

POLICY COMMITTEE MEETING
REVISED AGENDA

Date: Tuesday, January 12, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Pages

- 1. Opening Prayer**
- 2. Approvals**
 - 2.1 Approval of Agenda
 - 2.2 Approval of Minutes
- 3. Action Items**
 - 3.1 Policy II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students - first reading (T. Pinelli) 1 - 3
 - 3.2 Policy II-10 Releasing Pupils from School (C. Cipriano) 4 - 6
 - 3.3 Policy II-14 Class Size Loading Ratios Elementary Panel (P. Dawson) 7 - 8
 - 3.4 Policy II-09 Opening and Closing Exercises (C. Cipriano) 9 - 11
 - 3.5 Policy II-19 Educational Field Trips (C. Cipriano) 12 - 15
 - 3.6 Policy V-17 Permission to Distribute - second and third reading (C. Cipriano) 16 - 20
 - 3.7 Policy V-09 Public Concerns Complaints Process - third reading (C. Cipriano) 21 - 26
- 4. Discussion Items**
 - 4.1 *School Accommodation Review Policy/Process Q & A (P. Dawson/F. Thibeault)*
- 5. Information Items**
 - 5.1 Administrative Procedure VI-40 Distribution of Promotional Material (C. Cipriano) 27 - 30
 - 5.2 Administrative Procedure VI-70 Educational Field Trips (C. Cipriano) 31 - 35
 - 5.3 Video Surveillance - Cost Analysis (C. Cipriano) 36 - 36
 - 5.4 Upcoming Agenda Items Chart 37 - 38
- 6. Miscellaneous Information**
- 7. Correspondence**
- 8. In Camera**
- 9. New Business**

10. Motion to Excuse Absent Committee Members

11. Motion to Adjourn/ Closing Prayer

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, December 1, 2015

8:30 p.m.

Catholic Education Centre - Board Room
802 Drury Lane, Burlington, ON

Members Present: A. Danko A. Quinn
 A. Iantomasi D. Rabenda
 H. Karabela J. M. Rowe
 P. Marai S. Trites
 J. Michael

Regrets:

Staff Present: P. Dawson, Director of Education
 C. Cipriano, Superintendent of Education
 T. McKinnon, Manager, Privacy Information

Recording Secretary: N. Brock

1. **CALL TO ORDER**

1.1 **Opening Prayer**

The meeting opened at 8:25 pm with a prayer led by P. Dawson.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

The following motion was presented:

#P1/16

Moved by: S. Trites
Seconded by: D. Rabenda

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 Approval of Minutes

The minutes of the November 10, 2015 Policy Committee Meeting were reviewed.

The following motion was presented:

#P2/16

Moved by: P. Marai

Seconded by: M. Rowe

RECOMMENDED, that the minutes of the Policy Committee Meeting held on November 10, 2015 be approved as submitted.

CARRIED

3. ACTION ITEMS

3.1 Election of the Chair of the Policy Committee (December 1, 2015 - December 2016) (P. Dawson)

P. Dawson briefly reviewed the election process and called for nominations for the position of Chair of the Policy Committee for the period of December 1, 2015 – December 2016.

P. Marai was nominated by J. Michael, seconded by D. Rabenda for the position of Chair of the Policy Committee. P. Marai accepted the nomination. There were no other nominations.

The following resolution was put before the Policy Committee:

#P3/16

Moved by: A. Quinn

Seconded by: A. Iantomasi

RECOMMENDED, that P. Marai be appointed Chair of the Policy Committee for the period of December 1, 2015 until the Policy Committee Meeting in December 2016.

CARRIED

3.2 Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance (P. Dawson/T. McKinnon)

P. Dawson provided a brief overview of the draft policies noting they were developed as required by law.

Discussion ensued regarding the parameters of these policies including Personal Information requests and Freedom of Information (FOI) requests. T. MacKinnon explained that policies are public documents and therefore FOI requests do not apply as they fall under MFIPPA. Further to this discussion, Trustees requested clarification on requested information obtained through video surveillance. T. MacKinnon responded, quoting section 8 of MFIPPA which states investigation through law enforcement allows this access.

Further discussion ensued regarding signage at all Board location notifying the public that video surveillance cameras are in use. All school locations have a sign posted at the main entrance. Trustees requested a cost analysis of additional signs. This information will be presented at the January Policy Committee Meeting.

The following was put before the Policy Committee:

#P4/16

Moved by: J. Michael

Seconded by: M. Rowe

RESOLVED, that the Policy Committee recommends that Board Policy I-02 Records and Information Management, Board Policy I-07 Protection of Privacy and Board Policy I-30 Video Surveillance be forwarded to the December 15, 2015 Regular Board Meeting for approval at First Reading.

CARRIED

3.3 Amendment to By-Laws (P. Dawson)

P. Dawson reviewed the proposed motion to amend the Boards By-Laws and provided trustees with a slight revision to the friendly amendment along with an explanation of the modification.

Discussion ensued regarding the revision, noting concerns regarding the exclusion of recorded votes during in-camera sessions.

The following motion was put before the Policy Committee:

#P5/16

Moved by: H. Karabela

Seconded by: S. Trites

Resolved, that the Policy Committee recommends that Amendment to Board By-Laws be forwarded to the December 15, 2015 Regular Board meeting for approval as presented.

DEFEATED

Trustees requested the amendment include Regular Board in-camera sessions.

The following motion was put before the Policy Committee:

#P6/16

Moved by: A. Quinn

Seconded by: H. Karabela

Resolved, that the Policy Committee recommends that Amendment to Board By-Laws be forwarded to the December 15, 2015 Regular Board meeting for approval as amended.

CARRIED

3.4 Policy V-09 Public Concerns Complaint Process - 2 and 3 reading (C. Cipriano)

P. Dawson reviewed the process of complaints.

She responded to Trustees concerns regarding their notification of the investigation, explaining the Director is contacted by the office of the Ombudsman, and will in turn report to the Trustees.

Trustees suggested language be added to the policy to clarify how Trustees are notified.

The following motion was put before the Policy Committee:

#P7/16

Moved by: H. Karabela
Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Board Policy V-09 Public Concerns Complaints Process be forwarded to the December 15, 2015 Regular Board Meeting for approval at Second and Third Reading.

DEFEATED

C. Cipriano explained the role of the Trustee in the complaints process noting trustees are required to remain neutral. He further explained many of the conflicts involve two families, therefore Trustees are unable to advocate as this would be regarded as a conflict.

C. Cipriano further explained the Trustees role is to ensure the policies are being followed and to support the individual's complaint by directing them to the appropriate board staff in dealing with the issue.

It was requested the motion be amended to second reading only.

The following motion was put before the Policy Committee:

#P8/16

Moved by: A. Quinn
Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Board Policy V-09 Public Concerns Complaints Process be forwarded to the December 15, 2015 Regular Board Meeting for approval at Second Reading.

CARRIED

3.5 **Policy II- 09 Opening and Closing Exercises (C. Cipriano)**

C. Cipriano presented the minor revisions brought for which were included to align with the Education Act.

Discussion ensued regarding the importance of enforcing participation of the opening exercise and the National Anthem as well as the civic connection in reciting the Pledge of Allegiance. Trustees requested this item be returned in the New Year for further discussion.

The following was put before the Policy Committee:

#P9/16

Moved by: A. Iantomasi
Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Board Policy II-09 Opening and Closing Exercises be forwarded to the December 15, 2015 Regular Board Meeting for approval as amended.

DEFERRED

The policy will be brought back to the January Policy Committee Meeting for further review.

4. DISCUSSION ITEMS**4.1 Banned Substances / Items from Schools (P. Dawson)**

The Director provided Trustees with an overview of the current Operating Policy II-28 Alcohol Tobacco and Drug Education and Abuse in Schools; noting new legislation will be forthcoming regarding e-cigarettes. P. Dawson further explained regardless of the apparatus, language within our policies will be revised based on the new legislation.

Brief discussion ensued with regards to current issues around student smoking.

Trustee Quinn suggested language be added to the policy stating it is illegal to smoke under the age of 19 years. C. Cipriano responded to this suggestion, noting how students obtain the cigarettes is not under our jurisdiction. He also noted Halton Police are not interested in charging students for underage smoking.

5. INFORMATION ITEMS**5.1 Upcoming Agenda Items Chart**

The chart was provided as information

6. MISCELLANEOUS INFORMATION**7. CORRESPONDENCE**

There was no correspondence.

8. IN CAMERA**9. NEW BUSINESS****10. MOTION TO EXCUSE COMMITTEE MEMBERS**

<i>n/a</i>	<i>Moved by:</i>	
	<i>Seconded by:</i>	
<i>RECOMMENDED, that _____ be excused.</i>		<i>CARRIED</i>

11. MOTION TO ADJOURN (C. Cipriano)

<i>#P10/16</i>	<i>Moved by:</i>	J. Michael
	<i>Seconded by:</i>	A. Danko
<i>RECOMMENDED, that the meeting adjourn.</i>		<i>CARRIED</i>

The meeting closed with a prayer led by C. Cipriano at 9:25 pm

ACTION REPORT

ITEM 3.1

POLICY II-50 PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) FOR DAY SCHOOL STUDENTS

PURPOSE:

To recommend to the Policy Committee the draft Policy *II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students* be forwarded to the Board for approval at First Reading.

COMMENTARY:

The Halton Catholic District School believes in lifelong learning; learning that can and does occur beyond the regular school. Recognizing that Students are exposed to a variety of learning experiences outside the Ontario school system and regular day school structure this policy will offer the Prior Learning Assessment and Recognition (PLAR) challenge process as a way to recognize this learning.

The following policy has been drafted based on *Policy/Program Memorandum No. 129 and Program and Diploma Requirements (OSS) Course Sections 6.6 and 8.2*.

The draft Policy *II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students* was first presented to Trustees at the December 1, 2015 Policy Committee Meeting and is now brought forth with the following recommendation:

Recommendation:

Resolution:

Moved by:

Seconded by:

Resolved, that the Policy Committee recommends that Policy *II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students*, be forwarded to the January 19, 2016 Regular Board Meeting for approval at First Reading.

REPORT PREPARED BY:

T. PINELLI
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) FOR
DAY SCHOOL STUDENTS****POLICY NO.:****II-50****DATE:****January 19, 2016****APPROVED :****AMENDED :****PURPOSE**

The Halton Catholic District School Board believes in lifelong learning; learning that can and does occur beyond the regular school. Recognizing that Students are exposed to a variety of learning experiences outside the Ontario school system and regular day school structure, the Board offers the Prior Learning Assessment and Recognition (PLAR) challenge process as a way to recognize this learning.

APPLICATION AND SCOPE

Students may obtain credits towards the secondary school diploma (OSSD) for knowledge and skills that they have acquired outside of a regular secondary school. This prior learning is assessed and evaluated to determine whether the if the student has met the provincial course expectation. Students may “challenge” a specific course for credit if they can provide evidence indicating a likelihood of success.

PRINCIPLES

- Secondary Principals will ensure that the school course calendar has a statement notifying students of the Prior Learning Assessment and Recognition process. The Principal will carry out the responsibilities as required in Policy/Program Memorandum No. 129 and OSS course sections 6.6 and 8.2.
- Students wishing to challenge a credit will obtain an application form from the Student Services Department at the beginning of the semester and submit the completed forms to the Principal with the relevant documentation by October 31st or March 31st.
- The Principal (or designate), guidance counsellors and appropriate subject department head will meet with the student and parent(s)/guardian(s) if the student is under 18 years of age to review the application, and determine whether reasonable evidence for success exists and whether the challenge should occur.
- If it is agreed that the challenge should occur, the Principal and guidance counsellor will establish a timeline for assessing the challenge for credit of a course.
- Assessments will be recorded in accordance with the Ministry of Education.

DEFINITIONS

Prior Learning Assessment and Recognition (PLAR) is a formal evaluation and credit granting process. Through the PLAR challenge process, students enrolled in Ontario secondary schools may have their skills and knowledge evaluated against the overall expectations outlined in provincial curriculum policy documents to earn credits towards their secondary school diploma. Prior learning includes the knowledge and skills that students have acquired both formal and informal ways, outside of secondary school.

REQUIREMENTS**1. THE BOARD OF TRUSTEES IS RESPONSIBLE FOR:**

- reviewing the Prior Learning Assessment and Recognition for Day School Students policy in accordance with the priorities in the Trustees’ Multi-Year Plan and the approved review cycle; and
- understanding and communicating with members of the community about the Prior Learning Assessment and Recognition policy, as required.

**PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) FOR
DAY SCHOOL STUDENTS****POLICY NO.:****II-50****DATE:****January 19, 2016****APPROVED :****AMENDED :****2. THE DIRECTOR OF EDUCATION IS RESPONSIBLE FOR:**

- Implementing and operationalizing the Prior Learning Assessment Recognition for Day School Students policy as per the requirements of Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements, 2011 and Policy/Program Memorandum 129.

3. SUPERINTENDENTS ARE RESPONSIBLE FOR:

- ensuring that Prior Learning Assessment Recognition challenge opportunities are available to all eligible students; and
- supporting the application of the Prior Learning Assessment Recognition for Day School Students policy at each school

4. SECONDARY SCHOOL PRINCIPALS ARE RESPONSIBLE FOR:

- ensuring that students are aware of the Prior Learning Assessment and Recognition (PLAR) challenge process;
- facilitating the application of the Prior Learning Assessment and Recognition for Day School Students policy; and
- ensuring that students who engage in the PLAR challenge process meet the eligibility requirements.

5. PARENTS/GUARDIANS ARE RESPONSIBLE FOR:

- supporting student compliance with the Prior Learning Assessment Recognition program requirements; and
- communicating with school staff to promote student success.

6. STUDENTS ARE RESPONSIBLE FOR:

- Complying with the Prior Learning Assessment Recognition program expectations.

APPROVED: Regular Meeting of the Board

Authorized by:

Chair of the Board

ACTION REPORT

ITEM 3.2

POLICY II-10 RELEASING PUPILS FROM SCHOOL**PURPOSE:**

To provide for the consideration of the Policy Committee revisions made to Policy *II-10 Releasing Pupils from School* as recommended by staff.

COMMENTS:

At the Policy Committee meeting held on September 9, 2014, the Committee received information around the ongoing review of the Board's policies. Based on a former plan which involved placing all existing policies on a three year review cycle, staff created a "Policy Working Committee".

The mandate of this committee is to review each existing "education" policy and provide recommendations and revisions to ensure compliance with legislation, encompass the board's requirements and ensure the alignment with all other Board policies. These recommendations are reviewed by Senior Staff and then brought forth to Trustees, through the Policy Committee Meetings for their review and approval.

One of the policies identified by staff as requiring review and revision is Policy II-10 *Releasing Pupils from School*. A change to the title of the policy has also been suggested which has been revised to Policy *II-10 Releasing Students from School*. Staff have reviewed the Policy Working Committees recommendations and have now brought forth the proposed amendments to this policy, as appropriate.

The revised policy is placed before the Policy Committee with the following recommendation:

RECOMMENDATION:**RESOLUTION:***Moved by:**Seconded by:*

RESOLVED, that the Policy Committee recommends that Policy *II-10 Releasing Pupils from School*, be forwarded to the January 19, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

OPERATING POLICY

HALTON CATHOLIC DISTRICT SCHOOL BOARD

RELEASING ~~PUPILS~~/STUDENTS FROM SCHOOL

OPERATING POLICY: II-10
 DATE: OCTOBER 23, 1973
 AMENDED: JULY 30, 1991
 AMENDED: JUNE 5, 2007
 AMENDED: APRIL 15, 2008
 AMENDED: January 19, 2016

PURPOSE

To promote the safety of students enrolled in the schools of the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board

DEFINITION

Withdrawn from Parental Control

To be free from the custody and control of their parents/guardian and to be responsible for their own support.

PRINCIPLE

The Halton Catholic District School Board recognizes that student safety is a shared responsibility involving the home, the school and other community partners. Adherence to the Releasing Students from School policy established by the board this policy -will enhance pupil-student safety.

REQUIREMENTS

- A student may temporarily be excused from school at any time at the oral-verbal or written request of his/her parent/custodial guardian and with the consent of the principal/designate. In the case of a pupil/student who is less than 18 years old, the parent/custodial guardian must either provide written notification to the school or sign out the pupil/student at the school office in order for the student to be released.
- No student under the age of 18 shall be released to any person other than parents/ guardians without prior confirmation verbal or written consent from the parents/ guardians.
- Where the principal believes that a student/parent/guardian is making unjustifiable use of the privilege of being excused from school, the principal shall notify the student/ parent/guardian/ where appropriate and, if necessary, the appropriate school Superintendent.
- Any action taken to implement the requirements of this policy, including the application of consequences to students must be consistent with the Requirements of Policy II-39 "Progressive Discipline and Safety in Schools (2014).
- Where the school has been furnished with a copy of a separation agreement providing custody of the student to one or the other parent/custodial guardian the school shall release-excuse the student only to that parent/custodial guardian to whom custody has been awarded. In the absence of such custodial Otherwise, either agreement, either parent/guardian shall be entitled to withdraw-excuse the student.

- Any reference in this policy to parental/guardian consent is in reference to students under the age of 18 who have not withdrawn from parental control.

APPROVED: Regular Meeting of the Board

Authorized by:
Chair of the Board

ACTION REPORT

ITEM 3.3

II-14 CLASS SIZE LOADING RATIOS ELEMENTARY PANEL JK TO 8

PURPOSE:

To provide the recommendation to the Policy Working Group that the Board proceed to rescind Policy *II-14 Class Size Loading Ratios Elementary Panel JK to 8*.

COMMENTS:

One of the policies identified by the Policy Working Group as requiring review and revision is Policy *II-14 Class Size Loading Ratios Elementary Panel JK to 8*. Current Regulation 132/12 of the Education Act addresses Elementary Class Size; therefore the Policy Working Group's recommendation is to rescind this policy. Staff have reviewed the recommendation and have now brought forth the proposed amendments, as appropriate.

The following recommendation is presented:

Recommendation:

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Board Policy *II-14 Class Size Loading Ratios Elementary Panel JK to 8* be forwarded to the January 19, 2016 Regular Board Meeting with a recommendation to rescind.

**REPORT PREPARED
AND SUBMITTED BY:**

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

CLASS SIZE LOADING RATIOS ELEMENTARY PANEL

POLICY NO.:

II-14

DATE:

JULY 30, 1991

AMENDED :

JANUARY 21, 2003

RESCINDED:

JANUARY 19, 2016

JK TO GRADE 8
CLASS SIZE

The Board will comply with Ontario Regulation 399/00 (Class Size) as well as The Education Act Section 170.1 (1-2) and any other Regulation as may be amended from time to time in determining class sizes for the pupils within its system jurisdiction.

The class loading ratios for special education programs will be in accordance with the appropriate Ontario Regulations.

It is recognized that individual class sizes may vary, according to a school's organizational plans. Such class sizes are based on the Ministry of Education's system aggregate factor.

APPROVED : Regular Meeting of the Board

DISTRIBUTION : Board Members, Administration, Principals and Staff

AUTHORIZED BY :
Chair of the Board

ACTION REPORT

ITEM 3.4

POLICY II- 09 OPENING AND CLOSING EXERCISES

PURPOSE:

To provide for the consideration of the Policy Committee revisions made to Policy *II- 09 Opening and Closing Exercises* as recommended by staff.

COMMENTS:

One of the policies identified by the Policy Working Group as requiring review and revision is Policy *II- 09 Opening and/or Closing Exercises*. A change to the title of the policy has also been suggested which has been revised to Policy II- 09 Opening and Closing Exercises. Staff reviewed the Policy Working Committee's recommendations and have brought forth the proposed amendments to this policy, as appropriate.

The revised policy was reviewed at the December 1, 2015 Policy Committee meeting with a recommendation for further revisions. The policy was deferred to the January Policy Committee Meeting.

The policy is now placed before the Policy Committee with the following recommendation:

RECOMMENDATION:

RESOLUTION:

Moved by:

Seconded by:

RESOLVED, that the Policy Committee recommends that Policy II- 09 Opening and Closing Exercises, be forwarded to the January 16, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

OPENING AND/OR CLOSING EXERCISES**POLICY NO.:****II-09****DATE-:****Feb. 20, 1987****AMENDED-:****April 17, 2001****AMENDED:****December 15, 2015****PURPOSE**

To provide direction to all members of schools under the Board's jurisdiction with respect to requirements on opening and/or closing exercises as stated in **the Education Act**, the *Safe Schools Act, 2000*, **Ontario Regulation 298**, and attendant regulations and to promote the distinctiveness, values, and mission of the Halton Catholic School System **District School Board**.

APPLICATION AND SCOPE

This policy applies to all members of schools under the jurisdiction of the Halton Catholic District School Board.

REFERENCES

- The policy is in accordance with provisions of the *Education Act*, the *Safe Schools Act, 2000*, **Ontario Regulation 298**, and attendant amendments and the mission statement of the Halton Catholic School System.

PRINCIPLES

- The religious environment and climate of the Catholic School System permeates throughout the whole of school life.
- Catholic schools endorse and promote the mandate, values, traditions, and distinctiveness of the Catholic School System.
- Catholic schools instill in students respect, loyalty, allegiance, and pride in their country.

REQUIREMENTS

- ~~The policy shall be in accordance with provisions of the Education Act, the Safe Schools Act, 2000, Ontario Regulation 298 and attendant amendments and the Mission Statement of the Halton Catholic School System.~~
- Formal prayer shall form part of every opening and/or closing exercise.
- Scriptural/spiritual readings may form part of every opening and/or closing exercise.
- Secular readings or recitations may form part of every opening and/or closing exercise but may not replace scriptural/spiritual readings.
- The singing of the National Anthem, *O Canada*, shall form part of every opening and/or closing exercise.
Students and staff are encouraged to participate in the singing of O'Canada.
- **Schools are encouraged to incorporate the Pledge of Allegiance in their opening exercises.**

OPENING AND/OR CLOSING EXERCISES

POLICY NO.:

II-09

DATE :

February 20, 1987

AMENDED :

April 17, 2001

- ~~The principal shall consult the School Council prior to making his or her initial~~ a decision on whether the opening and/or closing exercises at the school will include the recitation of the ~~Pledge of~~ cCitizenship. The consultation shall ~~also~~ occur at the **beginning** commencement **of each school year.** of each successive school year as part of the annual review of the decision respecting the recitation of the Pledge of Citizenship.
- ~~If the principal determines that the Pledge of Citizenship is to be recited — only the authorized version of the pledge — the Canadian Oath of Citizenship — as established under federal legislation (Citizenship of Canada Act) shall be recited.~~
- **The following is the pledge of citizenship:**
 - **I affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, and to her heirs and successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian citizen.**
- ~~In accordance with amendments to Ontario Regulation 298/2000,~~ **A pupil is not required to sing** the principal shall exempt a pupil from participating in the singing of *O Canada* and/or the recitation ~~recite~~ of the ~~P~~pledge of cCitizenship in the following circumstances:
 1. In the case of a pupil who is less than 18 years old, if the pupil's parent or guardian applies to the principal to be exempted from doing so.
 2. In the case of a pupil who is at least 18 years old, if the pupil applies to the principal to be exempted from doing so.

~~DISTRIBUTION~~ **Approved** : ~~Board Members, Administration, Principals and Staff~~ **Regular Meeting of the Board**

AUTHORIZED BY :
Chair of the Board

ACTION REPORT

ITEM 3.5

POLICY II-19 EDUCATIONAL FIELD TRIPS

PURPOSE:

To recommend to the Policy Committee that Policy *II-19 Educational Field Trips* be forwarded to the Board for approval.

COMMENTARY:

In October 2014, revisions to Policy *II-19 Educational Field Trips* were incorporated in order to remain consistent with the proper content of a policy, narrow the focus and purpose as a principle to guide decisions and as statements of intent. Administrative Procedure *VI-70 Educational Field Trips* encompass the details of how it is to be implemented.

At the December 1, 2015 Policy Committee Meeting, Trustees requested wording from the “Out of Classroom Safety Guidelines” outlining trips that occurs during that portion of the week in which Mass is celebrated, be included in the Policy.

The additional language has been marked in bold red for your review and consideration.

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Board Policy *II-19 Educational Field Trips*, be forwarded to the January 19, 2016 Regular Board Meeting for approval.

REPORT SUBMITTED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

EDUCATIONAL FIELD TRIPS**OPERATING POLICY:****II-19**

DATE :	JULY 30, 1991
AMENDED :	JUNE 25, 1996
AMENDED :	MAY 15, 2007
AMENDED :	MARCH 25, 2008
AMENDED :	APRIL 15, 2008
AMENDED :	DECEMBER 2, 2008
AMENDED :	JUNE 16, 2009
AMENDED :	OCTOBER 6, 2009
AMENDED :	MARCH 22, 2011
AMENDED:	OCTOBER 21, 2014
AMENDED:	JANUARY 19, 2016

PURPOSE

To allow for educational field trips that enhance learning opportunities for students and provide valuable learning opportunities beyond the classroom.

APPLICATION AND SCOPE

This policy applies to all Board/school-initiated, sponsored and approved educational field trips.

PRINCIPLES

The Board acknowledges that educational field trips enhance learning opportunities for students.

- Educational field trips may be considered only insofar as they meet each of the following educational validity criteria:
 - The experience shall lie within the competency and /or understanding of the students involved;
 - The experience shall have a curricular and/or co-instructional relevance for the group of students concerned;
 - The experience shall meet the Ministry of Education curriculum expectations and/or Catholic School Graduate Expectations that have been clearly identified by the teacher/trip organizer;
 - The experience shall have educational value in proportion to the time spent traveling and the time spent on the activity.
 - The experience shall promote student engagement, community and asset building, citizenship, and/or student leadership opportunities.
- Educational field trips are encouraged for all students at every grade level.
- Educational field trips shall promote learning.

REQUIREMENTS

- The Principal must grant approval in principle before any specific planning for an educational field trip commences.
- **Where an out-of-school activity occurs during that portion of the week in which Mass is celebrated, staff are to ensure that the itinerary includes Mass. Student/staff participation is required. All participants are to be advised of this requirement in advance of the trip.**
- All safety considerations must be reviewed and followed prior to the commencement of the trip
 - Program Safety Guidelines
 - Physical Education Curricular Safety Guidelines
 - Teacher/Student Ratio

EDUCATIONAL FIELD TRIPS**OPERATING POLICY:****II-19**

DATE :	JULY 30, 1991
AMENDED :	JUNE 25, 1996
AMENDED :	MAY 15, 2007
AMENDED :	MARCH 25, 2008
AMENDED :	APRIL 15, 2008
AMENDED :	DECEMBER 2, 2008
AMENDED :	JUNE 16, 2009
AMENDED :	OCTOBER 6, 2009
AMENDED :	MARCH 22, 2011
AMENDED:	OCTOBER 21, 2014
AMENDED:	JANUARY 19, 2016

- Weather Conditions
- Health/Travel Advisories

- With the exception of extensive trips (i.e. trips requiring ETAC approval), every effort shall be made to ensure that no child is excluded from participation on educational field trips because of inability to pay. Possible sources of financial assistance on these types of trips may include:
 - Catholic School Council
 - Local Service Clubs
 - School Generated Funds
 - Fundraising (subject to the Board's Fund Raising Policy V-4)
 - Halton Catholic Children's Education Foundation
- Cost of the educational field trip shall be borne equitably by all student participants.
- No cost for any portion of the educational trip shall be borne by the Board unless prior approval through the Director of Education.
- The appropriate forms must be completed and signed by the parent/guardian and received by the school prior to the trip.
- Appropriate insurance coverage (medical and cancellation) must be made available for each participant dependent upon the type of trip.

TEACHER IN CHARGE

- One teacher shall be designated by the Principals to be the "In Charge Person".
- Any action taken to implement the requirements of this policy, including the application of consequences to students or direction to visitors to the school grounds or property, must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools.

TRANSPORTATION

- All applicable Ministry of Transportation regulations when transporting students in private and/or commercial vehicles must be followed.
- Transportation of students on field trips requires completion of appropriate documentation by the driver (private vehicle) and must follow all Ministry of Transportation regulations.
- The Board does not endorse the widespread use of private vehicles/volunteer drivers as the primary means of transportation for educational field trips.
- Students and staff members must not be transported by 9-passenger vans, or greater, according to OSBIE guidelines.

WORLD CONDITIONS

EDUCATIONAL FIELD TRIPS

OPERATING POLICY:

II-19

DATE :	JULY 30, 1991
AMENDED :	JUNE 25, 1996
AMENDED :	MAY 15, 2007
AMENDED :	MARCH 25, 2008
AMENDED :	APRIL 15, 2008
AMENDED :	DECEMBER 2, 2008
AMENDED :	JUNE 16, 2009
AMENDED :	OCTOBER 6, 2009
AMENDED :	MARCH 22, 2011
AMENDED:	OCTOBER 21, 2014
AMENDED:	JANUARY 19, 2016

All out of province/country educational field trips shall be reviewed once initial approval is granted whenever world conditions dictate it prudent to do so by the Board's Extensive Trip Advisory Committee (ETAC). *Refer to the current "Out of Classroom Programs Safety Guidelines".*

APPROVED: REGULAR MEETING OF THE BOARD

AUTHORIZED BY:

CHAIR OF THE BOARD

ACTION REPORT

ITEM 3.6

**POLICY V-17 REQUEST FOR PROMOTION AND DISTRIBUTION OF
PROGRAM/ACTIVITY RELATED MATERIALS THROUGH BOARD SCHOOLS****PURPOSE:**

To recommend to the Policy Committee the draft *Policy V-17 Request for Promotion and Distribution of Program/Activity Related Materials through Board Schools* be forwarded to the Board for approval at Second and Third Reading.

COMMENTS:

At the Policy Committee meeting held on September 8, 2015, Trustees received the revised Administrative Procedure VI-40 Request for Promotion and Distribution of Program/Activity Related Materials through Board Schools as information.

The Administrative Procedure was first created in April 2006 with the intent to address requests from registered charitable and non-profit organizations for the promotion and distribution of program-related materials to staff, parents and students through the Board's schools.

After lengthy discussion, Trustees requested an Operating Policy be created regarding the Request for Promotion and Distribution of Program/Activity Related Materials through Board Schools with a reference to the existing Administrative Procedure.

The policy was presented with approval at First Reading at the November 10, 2015 Policy Committee Meeting and was released for stakeholder consultation from November 18, 2015 – December 9, 2015 (inclusively). Staff received one (1) submission of input from stakeholders which is attached for your review as Appendix 'A'.

The policy is provided once again to the Policy Committee, with a recommendation that it be forwarded to the Board of Trustees for Second and Third Reading.

RECOMMENDATION:**RESOLUTION:***Moved by:**Seconded by:*

RESOLVED, that the Policy Committee recommends that *Policy V-17 Request for Promotion and Distribution of Program/Activity Related Materials through Board Schools*, be forwarded to the January 16, 2016 Regular Board Meeting for approval at Second and Third Reading.

REPORT PREPARED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**REQUEST FOR PROMOTION AND DISTRIBUTION OF
PROGRAM/ACTIVITY RELATED MATERIALS
THROUGH BOARD SCHOOLS**~~Administrative Procedure No. VI-40~~ **Operating Policy: VI-40V-17****Date: January 19, 2016**~~Amended: May 24, 2006~~~~Amended: September 10, 2012~~~~Amended: September 10, 2013~~~~Amended: September 15, 2015~~**PURPOSE**

To provide staff with a ~~procedure~~ **policy** to address requests from a registered charitable and/or non-profit organization for the promotion and distribution of program-related materials to staff, parents and students through the Board's schools.

APPLICATION AND SCOPE

This ~~procedure~~ **policy** applies to all requests submitted to the Board for the promotion/distribution of activities/materials from charitable, non-profit and commercial organizations as well as the distribution of program-related materials.

PRINCIPLES

The Halton Catholic District School Board:

- recognizes that no advertisement shall be placed in a school, on school property or announced to the pupils without the consent of the Board. *[as per Regulation 298 Section (24)]*;
 - recognizes its responsibility to ensure that students and families in our school system are not to be exploited for commercial purposes;
 - will not accept any request for the promotion and distribution of program/activity related materials to students/parents or staff from commercial organizations;
- recognizes its responsibility as a publicly funded Catholic educational organization, to assist, to the best of its ability, with the distribution of information of worthwhile registered charitable and non-profit organizations consistent with the Board's Mission Statement, governing values and Gospel values.

REQUIREMENTS

In order to be considered for approval to distribute material within the Halton Catholic District School Board, the following criteria must be met:

Criteria for Consideration for Approval:

- **must concur with the teachings of the Roman Catholic Church;**
- **must be in agreement with the Vision of the Halton Catholic District School Board;**
- **must be a charitable or not-for-profit organization. A valid charitable registration number must be provided or proof of non-profit status;**
- **may be material from all levels of government (municipal, regional, provincial or federal) and approved community-based partners.**
- **may be information related to teacher or staff resources, curriculum materials, workshops, presentations or guest speakers.**

Requests that do not qualify for Consideration for Approval:

- **material or messages related to political parties or groups;**
- **material from for-profit organizations or individuals or that contain logos of political or for-profit organizations;**
- **material related to tutors or any tutoring organizations;**
- **requests that send a student to a private home.**

REQUEST FOR PROMOTION AND DISTRIBUTION OF
PROGRAM/ACTIVITY RELATED MATERIALS
THROUGH BOARD SCHOOLS

~~Administrative Procedure No. VI-40~~ **Operating Policy: VI-40V-17**

Date: **January 19, 2016**

~~Amended:~~ **May 24, 2006**

~~Amended:~~ **September 10, 2012**

~~Amended:~~ **September 10, 2013**

~~Amended:~~ **September 15, 2015**

REFERENCE

Refer to Administrative Procedure VI-40 Request for Promotion and Distribution of Program-Activity Related Materials through Board Schools

APPROVED: Regular Meeting of the Board

Authorized by:
Chair of the Board



RESPONSE TO BOARD POLICY

Policy V-17- Request for Promotion and Distribution of Program-Activity Related Materials through Board Schools

Name of Responding Group: **Conquest Milton**

COMMENTS/RESPONSE:

Area of Concern: In the “Requirements” section, under “Criteria for Pre-Approval”, the first item “must concur with the teachings of the Roman Catholic Church” conflicts with the last requirement “must be material from all levels of government (municipal, regional, provincial or federal) and approved community-based partners.”

– We all know that some of our government material is not in line with the teachings of the Roman Catholic Church.

Suggestion: Please re-word the last criteria or make it optional.

Suggested Addition to “Criteria for Pre-Approval”:

Since the Board is granting permission to an organization to distribute material in the HCDSB system, the operation and performance of the concerned organization’s program being publicized should be evaluated by a visit from Senior Board Staff (Superintendent) / Trustee / Parish Priest OR Administrator.

Please forward response by **Wednesday, December 9th, 2015** to:

Paula Dawson
Director of Education
Halton Catholic District School Board
 802 Drury Lane, Burlington, ON L7R 4L3
PHONE: (905) 632-6314, extension 127
FAX: (905) 333-4661
 or e-mail to brockn@hcdsb.org

ACTION REPORT

ITEM 3.7

POLICY V-09 PUBLIC CONCERNS COMPLAINT PROCESS

PURPOSE:

To recommend to the Policy Committee the draft *Policy V-09 Public Concerns Complaint Process* be forwarded to the Board for approval at Third Reading.

COMMENTARY:

The Halton Catholic District School Board currently has a complaint process under ***Policy V-9 Complaints – Parents and Public to Trustees***. This policy outlines the process for Trustees in responding to complaints and concerns from parents and rate-payers. Senior Staff are currently reviewing this policy in order to broaden its scope to include both concerns to Trustees and concerns brought forward to any employee of the board (i.e. teacher, school administrator, superintendent, director). The policy update will also reflect the new requirements under Bill 8, outlining the new expanded role of the Ontario Ombudsman.

Bill 8, an act to promote Public Sector and MPP Accountability and Transparency by enacting the Broader Public Sector Executive Compensation Act, 2014 has now expanded the Ontario Ombudsman's powers. The Bill was originally introduced in the Ontario Legislature in July 2014, and came into effect on September 1, 2015.

This legislation makes historic changes to the Ombudsman's mandate by expanding the Ombudsman's jurisdiction to municipalities, universities and school boards.

The mandate of the Ontario Ombudsman under the Ombudsman Act is very broad, and includes everything from resolving specific individual complaints to in-depth investigations of systemic issues within an institution. Generally, individual complainants are expected to use an internal complaint resolution procedure before involving the Ombudsman.

The policy was presented with approval at First Reading at the October 13, 2015 Policy Committee Meeting and was released for stakeholder consultation from October 21st – November 11th, 2015 (inclusively). Staff received no submissions of input from stakeholders.

The policy was presented with approval for Second Reading at the December 1, 2015 Policy Committee meeting and is provided once again to the Policy Committee, with a recommendation that it be forwarded to the Board of Trustees for Third Reading.

RECOMMENDATION:

Resolution:

Moved by:

Seconded by:

Resolved, that the Policy Committee recommends that Policy V-09 Public Concerns Complaint Process, be forwarded to the December 15, 2015 Regular Board Meeting for approval at Third Reading.

REPORT PREPARED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

The Halton Catholic District School Board (HCDSB) is committed to encouraging a strong relationship with parents, students and community. The HCDSB is committed to addressing public concerns in a fair, transparent, respectful and effective manner.

Application and Scope

This policy applies to all parent(s)/guardian(s), adult learners or ratepayers that have a concern regarding a school related issue.

This policy applies to all parent(s)/guardian(s), adult learners or ratepayers that have a concern regarding any Board operating policy.

All employee concerns and/or complaints shall be reviewed by the Boards Human Resources Department in accordance with relevant Board policies.

PRINCIPLES

The HCDSB is a model learning community, widely recognized as distinctively Catholic, providing exceptional education while nurturing the call to love and to serve as a people of faith, living out God's plan.

The HCDSB is guided by their approved Governing Values Our Catholic Faith, The Whole Child, Excellence in Learning, Relationships and Partnerships and The Importance of Contributing to Our Communities) while addressing public concerns.

The HCDSB believes that the process of public concerns is an opportunity to improve relationships with our parents, students and community. Persons who make a complaint shall be free from reprisal.

It is the practice of the HCDSB that public concerns and questions should be dealt with at the level closest to the issue.

All information shared is bound by the *Freedom of Information and Protection of Privacy Act* as governed by legislation in Ontario ensuring confidentiality is maintained by all parties concerning student and personnel matters.

The HCDSB believes that the tracking and written documentation during an investigation process is important to ensuring all complaints are dealt with in a timely, responsible and fair manor.

The *Education Act* requires trustees to entrust the day-to-day management of the Board to its staff through the Director of Education, when parent(s)/guardian(s) or individual members of the public raise concerns or complaints, it is the staff that will investigate, manage and provide resolutions to the identified issue in a timely manner in accordance with relevant Board policies. Complaints regarding Board operating policies may be addressed with members of senior staff or a trustee.

Guidelines**Guidelines for All**

Only those concerns or complaints will be considered by Board staff where the complainant or inquirer provides their name and contact information for correspondence purposes.

Parent(s)/guardian(s), adult learners or ratepayers will be directed, as appropriate, to address concerns and complaints at the level at which the concern originates.

Guidelines for Trustees

When a Trustee receives a complaint from a parent(s)/guardian(s), adult learner or ratepayer, the Trustee shall review the process as outlined in this guide with the individual and direct them to contact the appropriate staff. The process will allow the parent(s)/guardian(s), adult learner or ratepayer to engage in communication with the most appropriate staff member.

Where a Trustee has an inquiry regarding a school related matter which was initially brought to their attention by a parent(s)/guardian(s), adult learner or ratepayer, the Trustee is directed to contact the Superintendent for that family of schools or area of responsibility.

Guidelines for Principals

Where a complaint or concern is raised by a parent(s)/guardian(s), adult learner or ratepayer the Principal will consult with the Family of Schools Superintendent, as appropriate, and endeavour to resolve the issue at the local level in accordance with Board policies.

Where a complaint or concern cannot be resolved locally to the satisfaction of the parent(s)/guardian(s), adult learner or ratepayer, the Principal will refer the matter to the Family of Schools Superintendent.

Guidelines for Superintendents

Where a matter cannot be resolved at the school level, the Family of Schools Superintendent will consult with the Principal regarding the concern or complaint and endeavour to resolve the issue in accordance with Board policies. The Superintendent will inform the parent(s)/guardian(s), adult learner or ratepayer of the resolution to the matter.

Where requested, Superintendents will apprise respective Trustees, as appropriate, of the resolution of a particular matter which was initially brought to the Trustee's attention by a parent(s)/guardian(s), adult learner or ratepayer.

Where a Superintendent is unable to satisfy the complaint, he/she shall advise the Director of Education of the matter.

REQUIREMENTS

If a parent/guardian has a concern about a school matter, the following procedures for review of the issue are available to the parent/guardian.

Step 1: Review of the Issue with the Child's Teacher

The parent/guardian should review a concern or issue with the classroom teacher at a mutually convenient time.

Step 2: Review by the School Principal

If the parent/guardian and the teacher are not able to resolve the issue, the parent/guardian may request that the matter be reviewed by the school principal (or designate). The principal (or designate) will review the issues and work to resolve the matter as quickly as possible.

Step 3: Review by the Superintendent of Education

If the parent/guardian and the school principal are not able to resolve the issue, the parent/guardian may request that the matter be reviewed by the school's Superintendent of Education. The Superintendent will review the matter as it relates to established policies and procedures and will respond to the parent/guardian about his/her concern.

Step 4: Review by Director of Education

If the parent(s)/guardian(s) and the School Superintendent are not able to resolve the issue, the parent(s)/guardian(s) may request the matter be reviewed by the Director of Education. The Director of Education (or designate) will review the matter and respond to the parent(s)/guardian(s) about the concerns.

Representative of the Parent(s)/Guardian(s):

From time to time the parent/guardian may believe or feel that they need support in order that they can adequately address their child's interests. This support may be necessary while parents/guardians are attending meetings with the staff employed by the Board.

Parents/guardians have the right to have a representative of their choosing in attendance at meetings with staff, subject to any limitations established in these procedures. Any costs/expenses associated with such a representative are the responsibility of the parents/guardians.

Principals, staff and parents/guardians will be notified in advance of a meeting as to who is anticipated to be in attendance.

A representative supporting the parents/guardians must agree, at the outset of or in advance of the meeting, to respect and maintain the confidentiality of any matter discussed at a meeting between parents/guardians and staff.

Matters that should not be discussed with Staff

Although the subject matter of meetings between parents/guardians and staff (including meetings at which a representative or a parent/guardian is present) may be fairly broad, these meetings will generally relate to the

education of the parents'/guardians' ~~students(s)~~ **child** at the school in question. However, there are certain matters that staff are unable to discuss with parents or guardians.

Such matters that cannot be discussed include, for example, personal details or disciplinary measures concerning other student(s), and personal details related to staff or performance issues related to staff.

In the event that discussion cannot be limited to the subject matter that led to the meeting (generally the education of the parents'/guardians' **child** ~~student(s)~~ at the school in question), as necessary, staff will bring closure to any meeting which becomes a discussion of personal details concerning other students or personal details about staff or issues relating to staff performance.

Role of Trustees

Parents or guardians may contact trustees at any time. Trustees will facilitate the communication process between the parent/guardian and the appropriate staff and provide information and direction. Trustees shall direct the parent or guardian to the process which should be followed in resolving any concerns or to the appropriate person or step in the process (dependent on the steps the parents/guardians have already undertaken to resolve the concerns at the time the trustee is contacted) but shall not act as a representative of the parents or guardians.

Role of Catholic School Councils

Catholic School councils were established to advise principals on matters such as the school curriculum and code of student behaviour. They are not forums to discuss individual parent/guardian-teacher-student issues. Any of these matters brought to a Catholic school council member or any Catholic school council meeting will be referred immediately to the principal. For further information on the role of Catholic School Councils, please refer to the Boards Public Website by clicking [here](#).

APPROVED: _____ Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

**REQUEST FOR PROMOTION AND DISTRIBUTION OF
PROGRAM/ACTIVITY RELATED MATERIALS
THROUGH BOARD SCHOOLS**

Administrative Procedure No.: VI-40

Date: April 10, 2006

Amended: May 24, 2006

Amended: September 10, 2012

Amended: September 10, 2013

Amended: September 15, 2015

PURPOSE

To provide staff with a procedure to address requests from a registered charitable and non-profit organization for the promotion and distribution of program-related materials to staff, parents and students through the Board's schools.

APPLICATION AND SCOPE

This procedure applies to all requests submitted to the Board for the promotion/distribution of activities/materials from charitable, non-profit and commercial organizations as well as the distribution of program-related materials.

PRINCIPLES

The Halton Catholic District School Board:

- recognizes that no advertisement shall be placed in a school, on school property or announced to the pupils without the consent of the Board. *[as per Regulation 298 Section (24)]*;
- recognizes its responsibility to ensure that students and families in our school system are not to be exploited for commercial purposes;
- will not accept any request for the promotion and distribution of program/activity related materials to students/parents or staff from commercial organizations;
- recognizes its responsibility as a publicly funded Catholic educational organization, to assist, to the best of its ability, with the distribution of information of worthwhile registered charitable and non-profit organizations consistent with the Board's Mission Statement, governing values and Gospel values.

REQUIREMENTS

1. All requests for the promotion and distribution of program/activity related material to students/parents by a registered charitable organization or an approved school-based program shall be submitted, in writing or electronically, to the office of the Superintendent of Education, along with a sample of the material to be distributed. (Refer to Form A).
2. All requests for the promotion and distribution of program/activity related materials to staff by registered charitable organizations and /or non-profit organizations shall be submitted electronically, to the office of the Superintendent of Education, along with a sample of the material to be distributed. These requests will be forwarded to the appropriate Superintendent (ie. Curriculum, Special Education or other as appropriate) for review, recommendation and response. This will ensure all material complies with the Board's programs and services guide. (Refer to Form B).
 - (i) The Superintendent of Education or designate shall respond electronically where appropriate, to requests for the promotion and distribution of program/activity related materials to students/parents, by either approving or denying the organization permission to contact the appropriate principal(s). Once approval is granted by the Superintendent of Education, participation is at the discretion of the each principal.

**REQUEST FOR PROMOTION AND DISTRIBUTION OF
PROGRAM/ACTIVITY RELATED MATERIALS
THROUGH BOARD SCHOOLS**

Administrative Procedure No.: VI-40

Date: April 10, 2006

Amended: May 24, 2006

Amended: September 10, 2012

Amended: September 10, 2013

Amended: September 15, 2015

- (ii) A list of approved organizations for students/parents (List A) or staff (List B) is posted on StaffNet, under School Services, Request for Promotions and Distribution of Program/Activity Related Materials through Board Schools. Particulars such as the name of the organization; the nature of the material to be distributed; contact person and school year of approval will be listed.
 - (iii) When schools receive material for distribution to students/parents, they shall access the *list for parents/students*. If the organization has been approved, they may proceed with distribution of the material (at the discretion of the principal); if the organization does not appear on the list, the organization shall be directed to complete and submit the electronic form found on the Board's public website www.hcdsb.org
3. All requests for distribution of material related to fundraising activities/events shall be submitted to the appropriate school principal(s) for review and approval (as per *Policy V-4 School Fund Raising*). The use of the Board's internal courier is not permitted.
 4. The use of the Board's Parent Notification System is not permitted.
 5. The request for the distribution of program-related material/resources for political advertising is not permitted.
 6. Commercial sponsorship of a school event, or an advertisement for that event in a school publication, can take place at the discretion of the principal and in accordance with Policy I-21 (*Corporate and Community Investment in Education*).
 7. The distribution of advertising material or the promotion of any commercial enterprise is not permitted. The Superintendent of Education shall screen all requests by organizations wishing to use the schools for educational contests, and the Superintendent of Education is authorized to schedule such contests so that each organization is given similar consideration in order to minimize disruption of the regular school curriculum, e.g. *Jump Rope for Heart*.

APPROVED:

Regular Meeting of the Administrative Council

AUTHORIZED BY:

.....
Director of Education and Secretary of the Board

Request for Promotion and Distribution of Program/Activity Related Materials to Parents/Students

Name of Organization: _____

Please check one: Registered Charity ☐ School Board Run Program ☐

Registered Charity number (Required for Charitable Organizations): # _____

Attached Copy of Superintendent Approval (Required for School/Board Run Programs) ☐

Contact Person: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Website Address: _____

Purpose for Contact (specific request):

Description of Material:

Location – The program is specific to (please check all appropriate):

Burlington ☐ Halton Hills ☐ Milton ☐ Oakville ☐ Halton Region ☐

Will there be a cost associated with this program? If so, please provide details:

Please Note: A sample of the material you wish to distribute must accompany this application.

Please complete and return to:

C. Cipriano, Superintendent of Education
802 Drury Lane, P. O. Box 5308, Burlington, ON L7R 4L3

Request for Promotion and Distribution of Program/Activity Related Materials to Staff

Name of Organization: _____

Please check one: Registered Charity ☐ Non-Profit ☐

Registered Charity number (Required for Charitable Organizations): # _____

Contact Person: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Website Address: _____

Purpose for Contact (specific request):

Description of Material:

Location – The program is specific to (please check all appropriate):

Burlington ☐ Halton Hills ☐ Milton ☐ Oakville ☐ Halton Region ☐

Will there be a cost associated with this program? If so, please provide details:

Please Note: A sample of the material you wish to distribute must accompany this application.

Please complete and return to:

C. Cipriano, Superintendent of Education
802 Drury Lane, P. O. Box 5308, Burlington, ON L7R 4L3

EDUCATIONAL FIELD TRIPS

Administrative Procedure No.:

VI-70

Date:

October 6, 2014

Amended :

January 19, 2016

Scheduled for Review:

PURPOSE

To outline procedures and expectations to be followed by staff regarding all educational field trips for consistency and safety of all.

APPLICATION AND SCOPE

This procedure applies to school administrative staff, teaching staff, support staff and volunteers in the Halton Catholic District School Board for all curricular and co-curricular trips.

PRINCIPLES

The Board acknowledges that educational field trips enhance learning opportunities for students.

- Educational field trips may be considered only insofar as they meet each of the following educational validity criteria:
 - The experience shall lie within the competency and /or understanding of the students involved;
 - The experience shall have a curricular and/or co-instructional relevance for the group of students concerned;
 - The experience shall meet the Ministry of Education curriculum expectations and/or Catholic School Graduate Expectations that have been clearly identified by the teacher/trip organizer;
 - The experience shall have educational value in proportion to the time spent traveling and the time spent on the activity.
 - The experience shall promote student engagement, community and asset building, citizenship, and/or student leadership opportunities.
- Educational field trips are encouraged for all students at every grade level.
- Educational field trips shall promote learning.

REQUIREMENTS**PRINCIPAL RESPONSIBILITIES**

For all educational field trips the Principal shall ensure that:

- a) The trip activities reflect and promote our Catholic philosophy of education and include a Faith component.
- b) The contents of the "HCDSB Out of Classroom Program Safety Guideline" and its companion safety guideline "Out of Classroom Program – Teacher Checklist" is referenced and followed as the mandatory minimum safety standards for all educational field trips.
- c) *Where an out-of-school activity occurs during that portion of the week in which Mass is celebrated, staff are to ensure that the itinerary includes Mass. Student/staff participation is required. All participants are to be advised of this requirement in advance of the trip*

EDUCATIONAL FIELD TRIPS

Administrative Procedure No.:

VI-70

Date:

October 6, 2014

Amended :

January 19, 2016

Scheduled for Review:

-
- d) Volunteers on excursions must meet eligibility requirements as listed in Policy II-37 Volunteers in School.
 - e) All supervising staff, including volunteers, must be aware of the Board's expectations for staff and student behaviour and conduct as outlined in Board Operating Policies *III-14 Employee Code of Conduct; II-39 Progressive Discipline and Safety in Schools; II-27 Student Behaviour; II-40 Bullying Prevention and Intervention; 11-42 Medical Conditions*.
 - f) Staff are responsible for addressing and resolving any medical or behavioural issues of students through the duration of the trip, ie. 24/7, in accordance with Board policy and in consultation with school administration, when required.
 - g) Students and staff are not permitted to use or be in possession of illegal drugs and/or alcohol.
 - h) Any Code of Conduct provided and accepted by school personnel from the trip provider(s), by extension becomes the accepted Code of Conduct for staff and students in association with *III-14 Employee Code of Conduct* and *II-39 Progressive Discipline and Safety in Schools*.
 - i) When students will be participating in physical activities on the field trip (e.g. swimming, canoeing, hiking, alpine skiing, snowboarding, cross country skiing, cycling, wall climbing, etc.), the trip organizer is to reference and follow the mandatory minimum safety standards of the activity as outlined in the "HCDSB Physical Education Curricular Safety Guidelines" for the specific activities taking place. An individual certified with St. John Ambulance Emergency First Aid or equivalent is mandatory as a participant in all excursions approved by the Extensive Trip Advisory Committee (ETAC) and is recommended in all other excursions.
 - i) Consent to Participate, Emergency Contact and Medical Information Forms, for DAY TRIPS, OVERNIGHT TRIPS, EXTENSIVE TRIPS, must be completed and signed by the parent/guardian and are to be received from each student participating in the educational field trip, prior to the trip. These forms must be brought on the trip by the trip organizer. Verbal consent is not an accepted practice to permit students to participate on trips.
 - j) Consent to Participate, Emergency Contact and Medical Information forms specific to the following off-site physical activities must be completed and signed by the parent/guardian and are to be received from each student participating in the trip, prior to the activity. These forms must be brought on the trip by the trip organizer:
 - o Skating Activities Form
 - o Aquatics Form
 - o WinterSki-Board Activities Form
 - k) Teacher-student ratios for the effective supervision (quantitative, qualitative) of students must be maintained throughout the entirety of the field trip:
 - o while being transported to the site;
 - o while on site;
 - o participating at activities on site;
 - o being transported back to school.
 with the exception of emergency circumstances that arise on the trip.

Refer to current "Out of Classroom Programs Safety Guidelines" for grade appropriate ratios.

EDUCATIONAL FIELD TRIPS

Administrative Procedure No.:

VI-70

Date:

October 6, 2014

Amended :

January 19, 2016

Scheduled for Review:

- l) Out of province/country medical insurance provisions must be made for health care insurance. Extended Blue Cross or equivalent coverage must be in place for each participant involved in activities that occur out of province/country.

HEALTH ADVISORIES/TRAVEL WARNINGS

In consultation with Halton Region Health Department, the following recommendations for student international trips must be considered:

- o before planning the trip, check the travel advisories with particular attention to influenza spread for that area or any other high incidence of diseases (refer to the Public Health Agency of Canada Travel Health Notice website - <http://www.phac-aspc.ca/tmp-pmv/notices-avis/index-eng.php>);
- o carefully check the cancellation insurance clauses provided by the transportation carrier – know what is covered and what is not;
- o refer to the Foreign Affairs and International Trade Canada Travel Reports and Warnings website: <http://travel.gc.ca/travelling/advisories>.

CANCELLATION INSURANCE

All overnight or extended excursions must make cancellation insurance available to parents. In some cases, the tour provider will provide this option with the cost of the cancellation insurance being embedded in the total price of the trip. If the cancellation insurance is offered separately, parents may choose not to buy the cancellation insurance thereby affecting the total amount payable for the trip. The tour provider should provide a disclaimer outlining any potential refund policy, if applicable.

No student will be denied participation in a trip if the parents/guardians choose not to purchase the cancellation insurance, with the exception of Extensive Trips (i.e. trips requiring ETAC approval).

- DAY TRIPS: In the event that a trip must be cancelled for reasons beyond the control of the school and/or Board, the school principal will attempt to recover costs already paid by the parents/school or arrange to reschedule the trip on another date.
- OVERNIGHT AND EXTENSIVE TRIPS: In the event that a trip must be cancelled for reasons beyond the control of the school and/or Board, and cancellation insurance has not been purchased by the parent/guardian, the school and Board may not be able to reimburse parents for monies already paid for the trip.
- Students, who for disciplinary reasons, are excluded from participation of any trip, at the discretion of the Principal, after refund deadlines have expired, may not be eligible for either partial or full refunds from the school or Board.
- The principal may, at their discretion, reimburse all or partial funds in extenuating circumstances.

PERSONAL ELECTRONIC DEVICES (PED) USE ON DAY, OVERNIGHT OR EXTENSIVE TRIPS:

Principals may govern and restrict the use of PED's by students while on any type of school trip. Under the Progressive Discipline and Safety in Schools Act, principals shall remind students that the students are responsible for their conduct to the principal while on these trips which are considered an extension of the instructional day. Accordingly, inappropriate, immoral or illegal use of any PED is subject to consequences as outlined in the School Code of Conduct.

EDUCATIONAL FIELD TRIPS

Administrative Procedure No.:

VI-70

Date:

October 6, 2014

Amended :

January 19, 2016

Scheduled for Review:

Digital cameras and audio/video recording devices are permitted. Principals may apply consequences for the inappropriate use of digital cameras or other photographic devices that are consistent with the School Code of Conduct.

The Board is not responsible for loss and/or damage or cost incurred with the use of PED's on the trip (i.e. Roaming Charges; Long-Distance Fees, etc.)

The designated teacher in charge of the trip will confiscate any PED for inappropriate or unlawful use. The PED will be returned to the student at the conclusion of the trip.

TEACHER IN CHARGE

The "in charge person" is to implement the trip planning procedures as outlined in the current Out of Classroom – In Charge Teacher Implementation Checklist and be familiar with the contents of the current Halton Catholic District School Board Out of Classroom Safety Guidelines Program.

TRANSPORTATION

A passenger list for each vehicle (private – e.g. car and/or commercial – e.g. bus) with license plate for each vehicle must be completed with one copy retained in the school with the Principal/designate and one copy for the vehicle.

When using Public Transit, identification of route number and/or schedule shall be communicated to the Principal, as early as possible.

When transportation is by private vehicle:

- a) Driven by Staff/Parent Volunteer: The form 'Authorization to Transport Students Participating in School Events' must be completed by the driver and approved by the Principal/designate prior to the trip.

NOTE: OSBIE does not recommend transportation of students by staff members in private vehicles for liability reasons.

- b) Driven by Students: To be an approved student volunteer driver by the principal/designate all of the following conditions must be present:
 - a registered student in the school;
 - 18 years of age or a grade 12 student;
 - holds a valid Ontario Class G2 license;
 - vehicle has the Board required \$1,000,000.00 insurance;
 - the Student Driver Authorization form must be completed *by the owner of the vehicle signed by the parent/guardian* with signed authorization from the principal/designate prior to the trip.

The *Student Passenger Form* must be *completed and signed by parent/guardian* of the student and approved by the Principal/designate prior to the trip.

Refer to *Administrative Procedure VI-7 Transportation of Students in Private Vehicles Driven by Other Students*.

EDUCATIONAL FIELD TRIPS

Administrative Procedure No.:

VI-70

Date:

October 6, 2014

Amended :

January 19, 2016

Scheduled for Review:

Approved: Regular Meeting of the Administrative Council**Distribution:** Senior Staff, Administration, Principals, Vice Principals**Authorized by:**

Director of Education

Date:

VIDEO SURVEILLANCE COST ANALYSIS

Cost to Board

\$30.00 per sign - includes installation

We currently have signs posted in the following locations:

LOCATION	PUBLIC ENTRANCES	ENTRANCES WITH SIGNS POSTED
Assumption	9	9
Corpus Christi	4	4
Notre Dame	11	11
Christ the King	4	4
Bishop Reding	8	8
Jean Vanier	6	6
Holy Trinity	4	4
St. Ignatius of Loyola	8	8
Thomas Merton (Oakville)	4	4
St. Thomas Aquinas	7	7
Board Office	2	0 ** to be installed
Elementary schools – 1 camera each at Door #1	45	47
Total	112	110

With the exception of the Board Office, every entrance that the public may enter has a video surveillance sign posted.

Facilities will be installing the Board office signs immediately.

Recommendation

MFIPPA states an organization must provide appropriate notice to affected individuals if they have video surveillance in use. The Board has a sign displayed at every publicly accessible entrance of our properties.

The Board has met the requirement. No additional signs are compulsory.

UPCOMING AGENDA ITEMS – POLICY COMMITTEE MEETINGS

	Agenda Items	S.O. Responsible
September 8, 2015		
Action Items	New Policy III-17 Attendance Support Program (2 and 3 reading)	J. O'Hara
	New Policy II-49 ESL and ELD Programs and Services (2 and 3 reading)	C. Cipriano
	Policy I-09 School Accommodation Review – Consolidation/Closure (1 reading)	P. McMahon
	Policy I-19 Occupational Health and Safety - review	J. O'Hara
	Policy III-15 Workplace Violence - review	J. O'Hara
Discussion Items	Policy V-09 Parent Complaint Protocol	C. Cipriano
	Security at Public Meetings	C. Cipriano
Information Items	New Policy - Sexual Misconduct in the Workplace	C. Cipriano
October 13, 2015		
Action Items	Policy I-24 Fraud Management	P. McMahon
	Policy I-09 School Accommodation Review – Consolidation/Closure (second reading)	P. McMahon
	Policy V-17 Request for Promotion and Distribution of Program-Activity Related Materials through Board Schools (first reading) - deferred	C. Cipriano
	Policy V-09 Public Concerns Complaint Process	C. Cipriano
Discussion Items	New Policy – II-50 Prior Learning Assessment and Recognition (PLAR) - deferred	T. Pinelli
	Amendment to By-Laws - deferred	
Information Items	Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance - deferred	
November 10, 2015		
	Policy II-23 Day Care Facilities	C. Cipriano
	Policy V-17 Request for Promotion and Distribution of Program-Activity Related Materials through Board Schools (first reading)	C. Cipriano
	Policy I-09 School Accommodation Review – Consolidation/Closure (third reading)	P. McMahon
Discussion Items	New Policy – II-50 Prior Learning Assessment and Recognition (PLAR)	T. Pinelli
	Amendment to By-Laws	
	Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance	P. Dawson
Information Items		
December 8, 2015		
Action Items	Election of the Chair	
	Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance – first reading	P. Dawson
	Amendments to Board By-Laws	
	Policy V-09 Public Concerns Complaint Process – 2 and 3 reading	C. Cipriano
	Policy II-09 Opening and Closing Exercises	C. Cipriano
Discussion Items		
Information Items		

January 12, 2016		
Action Items	Policy II-10 Releasing Pupils from School	C. Cipriano
	Policy II-14 Class Size Loading Ratios Elementary Panel	C. Cipriano
	New Policy – II-50 Prior Learning Assessment and Recognition (PLAR) – first reading	C. Cipriano
	Policy V-17 Permission to Distribute - second and third reading	C. Cipriano
	Policy V-09 Public Concerns Complaints Process – third reading	C. Cipriano
	Policy II- 09 Opening and Closing Exercises	C. Cipriano
	Policy II-19 Educational Field Trips	C. Cipriano
Discussion Items	Video Surveillance	P. Dawson
Information Items		
February 9, 2016		
Action Items	Policy I-33 Classroom Observations by External Third Party Professionals	B. Browne
	Policy II-12 Safe Management – Physical Contact with Students	C. Cipriano
	Policy II-13 Psycho-Education / Psychological Testing of Individual Students	B. Browne
	Policy II-07 The School Day - Teaching Day - Elementary & Secondary	C. Cipriano
	Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance – second and third reading	P. Dawson
Discussion Items		
Information Items		
April 12, 2016		
Action Items	Policy II-34 Access to School Premises	C. Cipriano
	Policy II-16 Curriculum Writing	C. McGillicuddy
	Policy I-29 School Boundary Review Process	C. Cipriano
	New Policy – II-50 Prior Learning Assessment and Recognition (PLAR) (second and third reading)	T. Pinelli
Discussion Items		
Information Items		
May 12, 2015		
Action Items	Policy II-37 Volunteers in Catholic Schools	C. Cipriano
	Policy II-45 Equity and Inclusive Education	C. Cipriano
	Policy III-17 Attendance Support Program – first reading	J. O’Hara
	Policy II-29 Inclusion and Range of Placement Options for Identified Students	B. Browne
Discussion Items	New Policy - Sexual Misconduct in the Workplace	
Information Items		
June 9, 2015		
Action Items	Policy II-39 Progressive Discipline and Safety in Schools	T. Pinelli
	Policy II-40 Bullying Prevention and Intervention	T. Pinelli
	III-10 Criminal Reference Check Applicants for Employment	
Discussion Items		
Information Items		