prepared by: Debra McCaffery, Board Chaplaincy Leader

Presented by: Debra McCaffery, Board Chaplaincy Leader

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

Date: May 13, 2014



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OF MAY 13, 2014

### NIAGARA CATHOLIC ELEMENTARY CHAPLAINCY PROGRAM

---

#### BACKGROUND INFORMATION

One of the two strategic directions within the Niagara Catholic District School Board's Vision 2020 Strategic Plan is to *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education*.

In support of this strategic direction, in 2011 the Board approved a System Priority to provide the funding for a Board Chaplaincy Leader and two Elementary Chaplaincy Leaders.

#### **Board Chaplaincy Leader and Office**

The Board Chaplaincy role is responsible for the development of faith formation opportunities for all employees of the Board; the supervision of elementary and secondary Chaplaincy Leaders; the program delivery and supervision of the Board's Journey Retreat Program which includes collaboration with Board, Parish Priests, service providers and various members of the community. Responsibilities also include preparation of Board-wide liturgies and liturgies for conferences hosted by Niagara Catholic; faith support for various groups in the Board such as the Leadership Internship Program and New Teacher Induction Program; pastoral support to staff throughout the Board; system Graduation Celebration, resource support, coordination and resource support for Faith Ambassadors; and liaison with clergy, Kings College at the University of Western Ontario and the Diocese of St. Catharines on behalf of the Board.

In 2011, the Board approved a three year theological theme, "Growing in Wisdom to Worship and Witness". The three year plan provides the foundation for the ongoing faith formation program for students and staff, as well as monthly faith formation themes for the focus of all schools. Under the leadership of the Board Chaplaincy Leader, 2011 witnessed the implementation of the Faith Ambassadors program. The Board-wide Faith Ambassador Program involves two (2) Faith Ambassadors appointed from each elementary school to nurture and support the adult faith climate and journey of each elementary staff member across Niagara Catholic.

Other initiatives from the Board Chaplaincy Office include program delivery and supervision of the Journey Retreat Program; preparation of faith formation segments for monthly elementary and secondary staff meetings; preparation of annual Faith Day Professional Development Day; Grade 7 Faith Festival; Culture of Life Conference; representation at the March for Life; Board presentations and representation at the When Faith Meets Pedagogy Annual Conference and supporting all requests for faith components of school, system and Board events. In addition, the Board Chaplaincy Leader supports and coordinates the eight (8) high school Chaplaincy Leaders, collaboratively strengthening this faith leadership role in all of our Catholic secondary schools.

#### **Elementary Chaplaincy Leaders**

The Elementary Chaplaincy Leaders were initially each responsible for ministering to approximately 25 school communities, plus the facilitation of the Journey Retreat for their own schools. It quickly became evident that greater support was needed for the Journey Retreat, and in November 2011 an additional elementary Chaplaincy Leader was hired to support the Journey Retreat program.



To achieve a 2012-2013 System Priority, in the fall of 2012 funding was approved to hire a fourth elementary Chaplaincy Leader to the team. Currently each elementary Chaplaincy Leader ministers to two (2) Families of Schools and facilitates the Journey Retreat program for their own schools.

In addition to facilitating the Journey Retreat, the Elementary Chaplaincy Leader is expected to minister to elementary students in ELKP to Grade 8 through a variety of faith experiences; to facilitate and provide resources for active prayer life within schools; assist with pastoral care; facilitate and support social justice awareness and initiatives; share in the building, sustaining and development of Catholic culture; and facilitate and provide resources for retreats. Chaplaincy leaders will visit classes, assist with liturgy and faith event planning, collaborate with students, other chaplains, school level staff, parish personnel and system level staff, parents and the school community. Special emphasis is placed on building relationships between schools and parishes.

All elementary Chaplaincy Leaders facilitate the Family of Schools Journey Retreat. Over the last two years, the Journey Retreat Program has been recreated from a Confirmation preparation program to a personal, faith journey approach for all Grade 8 students, with the program beginning at the home school, continuing at the Journey Retreat and concluding at the home school.

Elementary Chaplaincy Leaders have impacted all fifty-one (51) elementary communities in a variety of ways to meet the needs of school communities as part of the Board Strategic Direction, annual System Priorities, Board Improvement Plan and individual School Improvement Plans. The elementary Chaplaincy Leaders are creative in distributing their time to be meaningfully present to their schools as they facilitate a variety of faith-based sessions and retreats for ELKP through Grade 8 as well as serving as an invaluable resource and support for staff seeking assistance.

The Board Chaplaincy Leader and innovative Elementary Chaplaincy Leader program have received accolades and provincial recognition at various annual general meetings and conferences including the Ontario Catholic School Trustees Association (OCSTA), Ontario Catholic Supervisory Officers Association (OCSOA), Catholic School Chaplains of Ontario (CSCO) and When Faith Meets Pedagogy (WFMP).

Within Niagara Catholic, feedback from Principals, staff, students and parents have been complimentary in their support of the positions and program as it provides significant faith formation and faith leadership for students and staff from ELKP to Grade 12. As funding becomes available to increase the Elementary Chaplaincy team, this presence will more deeply serve to Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education across Niagara Catholic.

This information report will be highlighted through a brief visual presentation of the Niagara Catholic Elementary Chaplaincy Program.

The Niagara Catholic Elementary Chaplaincy Program report is presented for information.

Prepared by: Debra McCaffery, Board Chaplaincy Leader  
Presented by: Debra McCaffery, Board Chaplaincy Leader  
Approved by: John Crocco, Director of Education, Secretary / Treasurer  
Date: May 13, 2014



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: NIAGARA CATHOLIC SYSTEM PRIORITIES 2014-2015**

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2014-2015, as presented.

---

Prepared by: Senior Administrative Council

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

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

Date: May 13, 2014



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OF MAY 13, 2014

### NIAGARA CATHOLIC SYSTEM PRIORITIES 2014-2015

---

#### BACKGROUND INFORMATION

In compliance with the Plan of Action report to the April 22<sup>nd</sup>, 2014 Board Meeting which outlined the submission timelines of the Niagara Catholic System Priorities for 2014-2015 and the Niagara Catholic Annual Budget 2014-2015, the Niagara Catholic System Priorities 2014-2015 are presented to the Committee of the Whole for its consideration. (Appendix A)

Rooted in achieving the expectations and outcomes of the Board approved Niagara Catholic Vision 2020 Strategic Plan; the recently released Ministry of Education *Achieving Excellence* document; and building on the 2013-2014 System Priorities, the Enabling Strategies provide the specific system priority initiatives for 2014-2015 to achieve the Board's two Strategic Directions within its Vision 2020 Strategic Plan.

Senior Administrative Council continued to refine the proposed System Priorities 2014-2015 following consultation and input with Principals and staff through Director's Meetings, Student Senate, department staff at the Catholic Education Centre, Curriculum Councils, Special Education Advisory Council (SEAC) and the Niagara Catholic Parent Involvement Committee (NCPIC). Senior Administrative Council will utilize the System Priorities 2014-2015 as the focus in designing the Niagara Catholic Board Budget 2014-2015 for the consideration of the Board.

Once approved by the Board, a copy of the Niagara Catholic System Priorities 2014-2015 will be sent to all Principals, Vice-Principals, Managers, Bishop Bergie and the Diocese of St. Catharines, the Special Education Advisory Council, Catholic School Councils and the Niagara Catholic Parent Involvement Committee. A poster size copy of the 2014-2015 System Priorities will be placed in a public location in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic. A copy will also be placed on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.

Senior Administrative Council will continue to update the Committee of the Whole with reports on various initiatives in achieving the System Priorities 2014-2015. A Mid-Year Progress Review of the 2014-2015 System Priorities will be presented at the January 2015 Board Meeting with a Niagara Catholic System Priorities 2014-2015 Achievement Report presented at the September 2015 Board Meeting.

*Appendix A – Niagara Catholic System Priorities 2014-2015*

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2014-2015, as presented.

Prepared by: Senior Administrative Council  
Presented by: John Crocco, Director of Education, Secretary/Treasurer  
Recommended by: John Crocco, Director of Education, Secretary/Treasurer  
Date: May 13, 2014





**NIAGARA CATHOLIC  
SYSTEM PRIORITIES 2014-2015**

*To continue to achieve excellence, ensure equity, promote well-being and enhance public confidence in publically funded Catholic education through the delivery of innovative and supportive programs and services for students and staff rooted in the Board's Mission, Vision and Values.*

***STRATEGIC DIRECTIONS***

***Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education***

***Advance Student Achievement for All***

***ENABLING STRATEGIES***

***Provide Supports for Success***

- Design Pathway to Care Program
- Design awareness, prevention and intervention program
- Design clinical support counselling services
- Implement recommendations to enhance Special Education Delivery Model
- Promote Healthy lifestyles for students and staff
- Enhance the development of literacy and numeracy skills for all students

***Enhance Technology for Optimal Learning***

- Implement third year of the digital transformation
- Invest in technology infrastructure
- Invest in human capital for IT support
- Design a strategy for equitable access to technology
- Support student transition planning with technology and professional development

***Building Partnerships and Schools as Hubs***

- Engage Student Voice
- Build and enhance capacity with all partners
- Engage community groups to address needs of children
- Develop Safe School initiatives, resources and supports
- Expand social justice experiences, global citizenship and educational opportunities

***Strengthen Human Resource Practices and Develop Transformational Leadership***

- Deliver third year Human Resources Certificate Program
- Support and monitor implementation of the Attendance Support Program
- Focus Professional Development on assessment, evaluation and reporting
- Implement the third year of Growing in Wisdom to Worship and Witness
- Strengthen teacher content-for-teaching knowledge of mathematics
- Advance instructional leadership in mathematics

***Create Equity and Accessibility of Resources***

- Design a Program and Services Plan
- Design a consolidated Student Achievement Department
- Design a consolidated Speech and Language services - Early Years Primary Team
- Design a model that tracks student reading data
- Apply assessment for learning and math talk strategies
- Advance student achievement on provincial, Board and school assessment
- Exceed provincial graduation target of 85%

***Ensure Responsible Fiscal and Operational Management***

- Produce balanced budget for 2014-2015
- Realign operational staff responsibilities
- Create School-based Budget Program
- Provide timely and relevant financial information
- Implement Emergency Response Protocol
- Relocate the Information Technology and the Facilities Services Centres
- Implement an Energy Saving Program and a school ground greening initiative

***Address Changing Demographics***

- Monitor and report changing enrolment
- Support the diversity of communities
- Design life-skills programs for students

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: STAFF DEVELOPMENT DEPARTMENT  
PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

---

---

The Staff Development Department Professional Development Opportunities Report  
is presented for information.

---

---

Prepared by: Frank Iannantuono, Superintendent of Education / Human Resources Services  
Anthony Corapi, Coordinator of Staff Development

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

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

Date: May 13, 2014





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 13, 2014

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

---

---

#### BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities occurring during the period May 13, 2014 through June 10, 2014.

#### ***Tuesday, May 6, and Wednesday May 7, 2014***

##### *Report Card Writing – After-School Working Sessions*

- Grades 1 to 12 teachers are invited to participate in after-school working sessions to support the development of report card comments for Term 2/Semester 2 Report Cards.
- In writing anecdotal comments, teachers should focus on what students have learned, describe significant strengths, and identify next steps for improvement. Teachers should strive to use language that parents will understand and should avoid language that simply repeats the wordings of the curriculum expectations or the achievement chart. (Growing Success, p. 64)
- These sessions will provide teachers with an opportunity to:
  - o Prepare report cards using Maplewood connected.
  - o Create precise and personalized comments that authentically reflect student learning.
  - o Ensure report card comments align with Growing Success and Board Policies.

#### ***Tuesday, May 13, 2014***

##### *Primary and Junior EQAO Assessments - Administration After-School Workshop (Sacred Heart Elementary)*

- Grades 3 and 6 teachers are invited to participate in an after-school workshop to support the administration of upcoming Primary Division and Junior Division EQAO Assessments of Reading, Writing and Mathematics (from May 26 to June 6, 2014).
- This workshop may be of particular interest and value to those teachers who are new to Grade 3 or 6 and the administration of Primary or Junior EQAO Assessments.

#### ***Wednesday, May 14, and Thursday, May 15, 2014***

##### *Volunteer Behaviour Management Systems (BMS) Full Certification Training for all Employee Groups including Casual and LTOs*

- Niagara Catholic Special Education staff will be providing a voluntary Full Course (6 hours) Behaviour Management Systems (BMS) training for those employees in need of certification at Monsignor Clancy Catholic Elementary School.

***Thursday, May 22, 2014***

***Leadership Identification Program (LIP) (Four Points by Sheraton)***

- The final session for the 2012 -2014 LIP class concludes with a Social Justice Workshop, Faith Formation and Graduation.
- Professional Development: Leading Through Gender and Generational Differences presented by Melanie Sodtka.
- Faith Formation presented by Father James Mulligan.
- Graduation Ceremony led by LIP Committee.
- Dinner to follow the Graduation Ceremony.

***Tuesday, May 27, Wednesday, May 28 and Thursday, May 29, 2014.***

***Core French Teachers Professional Learning Session Part III (Various Locations)***

- There will be a special follow-up workshop on the newly released French as a Second Language Curriculum for all Elementary Core French and French Immersion Teachers (including Long Term Occasional teachers) at seven (7) locations throughout the Board.

***Thursday, May 29, 2014***

***New Teacher Induction Program (NTIP) (Club Roma)***

- The final session for the 2013 – 2014 NTIP class will conclude with a Professional Development Session, Prayer Service and Commissioning Ceremony.
- Social Justice Workshop will be presented by Ann Marie Maloney and Antoinette Lambert.
- The Prayer Service and Commissioning Ceremony will be led by Father John Vickers.
- Dinner to follow the Commissioning Ceremony.

***Thursday, May 29, 2014***

***safeTALK Training (Catholic Education Centre)***

- Grades 7, 7/8 and 8 teachers and select CEC staff will be participating in a half-day training session called safeTALK. This session will train staff in suicide alertness in support of student safety and wellness as part of our board's Safe Schools and Mental Health initiatives.

***Sunday, June 1, 2014***

***Fourth Annual Niagara Catholic Family Picnic (Queenston Heights)***

- Niagara Catholic is pleased to advertise in all Schools and Board sites the Fourth Annual Niagara Catholic Family Picnic Day on Sunday, June 1, 2014 (9:00 a.m. – 1:00 p.m.) at Queenston Heights Bandshell and Pavilion.
- A unique aspect of this special Niagara Catholic Family Picnic is the celebration of the Eucharist in an open-air environment with Bishop Bergie. In addition, the collection at Mass will be held for the Niagara Catholic Helping Hands Fund, created by the Director of Education and the Niagara Catholic Principals and Vice-Principals Council to assist students and their families in need.
- Committee members will organize interactive activities for the younger children attending. An invitation is extended to all Niagara Catholic Staff to attend. Those planning to be there need to bring lawn chairs or blankets for Mass and a family picnic to enjoy as a family after Mass.

The Staff Development Professional Development Opportunities Report  
is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education  
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: May 13, 2014



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE**

---

---

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: May 13, 2014



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
TUESDAY, MAY 13, 2014  
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

---

---

**BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP PHASE 5

Appendix A	Canadian Martyrs Catholic Elementary School
Appendix B	Loretto Catholic Elementary School
Appendix C	St. John Bosco Catholic Elementary School

SECONDARY

Appendix D	Saint Michael Catholic High School
------------	------------------------------------

NEW BUILD

Appendix E	St. Martin Catholic Elementary School
------------	---------------------------------------

CAPITAL PRIORITIES

Appendix F	Lakeshore Catholic High School
Appendix G	St. James Catholic Elementary School
Appendix H	Our Lady of Mount Carmel Catholic Elementary School

The Capital Projects Progress Report Update is presented for information.

---

---

Prepared by:	Scott Whitwell, Controller of Facilities Services
Presented by:	Scott Whitwell, Controller of Facilities Services
Approved by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	May 13, 2014



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX A**

**CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** Design and construction of a library addition and renovation of the existing library to be 2 new ELKP classrooms.



**Current Status:** Construction underway.

**Project Information:**

New Area to be Constructed	162	sq. m.
Existing Area to be Renovated	481	sq. m.
Total New Facility Area	3825	sq. m.
Total Site Area	3.193	ha.
Pupil Places Added	52	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	959,850
Facilities Renewal	33,834
	<b>\$993,684</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements		83,758	
Furniture & Equipment		3,818	
Other Project Costs		38,726	
	<b>\$993,684</b>	<b>\$126,302</b>	<b>\$</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 25, 2013
Design Development	October 2013	October 18, 2013
Contract Documents	November 2013	November 12, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Grguric Architects Incorporated
General Contractor	King Contractors
Project Manager	Tunde Labbancz
Superintendent	Ted Farrell
Principal	Alan Creelman





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX B**

**LORETTO CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** Construction of a two classroom addition and renovation of the existing 3 classrooms to be 2 new ELKP classrooms.



**Current Status:** Construction underway.

**Project Information:**

New Area to be Constructed	199	sq. m.
Existing Area to be Renovated	228	sq. m.
Total New Facility Area	7689	sq. m.
Total Site Area	6.070	ha.
Pupil Places Added	29	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	959,850
Facilities Renewal	0
	<u>\$959,850</u>

**Project Costs:**

Construction Contract
Fees & Disbursements
Furniture & Equipment
Other Project Costs

Budget	Paid	Forecast
	49,259	
	72,017	
	0	
	36,164	
<u>\$959,850</u>	<u>\$157,440</u>	\$

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 28, 2013
Contract Documents	November 2013	November 19, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Quartek Group Inc.
General Contractor	Brouwer Construction
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Anthony Cardamone



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX C**

**ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** Construction of a new classroom addition and renovation of existing classroom into a new ELKP classroom.

**Current Status:** Construction underway.



**Project Information:**

New Area to be Constructed	122.3	sq. m.
Existing Area to be Renovated	109.1	sq. m.
Total New Facility Area	2181.1	sq. m.
Total Site Area	4.452	ha.
Pupil Places Added	29	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	479,925
Facilities Renewal	121,933
	<b>\$601,858</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract		0	
Fees & Disbursements		34,768	
Furniture & Equipment		0	
Other Project Costs		8,620	
	<b>\$601,858</b>	<b>\$43,388</b>	<b>\$</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 16, 2013
Contract Documents	November 2013	November 5, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	MacDonald Zuberec Ensslen Architects Inc.
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Theo Dagenais





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX D**

**SAINT MICHAEL CATHOLIC HIGH SCHOOL**

**Scope of Project:**

Design and construction of a ten classroom addition.

**Current Status:**

Wet, snow and extreme cold weather is slowing construction. Several construction days have been lost in January - March 2014. Cautiously optimistic for September 2014 completion.

**Project Information:**

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



**Project Funding:**

Capital Priorities	5,527,880
Facilities Renewal	639,105

**\$6,166,985**

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	4,999,428	2,090,006	4,999,428
Fees & Disbursements	544,037	459,611	544,037
Furniture & Equipment	204,820	0	204,820
Other Project Costs	418,700	51,606	418,700

**\$6,166,985    \$2,601,223    \$6,166,985**

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2012
Contract Documents	May 2013	May 2013
Tender	June 2013	June 2013
Ministry Approval (cost)	June 2013	May 2013
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing		

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	Brouwer Construction
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX E**

**ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Design and construction of a replacement school and child care centre on a new site.

**Current Status:** Original estimated construction completion date is March 2015. Site Plan application has been made to Township - working with Township to address sidewalk concern. The project has been tendered resulting in an over-budget condition – work is underway with the architect and MOE to resolve. Construction completion date may be revised to September 2015.



**Project Information:**

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

**Project Funding:**

Capital Priorities	9,430,364
	<u>\$9,430,364</u>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	568,302	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	233,007	950,439
	<u>\$9,430,364</u>	<u>\$801,309</u>	<u>\$9,430,364</u>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	Feb 2014
Tender & Approvals	February 2014	
Ministry Approval (cost)	February 2014	
Construction	March 2015	
Occupancy	TBD	
Official Opening & Blessing	TBD	

**Project Team:**

Architect	MMMC Inc. Architects
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Chris Zanuttini



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX F**

**LAKESHORE CATHOLIC HIGH SCHOOL**

**Scope of Project:** Design and construction of a 10 classroom addition.

**Current Status:** Waiting for site plan approval.  
Received MOE approval to proceed to tender.



**Project Information:**

New Area to be Constructed	1441	sq. m.
Existing Area to be Renovated		sq. m.
Total New Facility Area		sq. m.
Total Site Area		ha.
Pupil Places Added	210	students
New Facility Capacity	1071	students

**Project Funding:**

Capital Priorities	5,501,722
	<u>0</u>
	<b>\$5,501,722</b>

**Project Costs:**

Construction Contract	0
Fees & Disbursements	236,629
Furniture & Equipment	0
Other Project Costs	9,132

Budget	Paid	Forecast
	0	
	236,629	
	0	
	9,132	
<b>\$5,501,722</b>	<b>\$245,761</b>	<b>\$</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	December 2013
Contract Documents	March 2014	
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Glenn Gifford





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX G**

**ST. JAMES CATHOLIC ELEMENTARY SCHOOL**

---

**Scope of Project:** Construction of 2 new ELKP rooms, one classroom and renovations to Staff Room and Administration Area.

**Current Status:** Construction underway. Waiting for SPA.



**Project Information:**

New Area to be Constructed	458	sq. m.
Existing Area to be Renovated	499	sq. m.
Total New Facility Area	2590	sq. m.
Total Site Area	2.340	ha.
Pupil Places Added	78	students
New Facility Capacity	259	students

**Project Funding:**

Capital Priorities	1,357,761
FDK Grant	479,928
Proceeds of Disposition	883,353
	<b>\$2,721,042</b>

**Project Costs:**

Construction Contract	
Fees & Disbursements	
Furniture & Equipment	
Other Project Costs	

Budget	Paid	Forecast
	0	
	159,597	
	0	
	78,329	
<b>\$2,721,042</b>	<b>\$237,926</b>	<b>\$</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 14, 2013
Contract Documents	November 2013	November 28, 2013
Tender & Approvals	December 2013	March 28, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Svedas Architects Inc.
General Contractor	Charter Building Company
Project Manager	Tunde Labbanicz
Superintendent	Yolanda Baldasaro
Principal	Glenda Hillier





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
MAY 13, 2014**

**APPENDIX H**

**OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL**

---

**Scope of Project:** Interior renovations to result in 4 new classrooms, 3 new ELKP classrooms and renovations to gym change rooms and Administrative area.



**Current Status:** Construction underway.

**Project Information:**

New Area to be Constructed	140	sq. m.
Existing Area to be Renovated	1601	sq. m.
Total New Facility Area	4909	sq. m.
Total Site Area	3.440	ha.
Pupil Places Added	55	students
New Facility Capacity		students

**Project Funding:**

Capital Priorities	1,473,555
FDK Grant	959,850
Facilities Renewal	0
	<b>\$2,433,405</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract		123,166	
Fees & Disbursements		245,259	
Furniture & Equipment		0	
Other Project Costs		29,361	
	<b>\$2,433,405</b>	<b>\$397,786</b>	<b>\$</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 4, 2013
Contract Documents	November 2013	November 26, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Venerino V. P. Panici Architect Inc.
General Contractor	Bromac Construction
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Elizabeth Davey

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – APRIL 22, 2014**

---



# Spotlight

on  
**NIAGARA CATHOLIC**  
*Nurturing Souls & Building Minds*

www.niagaracatholic.ca

April 22, 2014



## Lakeshore Catholic Students Perform Grease for Trustees at Board Meeting



Lakeshore Catholic High School delivered the School Excellence Presentation to the Board during the April 22, 2014 Board Meeting. Their very dynamic presentation including an excerpt of the upcoming school musical, Grease, which will take place at the school May 8-11, 2014. To learn more about the great things happening at Lakeshore Catholic High School, please see page(s) 3-4 of Spotlight.

## Architect Policy Approved

During the April 22 Board Meeting, Trustees approved the revised *Architect Selection Policy (701.1)*.

The *Architect Selection Policy* was reviewed by the Policy Committee as part of Niagara Catholic's ongoing, cyclical review of Policies to ensure they continue to comply with Ministry requirements and meet the Board's changing needs.

The policy is available for review in the Policies section of [niagaracatholic.ca](http://niagaracatholic.ca).

## Trustees Approve Proposed Niagara Catholic 2014-2015 School Year Calendar

Trustees approved the proposed 2014-2015 school year calendar during the April 22 Board Meeting.

The calendar will now be sent to the Ministry of Education for final approval.

The Ministry of Education requires 194 days in an academic year. There are 194 possible school days between September 2, 2014 and June 26, 2015.

Pending Ministry approval, October 10 and November 14, 2014 and May 10, 2015 will be elementary and secondary PA Days.

January 16, June 12 and June 26, 2015

will be elementary PA Days and January 30, June 25 and June 26, 2015 will be secondary PA Days.

The Christmas break will extend from December 22, 2014-January 2, 2015 and the March Break will run from March 16-20, 2015.

Secondary exams will take place January 23-29 and June 15-24, 2015.

The Ministry-approved 2014-2015 school year calendar will be posted at [niagaracatholic.ca](http://niagaracatholic.ca).



**Fast Fact**

In 1882, Catholic school Inspector James White travelled 5,000 kilometres by carriage, rail and water to inspect Ontario Catholic schools.

Source: A Promise Fulfilled by Michael Power

Celebrating the Sainthoods of Pope John XXIII and Pope John Paul II

Sunday, April 27, 2014



## Catholic Education Week Celebrations Set for May 4-9

Each year, Catholic schools across Ontario celebrate the distinctiveness of Catholic education through Catholic Education Week.

Niagara Catholic has held very visible public events during the past several years, bringing our students into shopping malls, museums, art galleries and libraries to showcase the very best in Catholic education.

Niagara Catholic will celebrate Catholic Education Week 2014 in several ways.

On Sunday, May 4, students will address the parishioners in the community churches with a special Catholic Education Week message and an invitation to attend public events during the week.

On Monday, May 5, our Catholic schools will participate in Music Monday and will join together in singing *Is Somebody Singing?* at 1 p.m.

That evening, Niagara Catholic will hold its annual Catch the Spirit Award celebration, which recognizes students who demonstrate Catholic leadership, Catholic faith and Catholic school/philosophy, family commitment, school-community relations, involvement in school affairs and activities, involvement in community activities, commitment to a difficult situation or task and a high degree of academic excellence.

This year's Catch the Spirit Awards Celebration will take place at Lakeshore Catholic High School.

On May 6, Niagara Catholic secondary school students will participate in public performances at the Pen Centre in St. Catharines and Seaway Mall in Welland, from 10 a.m. - 4 p.m. Visitors to these venues can expect to find students singing, dancing and playing music, as well as engaging members of the public with their various gifts and talents.

On May 7, Specialist High Skills Major students will participate in a Board-wide tree planting project, in partnership with Country Basket.

Niagara Catholic's annual Student Leadership Symposium will take place the following day. Student leaders from across Niagara Catholic will come together to elect the students who will serve as the Elementary and Secondary Student Senates for 2014-2015, as well as the 2014-2015 Student Trustees.

Catholic Education Week will conclude on May 9 with Niagara Catholic's Second Annual Distinguished Alumni Celebration at the Catholic Education Centre. Seven very unique distinguished alumni will be recognized during this celebration for their commitment to social justice and human rights for women and Aboriginal people, the Catholic faith and Catholic education, health and charitable endeavours.

We encourage you to mark these dates and times on your calendar so that you can witness the wonderful things happening in elementary and secondary schools throughout Niagara Catholic during Catholic Education Week and all year.

## Transition Plans Approved

Niagara Catholic Trustees have received the Transition Plans for the closure of Michael J. Brennan and St. Thomas More Catholic Elementary Schools, which will close in June 2014.

The Principals of St. Ann and St. James Catholic Elementary Schools began meeting with their future students in February, and students had their first visits to their new school at the end of that month. A second visit took place in March.

Letters to families were sent out in April and a family tour took place at St. Ann on April 9 and a tour of St. James is scheduled for April 28.

More visits will be set throughout May and June, with family barbecues arranged to help ease the transition. The Closing Mass and Celebration for Michael J. Brennan will take place on June 12.

The transition between St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools has also been in progress for several months. Students had a tour of their new school in January and have paid frequent visits to Our Lady of Mount Carmel throughout the winter.

Students from St. Thomas More and Our Lady of Mount Carmel will participate in a joint art project May 7, and the finished project will hang at Our Lady of Mount Carmel beginning in September. The St. Thomas More Closing Celebration will take place the following evening, and Joint Faith Day Activity for staff and students will take place at Our Lady of Mount Carmel on May 9.

The Year-End Closing Mass for St. Thomas More is scheduled for 1 p.m. June 20.



**Catholic Education Week**

**May 4 - May 9, 2014**

**[www.goodnewsforall.ca](http://www.goodnewsforall.ca)**

**SERVING IN THE  
LOVE OF CHRIST**

# School Excellence Program

FOCUS on

## Lakeshore Catholic High School

*The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.*

*The School Excellence Program is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.*

*Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one “extraordinary item or initiative that makes the school an indispensable choice for parents.”*

Lakeshore Catholic High School opened its doors in 1987 out of a growing demand for a Catholic secondary school for students in Fort Erie, Port Colborne and Wainfleet. As each of these communities is located along the Lake Erie shoreline, the former Lockview High School, which had been purchased from the Lincoln County Roman Catholic Separate School Board, was re-dedicated as Lakeshore Catholic High School.

A few years later, students from Dunnville requested to attend Lakeshore Catholic. Approximately 975 students from these four communities attend Lakeshore Catholic High School today.

During the April 22, 2014, Board Meeting, Principal Glenn Gifford delivered the School Excellence Program, showcasing the best that Lakeshore Catholic has to offer and the steps staff take to continually foster improvement.

Mr. Gifford began his presentation by speaking about several alumni from Lakeshore Catholic who are success stories, including Juno Award winning DJ and musician Dan General; Chef Matty Matson, who is one of the Group of Seven Chefs in Toronto and has his own show on Vice TV; Niagara Catholic 2014 Distinguished Alumni recipient Lisa Monchalin, the only Aboriginal woman in Canada with a PhD in Criminology; Tony Dekker, a member of the band Great Lakes Swimmers and Ryan Maloney, Chief Political Editor of the Huffington Post.

He then turned his attention to the way staff continually strive to encourage students to do their best academically. He pointed to standardized test results which show Lakeshore Catholic students consistently perform well on the Grade 9 mathematics assessment.

Mr. Gifford also spoke about the programs available to students to help prepare them for the next stage in life, particularly the Specialist High Skills Major Program and the Niagara Catholic Raise Me Up Program, through which students built a new home in Welland.

Lakeshore Catholic had eight Gold Medal winners in the recent Technological Skills Competition, who will represent the school and Niagara Catholic at the Skills



*Top: Students in the Specialist High Skills Major Program helped build a home through Niagara Catholic's Raise Me Up Initiative.*

*Below: Lakeshore Catholic Girls' Rugby Team is a regular presence at the OFSAA Championship.*





# School Excellence Program

FOCUS on

## Lakeshore Catholic High School

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The School Excellence Program is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one "extraordinary item or initiative that makes the school an indispensable choice for parents."



Top: Lakeshore Catholic students in Dominica.

Below: Lakeshore Catholic's very talented artists display their work during the annual Art Fusion showcase.



Ontario competition at RIM Park in Waterloo, Ontario, May 5-7, 2014.

Mr. Gifford spoke enthusiastically about the many co-curricular programs available to students that enhance their classroom learning in the Arts and Athletics. He spoke about the accolades art students have received for the Art Fusion celebration, the Jazz Band's upcoming trip to Cleveland, Ohio to play the National Anthems at a Cleveland Indians-Boston Red Sox baseball game and the upcoming school musical, *Grease*. He also spoke about student musician Jessica Leslie, who will travel to Toronto April 30th to take part in a police-sponsored music event, Music Not Mischief. Niagara Catholic took the title last year, and Mr. Gifford said he hopes Jessica's guitar licks will help make the Board two-time winners.

Mr. Gifford also shared the many Ontario championships Lakeshore Catholic Gators have won, including in football, hockey, gymnastics and rugby.

Stewardship is an important part of life at Lakeshore Catholic, and Mr. Gifford discussed the commitment students and staff have to the environment during Earth Week and throughout the year. The Up-Cycling Challenge and the many unique works of art made from recycled materials are among the ways students and staff strive to keep items out of landfills.

Lakeshore Catholic students have a strong connection with their fellow students living in the Caribbean nation of Dominica. The students in Dominica are among the beneficiaries of the funds raised through the Annual Pilgrimage, and they look forward to meeting the Lakeshore Catholic students and staff who travel to the island on Mission trips and as part of the Niagara Catholic International Co-operative Experience Program, through which students from Lakeshore Catholic and other Niagara Catholic secondary schools spend three months living, studying and working in Dominica every other year.

In summarizing life at Lakeshore Catholic, Mr. Gifford said students bring the school's motto, Think Clearly, Feel Deeply and Act Wisely to live each and every day.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – MAY 2014**

---

# MAY 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
Catholic Education Week Begins	Music Monday Catch the Spirit Lakeshore Catholic	Mall Displays Pen, Seaway, Fairview and Niagara Square	Secondary Chess Tournament Niagara Square	Student Leadership Symposium	Elementary Scrabble Tournament	Distinguished Alumni Luncheon
11	12	13	14	15	16	17
		SAL Meeting CW Meeting		Graduation Celebration/ Partners Dinner		
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Policy Committee Board Meeting				

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: TRUSTEE INFORMATION  
ANNUAL BOARD MASS AND PICNIC – JUNE 1, 2014**

---





**NIAGARA CATHOLIC**

# Annual Family Picnic

**Sunday, June 1, 2014**

Queenston Heights Park

9:00 a.m. – 1:00 p.m.

10:00 Mass

**Bring your picnic lunch, beverages and  
lawn chairs ...  
enjoy a fun event with family and friends!**

Volleyball

Games

Face Painting

Tattoos

*Collection to be taken for Niagara Catholic Helping Hands Fund*

RSVP to <http://www.surveymonkey.com/s/4THANNUALPICNIC>

by Wednesday, May 28, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

*PUBLIC SESSION*

**TITLE: TRUSTEE INFORMATION  
ELEMENTARY & SECONDARY GRADUATION DATES  
JUNE 2014**

---





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## 2014 Elementary and Secondary Graduation Dates

DATE	SCHOOL	LOCATION	TIME
Thursday, June 19	Michael J. Brennan	St. Denis Church	6:00 p.m.
	Our Lady of Fatima (SC)	St. Alfred Church	4:30 p.m.
Friday, June 20	Our Lady of Fatima (G)	St. Joseph Church	5:30 p.m.
Monday, June 23	Alexander Kuska	Notre Dame College	6:00 p.m.
	Canadian Martyrs	St. Alfred Church	5:30 p.m.
	Notre Dame	Our Lady of Scapular Church Hall	6:30 p.m.
	Sacred Heart	Sacred Heart	6:00 p.m.
	St. Alexander	St. Alexander Church	5:00 p.m.
	St. Ann (F)	St. Ann Church	6:00 p.m.
	St. Denis	St. Denis Church	6:00 p.m.
	St. Edward	Coppola's Restaurant (SC)	5:30 p.m.
	St. Elizabeth	St. Elizabeth Church	5:00 p.m.
	St. Gabriel Lalemant	Delphi Hall (N.F.)	6:00 p.m.
	St. John (B)	St. Joseph Church	5:30 p.m.
	St. Joseph (FE)	St. Joseph Parish	6:30 p.m.
	St. Nicholas	Cathedral of St. Catharine	5:30 p.m.
	St. Patrick (N.F.)	St. Patrick Parish	6:00 p.m.
	St. Patrick (PC)	St. Patrick Church	6:00 p.m.
	St. Peter	St. Julia Church	5:30 p.m.
St. Philomena	St. Michael Church	5:00 p.m.	
St. Vincent de Paul	Club Italia	6:00 p.m.	
Tuesday, June 24	Blessed Trinity Secondary School	Brock University	7:00 p.m.
	Continuing Education	Scotia Convention Centre (N.F.)	7:00 p.m.
	Holy Cross Secondary School	Niagara College (NOTL)	7:00 p.m.
	Mother Teresa	Saint Francis Catholic H.S.	6:30 p.m.
	Loretto Catholic	Saint Michael Catholic H.S.	5:30 p.m.
	Our Lady of Victory	St. Michael Church	5:00 p.m.
	St. Ann (SC)	St. Ann School	6:00 p.m.
	St. Anthony	Denis Morris Catholic H.S.	5:00 p.m.
	St. Augustine	St. Augustine Church	5:00 p.m.
	St. Christopher	St. Thomas Aquinas	6:00 p.m.
	St. George	Crystal Ridge Community Centre	6:00 p.m.
	St. James	St. Denis Church	6:00 p.m.
	St. John Bosco (PC)	Lakeshore Catholic H.S.	5:30 p.m.
	St. Kevin	Notre Dame College	6:00 p.m.
	St. Mary (W)	St. Mary Church	5:30 p.m.
	Saint Paul Catholic H.S.	Scotiabank Centre	7:00 p.m.
	St. Theresa	St. Theresa School	6:00 p.m.
St. Therese (PC)	Lakeshore Catholic H.S.	6:00 a.m.	
Wednesday, June 25	Assumption	St. Alfred Church	5:00 p.m.
	Cardinal Newman	Delphi Hall (N.F.)	6:30 p.m.
	Denis Morris Catholic H.S.	Brock University	7:00 p.m.
	Father Hennepin	Father Hennepin	5:30 p.m.
	Mary Ward	Saint Paul Catholic H.S.	5:00 p.m.
	Notre Dame College	Welland Arena	7:00 p.m.
	Our Lady of Mount Carmel	St. Thomas More Church	6:00 p.m.
	Saint Francis Secondary School	Niagara College (NOTL)	6:00 p.m.
	St. Joseph (G)	St. Joseph Parish	5:30 p.m.
	St. Mark	Blessed Trinity Secondary School	6:00 p.m.
	St. Martin	St. Martin	6:00 p.m.
	St. Michael (NOTL)	St. Vincent de Paul Church	5:00 p.m.
	St. Therese (PC)	Lakeshore Catholic H.S.	6:00 p.m.
Thursday, June 26	Holy Name	Notre Dame College	5:30 p.m.
	St. Alfred	St. Alfred Church	5:30 p.m.
	St. Andrew	St. Andrew Church	6:00 p.m.
	St. Mary (N.F.)	Delphi Hall (N.F.)	5:30 p.m.
	Lakeshore Catholic H.S.	Vale Centre	7:00 p.m.
	Saint Michael Catholic H.S.	Niagara College (NOTL)	7:00 p.m.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MAY 13, 2014**

***PUBLIC SESSION***

**TITLE: TRUSTEE INFORMATION  
DIRECTOR'S MEMORANDUM DM 124 – MUNICIPAL,  
PROVINCIAL AND FEDERAL ELECTION  
ADMINISTRATIVE PROCEDURES**

---



*“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.”*

**MEMO #:** Director’s Memorandum – DM 124 (2013-2014)

**MEMO TO:** Elementary and Secondary Principals and Vice-Principals, Managers, NCPIC Chair and SEAC Chair

**FROM:** John Crocco, Director of Education

**DATE:** Thursday, May 8<sup>th</sup>, 2014

**RE:** **Municipal, Provincial and Federal Election Administrative Procedures 2014**



---

In compliance with relevant legislation, Board policies and administrative guidelines, all administrators are to implement the expectations and procedures within this Director’s Memorandum DM 124 “Municipal, Provincial and Federal Election Administrative Procedures” effective immediately for the June 12<sup>th</sup>, 2014 Provincial Election and the October 27<sup>th</sup>, 2014 Municipal Election.

**Focus of the Niagara Catholic District School Board**

The Niagara Catholic District School Board Mission Statement, Vision, Values and Strategic Directions provide the focus for the Board and all of its schools and staff.

**Expectations of Niagara Catholic Employees, Special Education Advisory Committee, Niagara Catholic Parent Involvement Committee and Catholic School Councils**

When elections are called, it is expected that all Niagara Catholic staff will act in an ethical and politically neutral manner toward all candidates and potential parties seeking office in Federal, Provincial and Municipal elections, including the position of Trustee. It is a fundamental tenet of publically funded education that schools remain free from politicization.

As part of our democracy, the election process, political parties and election issues are an important part of curriculum delivery, particularly at the junior through secondary school level. Staff are encouraged to discuss, in an unbiased manner, political parties and party platforms. Staff who are engaged in teaching election issues and/or political parties must maintain the highest ethical standards and impartiality. All candidate debates approved by the Principal are encouraged, providing full compliance with the section in this memorandum on Niagara Catholic Election Procedures.

It is imperative that all staff of Niagara Catholic, members of Special Education Advisory Committee (SEAC), Niagara Catholic Parent Involvement Committee (NCPIC) and Catholic School Councils act in an ethical and impartial manner. Neither staff nor Catholic School Councils are authorized to use students to deliver political messages, either during an election campaign or at any other time of year. Equally, politically motivated

individuals or groups are not authorized to involve SEAC, NCPIC, Catholic School Councils, school staff, or a school name, directly or indirectly, in the specifics of an election campaign.

### **Application of the *Education Act***

Employees' democratic rights, as private citizens, to participate in an election process are fundamental to our society. As private citizens, Niagara Catholic employees are free to exercise all democratic privileges of every Canadian as protected under the Canadian Charter of Rights and Freedoms.

Section 24 of Regulation 298 under the *Education Act* governs advertisements and announcements in schools. Subsection 24(1) of the Regulation provides that "*No advertisement or announcement shall be placed in a school or on school property or distributed or announced to pupils on school property without the consent of the board that operates the school except announcements of school activities.*"

In this regard, no candidates or political parties are permitted to place or distribute advertisements or announcements in a school or on school property without the consent of the Board.

Employees of Niagara Catholic are not permitted to promote, support, recruit, distribute information or materials or assist, directly or indirectly, candidates or political parties for public office in their capacity as an employee of the Board or in the course of their duties as an employee. Employees are prohibited from engaging in any political activity during normal working hours, unless a leave of absence has been approved in writing by Frank Iannantuono, Superintendent of Human Resource Services.

Trustees, Parent Involvement Committee, SEAC and Catholic School Council members have specific roles as defined in the *Education Act*, Regulation 464/97 (Special Education Advisory Committees), Regulation 612/00 (School Councils and Parent Involvement Committees), and Ministry memoranda. Neither a Trustee, NCPIC, SEAC nor a Catholic School Council member can use the Board, a school name, material or associate their preference for a political party, candidate or party policy with the Board or school operated by the Board in the course of their duties.

### ***Niagara Catholic Election Procedures***

#### **1. Campaign Literature**

- a) The distribution of pamphlets, flyers, literature and other material in Board facilities and on Board property is prohibited, unless approved by the Board. Any material received through Canada Post must be forwarded to the addressee unopened as required by Federal law in accordance with the *Canada Post Corporation Act*.
- b) The display of posters, signs or other forms of campaign advertising in Board facilities and on Board property, including staff mailboxes, staff bulletin boards and staff rooms is prohibited. The only exception is material approved by the Principal, which is directly connected to the delivery of election curriculum specifically within the confines of a classroom. In the case of curriculum delivery, the principles of fairness must be ensured for all individuals / parties.
- c) School publications, such as newsletters, bulletins, newspapers and websites, must not be used to support, favour or publicize the campaign of any candidate, political party or party/candidate platform.

#### **2. All Candidate Meetings or All Candidate Debates and Political Party Meetings**

- a) With the approval of the Principal, the Family of Schools Superintendent of Education and the Controller Facilities Services, through a Community Use Permit, "All Candidate Meetings" or "All Candidate Debates" may be organized with all candidates invited to participate in a given electoral area. The organizers of such meetings and/or debates on Niagara Catholic property must



retain on file with the Principal and Facilities Services a copy of the letter of invitation sent to all candidates in a specific area and a copy of the response indicating whether the candidate will or will not attend the meeting.

- b) Participants of “All Candidates Meetings” and / or “All Candidate Debates” must agree to comply with the provisions of these guidelines, including the fact that they are not permitted to place or distribute advertisements or announcements in the school or on school property without the consent of the Board.
- c) Political party meetings on any Board property are prohibited.

3. Board Resources

The use of Board resources including, but not limited to, the Board corporate logo, Board e-mail system (incoming or outgoing emails), Board websites, offices, photocopying equipment, projection or other equipment and materials, lists of parents, staff, students, SEAC, NCPIC and Catholic School Council members to assist candidates or political parties, is strictly prohibited.

4. SEAC, NCPIC and Catholic School Council Mandate

Regulation 464/97, Regulation 612/00 under the *Education Act* and Board Policy 800.1, provide the mandate of SEAC, NCPIC, and Catholic School Councils. The SEAC, NCPIC and Catholic School Council Chairs and the Principal or Family of School Superintendent of Education must exercise due diligence to ensure that the agenda does not include election matters outside of their respective *Education Act* and Board duties and responsibilities.

***Implementation of this Director’s Memorandum***

- a) It is the responsibility of the appropriate Supervisory Officer or Controller of Facilities Services to review this memorandum with Principals, Managers, the Chair of SEAC and NCPIC at the call of each election.
- b) It is the responsibility of all Principals and Managers to review this memorandum with all staff and with Catholic School Councils at the call of each election.
- c) It is the responsibility of the Director of Education to review this memorandum with Candidates and the Presidents of OECTA Niagara Elementary, OECTA Niagara Secondary and CUPE 1317 at the call of each election.
- d) Clarification on the expectations of this Director’s Memorandum or situations which present themselves outside of the expectations of this memorandum are to be discussed with, and approved by, the Director of Education.

Cc - *Trustees*  
*Senior Administrative Council*  
*OECTA Niagara Elementary Unit President*  
*OECTA Niagara Secondary Unit President*  
*CUPE Local 1317 President*  
*Candidates for the 2014-2015 Election*