

POLICY COMMITTEE MEETING
REVISED AGENDA

Date: Tuesday, February 9, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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1. Opening Prayer	
2. Approvals	
2.1 Approval of Agenda	
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5.1 Administrative Procedure VI-79 Indoor Air Quality Investigation Process (T. Overholt)	31 - 36
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10. Motion to Excuse Absent Committee Members	
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MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, January 12, 2016

7:00 p.m.

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

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

Staff Present: P. Dawson, Director of Education
 C. Cipriano, Superintendent of Education
 T. Pinelli, Superintendent of Education
 G. Corbacio, Superintendent of Facilities
 F. Thibeault, Administrator, Planning Services
 A. Swinden, Administrator, Strategic Communications

Recording Secretary: E. Trolio

1. **CALL TO ORDER**

1.1 **Opening Prayer**

The meeting opened at 7:00 p.m. with a prayer led by J. Michael.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

The following motion was presented:

#P11/16

Moved by: A. Iantomasi

Seconded by: H. Karabela

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 **Approval of Minutes**

The minutes of the December 1, 2015 Policy Committee Meeting were reviewed.

The following motion was presented:

#P12/16

Moved by: A. Quinn

Seconded by: S. Trites

RECOMMENDED, that the minutes of the Policy Committee Meeting held on December 1, 2015 be approved as submitted.

CARRIED

3. ACTION ITEMS

3.1 Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students (T. Pinelli)

T. Pinelli briefly reviewed the Policy and reminded the Trustees that the Policy was a required by the Ministry through a PPM memorandum number 129. She noted that it is a requirement for our board to have a policy regarding this. She offered to answer any questions.

Trustees inquired about what the situation regarding if a student wanted a course that isn't offered? Ms. Pinelli confirmed that if a specialty course is offered at the board through one of our schools and not at another, the student may obtain this credit. She also noted that if none of our schools offer the course, than the student cannot challenge for that course.

Trustees also asked about whether a principal can decide what is offered at school. Ms. Pinelli stated that this policy tightens this up and provides consistency.

The following resolution was put before the Policy Committee:

#P13/16	Moved by: J. M. Rowe
	Seconded by: J. Michael
RECOMMENDED , by the Policy Committee that Board Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day Students be forwarded to the January 19, 2016 Regular Board Meeting for approval at First Reading. CARRIED	

3.2 Policy II-10 Releasing Pupils from School (C. Cipriano)

C. Cipriano provided a brief overview of this policy. Policy II-10 was originally written in 1973 and updated in 2008. He noted that some of the changes are due to formatting all policies to be uniform and consistent. A definition, "Withdrawal from Parent Control", was added. The policy name has been changed to reflect a more accurate overview of the policy; "pupil" was removed and "student" was added. He noted that "custodial guardian" was changed to "guardian".

Discussion ensued advising what acceptable forms of written consent consist of; namely, is email considered an acceptable form of written consent. Email has been accepted as written consent as it is now a common understanding.

Clarification was given regarding the point that a student aged 16-18 has the right and can withdraw from parental control and make own decisions.

P. Dawson noted that any information regarding students is kept in the secure Trillium Data base.

Further discussion followed regarding procedures at school level.

The following was put before the Policy Committee:

#P14/16	Moved by: A. Iantomasi
	Seconded by: D. Rabenda
RESOLVED , that the Policy Committee recommends that Board Policy II-10 Releasing Pupils from School be forwarded to the January 19, 2016 Regular Board Meeting for approval. CARRIED	

3.3 Policy II-14 Class Size Loading Ratios Elementary Panel (C. Cipriano)

C. Cipriano reviewed the policy which was created in 1991 and updated in 2003. He noted the fact that this old policy doesn't reflect the present class sizes mandated by the Ministry. He read the Education Act to note that the changes of class sizes can change yearly. The Policy Working Group has brought this forward that this policy to be rescinded because the classes are clearly outlined in the Education Act. The Act also outlines the procedure to determine how class sizes are composed.

Trustee Karabela asked where the information regarding class sizes. C. Cipriano pointed out that the school principals know this information and parents are welcome to contact the school. C. Cipriano also noted that he submits the class size numbers to the Ministry on behalf of the Director and the Ministry grants approval. P. Dawson noted that the information is online.

The following motion was put before the Policy Committee:

#P15/16	Moved by:	A. Danko
	Seconded by:	A. Quinn
Resolved , that the Policy Committee recommends that the Board post current regulations on the Board website in lieu of the rescinded Policy II-14 Class Loading Ratios Elementary Panel.		
CARRIED		

The following motion was put before the Policy Committee:

#P16/16	Moved by:	J. M. Rowe
	Seconded by:	A. Iantomasi
Resolved , that the Policy Committee recommends that Policy II-14 Class Size Loading Ratios Elementary Panel be forwarded to the January 19, 2016 Regular Board meeting to be rescinded as presented.		
CARRIED		

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

C. Cipriano presented the minor revisions surrounding the language that encourages the singing of the national anthem and the Pledge of Citizenship. It was noted that all of our schools play the national anthem every morning over the P.A. system.

Trustees suggested the word "pupil" be changed to "student" and the wording "Pledge of Allegiance" be changed to "Pledge of Citizenship".

It was suggested that the language surrounding the encouragement of students to participate in opening exercises should be specific using the wording "shall" instead of "encouraged". C. Cipriano stated that the language shows what the Education Act uses. Trustee Danko noted that the Toronto Board uses the language "shall". It was agreed that our language will reflect "shall" and "are encouraged" will be removed.

A. Iantomasi recommended that it might be good to have the words to the national anthem posted in the classrooms (especially for the immigrant population's benefit).

The following motion was put before the Policy Committee:

#P17/16

Moved by: A. Quinn

Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Board Policy II-09 Opening and Closing Exercises be forwarded to the January 19, 2016 Regular Board Meeting for approval as presented.

CARRIED**3.5 Policy II-19 Educational Field Trips (C. Cipriano)**

C. Cipriano introduced this policy providing an overview and the minimal changes that were done. He noted that the previously requested language was now incorporated into the policy.

Discussion ensued regarding secondary students who aren't Catholic. Trustees inquired whether these students are they required to go to mass. C. Cipriano stated that they are required to attend mass on a trip like they do in the school setting. He also noted that it is often a cultural and religious experience for the trip.

Trustees asked about specifying "Sunday Mass", but it was noted that mass can be offered on Saturdays as well; therefore, the language in the policy reflects this.

Outdoor Education trips were brought forward as an example of not being able to attend a formal mass, but it was explained that a liturgy was usually done in its place.

The following motion was put before the Policy Committee:

#P18/16

Moved by: A. Iantomasi

Seconded by: J. M. Rowe

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 as presented.

CARRIED**3.6 Policy V-17 Permission to Distribute (C. Cipriano)**

C. Cipriano presented this policy noting that this passed first reading on October 10th and went to stakeholder consultation on November 18th to December 9th. We received one submission from one of our former approved groups that distributed information, Conquest Milton. We have incorporated some of their comments into this policy. They suggested that we had the incorrect language regarding materials from levels of government. We changed the language from "must be material from..." to "may be material from..." C. Cipriano noted that Ministry provides the wording for Curriculum based items.

Discussion followed concerning the process of distribution of information when it is a requirement from the Ministry of Education to distribute a pamphlet. C. Cipriano noted that when we receive something from the Ministry and it is a requirement to distribute, we do not go through this process as the Board doesn't have latitude of wording and we must deliver it. At times we may find that some brochures are not in compliance with our values and we aren't required to deliver that documentation.

Trustee Rowe noted that additional wording for bullet at bottom of page 1 "materials ... political parties or groups" be expanded to include "candidates".

Trustee Quinn suggested that fundraising and financial opportunities through the students might be addressed in this policy. C. Cipriano responded that legislation is in effect regarding unwanted emails and advertising through children thus addressing this concern.

Trustee Iantomasi inquired about a timely return of requests and follow through. C. Cipriano provided how the requests are processed and noted the turnaround time is usually about 1 week or so.

The following motion was put before the Policy Committee:

#P19/16	Moved by: A. Iantomasi
	Seconded by: J. M. Rowe
Resolved , that the Policy Committee recommends that Board Policy V-17 Permission to Distributed be forwarded to the January 19, 2016 Regular Board Meeting for approval at Second Reading and Third Reading.	
	CARRIED

3.7 Policy V-09 Public Concerns Complaints Process (C. Cipriano)

C. Cipriano presented the history of this policy progression from first reading through third. C. Cipriano noted that the policy was made more wholesome and transparent for parents, stakeholders and students. It was noted that it was made clear what the complaint process is and how they are responded to.

The following was put before the Policy Committee:

#P20/16	Moved by: J. Michael
	Seconded by: J. M. Rowe
Resolved , that the Policy Committee recommends that Board Policy V-09 Public Concerns Complaints Process be forwarded to the January 19, 2016 Regular Board Meeting for approval at Third Reading.	
	CARRIED

4. DISCUSSION ITEMS

4.1 School Accommodation Review Policy/Process Q & A (F. Thibeault)

F. Thibeault explained that the Ministry of Education required the board to review school accommodations. He provided the historical time that on Nov. 17, the policy and administrative procedures were presented and passed. He noted that the policy and procedure has a few amendments and this will be presented at the January 19th board meeting. He did note that not much has changed.

It was noted that the information to meet the criteria to allow a modified process is found in the policy/procedure. F. Thibeault noted that this is applicable to all schools.

F. Thibeault provided the process of a School Accommodation Review. After obtaining approval to proceed at board meeting, the School Accommodation Review would be posted to website and a community consultation would be next. Once that is completed, an interim report would be provided. A final report would be submitted at the end of all consultations with a review of all input. This process is similar to a boundary review.

Trustee Danko inquired about the modified process and how it works. F. Thibeault responded noting that parents would be informed via syner mail bringing to the attention of parents of the community consultation. At the community consultation, parents would sit at tables and after a presentation, their input is documented and reviewed to compile their feedback and comments. A report is produced from this information. This would be presented a board meeting.

Trustee Quinn questioned if the modified process being quicker, would there be cost savings? F. Thibeault noted that the accelerated process could potentially save costs but that isn't the main reason for the modified process. The main component would be to address the item more speedily.

Trustee Danko commented on the media component. F. Thibeault noted that notification would be through syner mail, communication via website, social media and a news release through the local media and local parishes with links to our website. This informs the public to attend the community consultations.

A. Swinden injected we haven't paid for adverts in the newspapers lately because the media tends to publish our news release word verbatim. HCDSB tweets the information.

5. **INFORMATION ITEMS**

5.1 **Administrative Procedure VI-40 Distribution of Promotional Material (C. Cipriano)**

Reviewed earlier with policy.

5.2 **Administrative Procedure VI-70 Educational Field Trips (C. Cipriano)**

Reviewed earlier with policy.

5.3 **Video Surveillance – Cost Analysis (C. Cipriano)**

Reviewed.

5.4 **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**

11. **MOTION TO ADJOURN (C. Cipriano)**

#P21/16

Moved by: A. Quinn

Seconded by: J. M. Rowe

RECOMMENDED, that the meeting adjourn.

CARRIED

The meeting closed with a prayer led by C. Cipriano at 8:17 p.m.

ACTION REPORT

ITEM 3.1

POLICY I-42 MEDICAL CONDITIONS**PURPOSE:**

To recommend to the Policy Committee that *Policy I-42 Medical Conditions* be forwarded to the Board for approval.

COMMENTARY:

On April 30, 2015 the Ontario Legislature passed Bill 20, Ryan's Law (Ensuring Asthma Friendly Schools) which made specific requirements for school boards to implement to further ensure the safety of all students in our schools. The Halton Catholic District School Board currently has a detailed policy and procedure related to all medical conditions. As a result of Bill 20, minor adjustments to policy and procedure as it relates to Asthma is required.

RECOMMENDATION:

To ensure the current policy I-42 Medical Conditions remains current in regards to resources, that the addition of Bill 20, Ryan's Law be added as a resource for the policy.

RESOLUTION:

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Board Policy I-42 Medical Conditions, be forwarded to the February 16, 2016 Regular Board Meeting for approval.

REPORT SUBMITTED BY:

T. OVERHOLT, SUPERINTENDENT OF EDUCATION

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To ensure consistent expectations of a standard of care to provide management, care and emergency procedures, where appropriate, to students and staff who are diagnosed with a medical condition that requires treatment, (e.g. anaphylaxis, asthma, type 1 diabetes, type 2 diabetes, epilepsy-seizure disorder, concussion, heart conditions, pediculosis etc.)

APPLICATION & SCOPE

This policy applies to Halton Catholic District School Board staff that comes in contact on a regular basis with a student and/or staff diagnosed with a medical condition that requires treatment while on school site and/or at all off-site activities sponsored by the school/Board.

PRINCIPLES

- The Halton Catholic District School Board has an interest in the health and wellbeing of its students and staff.
- The safety of students/staff with a medical condition is a shared responsibility with the school, Board, family and community partners working together.
- The Halton Catholic District School Board recognizes that each student/staff diagnosed with a medical condition is unique and requires an individual plan of action.
- The safety of students/staff with medical conditions in school settings depends on the cooperation of the entire school community.
- School staff must be aware of the recommended plan of action for the individual student/staff diagnosed with a medical condition and the action required should an emergency arise.
- The school principal must provide a supportive environment for students/staff with a medical condition and their families.
- Community partnerships will be encouraged in order to achieve a collaborative approach to the promotion of healthy lifestyles, and the management of medical conditions.
- The goal of the school is for the student/staff to become:
 - i. as independent as possible, as soon as possible, in managing their medical condition,
 - ii. a self advocate in the management of their medical condition.

REQUIREMENTS

- a) The Director has the responsibility to ensure the development of Administrative Procedures and protocols to implement this policy and to support the necessary treatment of ongoing medical conditions while on school site and/or off site activities sponsored by the school/Board.
- b) The Superintendent of Schools has the responsibility to ensure all principals and appropriate others are familiar with the requirements and expectations of the applicable HCDSB Medical Condition Administrative Procedures and Protocols.
- c) The principal has the responsibility to coordinate communication of information as necessary and appropriate, about the medical conditions to all school staff, parent/guardian of student with a medical condition, students and school community.
- d) The principal has the responsibility to ensure that all school staff and appropriate others (e.g. noon hour supervisors, volunteers) are familiar with all requirements and expectations of the Halton Catholic District School Board's Medical Condition Protocols and Responsibility Checklists.
- e) The principal shall ensure the maintenance of a school-wide comprehensive plan and individual student plans, as appropriate, to implement this policy and applicable procedures.
- f) Community partnerships will be encouraged in order to achieve a collaborative approach to health and well-being education, disease and harm-prevention, and intervention.

CROSS-REFERENCE

1. [Education Act 265](#) Duties of Principal: *care of pupils and property – to give assiduous attention to the health and comfort of the pupils,*
2. [Education Act Regulations 298 s20](#) Duties of Teachers: *ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible.*
3. [Policy/Program Memo No. 81](#) July 19, 1984, *Provision of Health Support Services in School Setting*
4. [Policy/Program Memo No. 150](#) October 4, 2010, *School Food and Beveridge Policy*
5. [Caring and Safe Schools in Ontario](#), 2010
6. [Bill 3, Sabrina's Law](#) (Royal Assent June 13, 2005) – an Act to protect anaphylactic students
7. [Bill 20, Ryan's Law](#) (An Act to protect pupils with asthma).

MEDICAL CONDITIONSPOLICY No.: **II-42**

DATE: DECEMBER 1, 2009

AMENDED: JANUARY 15, 2013

AMENDED: OCTOBER 21, 2014

SCHEDULED REVIEW: JANUARY 2018

APPROVED: Regular Meeting of the Board

Authorized by:

Chair of the Board

ACTION REPORT

ITEM 3.2

POLICY II-22 SECONDARY SCHOOL DAY**PURPOSE:**

To provide the recommendation to the Policy Working Group that the Board proceed to rescind *Policy II-22 Secondary School Day*.

COMMENTS:

One of the policies identified by the Policy Working Group as requiring review and revision is *Policy II-22 Secondary School Day*. This policy was created to ensure Secondary Schools were in compliance with the Education Act, sections 1 and 10, and with Regulations 298, 1990 of the Province of Ontario. The Halton Catholic District School Board also currently maintains *Policy II-7 The School Day/The Teaching Day – Elementary and Secondary*. Therefore, it is the recommendation of the Policy Working Group to rescind this policy and embed its requirements into Policy II-7. Staff have reviewed the recommendation and have now brought forth the proposed amendment, as appropriate.

RECOMMENDATION:**RESOLUTION:**

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Board Policy II-22 Secondary School Day be forwarded to the February 16, 2016 Regular Board Meeting with a recommendation to rescind.

REPORT PREPARED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

It shall be the policy of the Halton Catholic District School Board to establish the secondary school day to be consistent with the Education Act, in compliance with the Regulations of the Province of Ontario.

APPLICATION AND SCOPE

In compliance with the Acts and Regulations, each secondary school Principal shall develop and submit to their Family of Schools Superintendent, a school day organization proposal for each subsequent school year, by mid-April. The proposal shall also include a response to the following criteria:

- The safety of the students and staff.
- The efficiency and quality of the educational programs to be provided.
- The co-curricular activities of the school.
- The needs of the school community.
- The maximum and efficient utilization of available instructional space.
- System bus scheduling requirements.

REFERENCES

The Halton Catholic District School Board will ensure that the secondary school day is consistent with the Education Act, sections 1 and 10; and with the Regulations of the Province of Ontario, sections 3 and 12.

PRINCIPLES

The Halton Catholic District School Board appreciates the aforementioned benefits of the consistency of the secondary school day in adherence to the Education Act and the Regulations of the Province of Ontario.

REQUIREMENTS

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****SECONDARY SCHOOL DAY**

POLICY NO.: II-22
DATE: April 24, 1990
AMENDED: July 30, 1991
AMENDED: June 5, 2007
AMENDED: January 14, 2016

1. Each secondary school Principal will develop, annually, a secondary school day organization proposal for the subsequent school year in accordance with the established guideline procedures. It is understood that the principal will have consulted with staff members, Catholic School Council, and with their Family of Schools Superintendent.
2. Each secondary school Principal will meet and review with their Family of Schools Superintendent the school day organization proposal for the subsequent school year for his/her school.
3. Each secondary school day organizational proposal is subject to the review and approval of the Director of Education prior to its implementation. Such review and approval will be given by April 30.
4. The Director will advise the Board accordingly, of any changes that have been incorporated relative to the secondary school day, for each secondary school for the subsequent school year.

Approved: Regular Meeting of the Board

AUTHORIZED BY :
Chair of the Board

ACTION REPORT

ITEM 3.3

POLICY II-7 THE SCHOOL DAY – ELEMENTARY AND SECONDARY**PURPOSE:**

To provide for the consideration of the Policy Committee revisions made to Policy II- 7 *The School Day – Elementary and Secondary* as recommended by staff.

COMMENTS:

One of the policies identified by the Policy Working Group as requiring review and revision is *Policy II-7 The School Day/The Teaching Day – Elementary and Secondary*. A change to the title of this policy has also been suggested to reflect the updated language in the Education Statutes and Regulations of Ontario 2015 (*Daily Sessions*) and to broaden the scope of the policy. One of the major revisions recommended in this policy is to embed the language from Policy II-22 – Secondary School Day into this policy. This policy, with its recommended revisions fully reflects the current practice of both elementary and secondary schools and clearly outlines the requirements for all staff in our school buildings.

RECOMMENDATION:**RESOLUTION:**

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Policy II-7 *The School Day – Elementary and Secondary* be forwarded to the February 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

THE SCHOOL DAY (DAILY SESSIONS)~~THE TEACHING DAY~~ – ELEMENTARY & SECONDARY

Operating Policy:

II-7

~~Date:~~Date:

October 23, 1973

Amended:

July 30, 1991

Amended:

June 5, 2007

POLICY PURPOSE

It shall be the policy of the Halton Catholic District School Board to establish the school day to be consistent with the Education Act, sections 1 and 10; and in compliance with the Regulations of the Province of Ontario.

APPLICATION AND SCOPE

~~It shall be the policy of the board to establish the school day in all schools to be consistent with the Education Act.~~

APPLICATION AND SCOPE

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

REFERENCES**REFERENCES**

~~This policy is in accordance with provisions of the Education Act.~~

PRINCIPLES**PRINCIPLES****THE SCHOOL DAY (ELEMENTARY AND SECONDARY):**

- (a) The school office shall be accessible to the students and parents thirty minutes before the commencement of instruction for the day and ending fifteen minutes after classes end for the day. ~~(a) Teachers shall have their classrooms ready for the reception of pupils for instruction~~

~~15 minutes prior to the commencement of classroom instruction in the morning and 5 minutes before the commencement of instruction in the afternoon.(Education Act)~~

- ~~(b) Teachers shall be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon;~~
- ~~(cb) -The length of the instructional program of each school day for pupils of compulsory school age and pupils in full day junior kindergarten or kindergarten shall be not less than five hours a day excluding recesses or scheduled intervals between classes.~~
- ~~(de) -The instructional program on a school day shall begin not earlier than 8 a.m. and end not later than 5 p.m. except with the approval of the Minister.~~
- ~~(ed) -A board may reduce the length of the instructional program on each school day to less than five hours a day for an exceptional pupil in a special education program.~~
- ~~(fe) -Each pupil and each teacher shall have a scheduled interval for a lunch break.~~
- ~~(gf) -A pupil's interval for a lunch break shall be not less than forty consecutive minutes and need not coincide with the scheduled interval for the lunch break of any other pupil or any teacher.~~
- ~~(hg) -A teacher's interval for a lunch break shall be not less than forty consecutive minutes and need not coincide with the scheduled interval for the lunch break of any other teacher or any pupil.~~
- ~~(ih) -In the intermediate ~~division~~ and the senior divisions, a principal may, subject to the approval of the board, provide for recesses or intervals for pupils between periods.~~
- ~~(ji) -The buildings and the playgrounds shall be open to pupils during the period beginning fifteen minutes before classes begin for the day and ending fifteen minutes after classes end for the day.~~
- ~~(kj) -In elementary schools, there shall be a morning recess and an afternoon recess, each of which shall be not less than ten minutes and not more than fifteen minutes in length, for pupils in the primary and junior divisions.~~

~~(b) The School building and property shall be opened to the pupils during the period beginning one-half hour before the commencement of instruction for the day and ending fifteen minutes after classes end for the day.~~

THE SCHOOL DAY (DAILY SESSIONS)~~THE TEACHING DAY – ELEMENTARY & SECONDARY~~

Operating Policy:

II-7

~~Date:~~~~Date:~~

October 23, 1973

Amended:

July 30, 1991

Amended:

June 5, 2007

THE TEACHING DAY:~~(a) The number of hours of instruction shall not be fewer than five in each school day. (Education Act)~~~~(b) Notwithstanding item (c) above, the Board may reduce the school day to a minimum of 2½ hours for pupils in JK and SK.~~~~(c) The noon recess for students and teachers shall not be less than forty consecutive minutes.~~

- ~~• Non-Rotary – every elementary student shall partake in a morning and afternoon recess for 15 minutes which shall be included in the minimum period of instruction required in item (c) above.~~
- ~~• Rotary – Provisions for recess or intervals between periods for elementary students shall be at the discretion of the principal, subject to the approval of the superintendent.~~

~~(1k d) – The school shall be opened to the students during inclement weather.~~**THE SCHOOL DAY (SECONDARY ONLY):****REQUIREMENTS:**

1. Each secondary school Principal will develop, annually, a secondary school day organization proposal for the subsequent school year in accordance with the established guideline procedures. It is understood that the principal will have consulted with staff members, Catholic School Council, and with the appropriate their Family of Schools Superintendent. The proposal shall also include a response to the following criteria:

- The safety of the students and staff.
- The efficiency and quality of the educational programs to be provided.
- The co-curricular activities of the school.
- The needs of the school community.
- The maximum and efficient utilization of available instructional space.
- System bus scheduling requirements.

2. Each secondary school Principal will meet and review with the appropriate their Family of Schools Superintendent the school day organization proposal for the subsequent school year for his/her school.

OPERATING POLICY

HALTON CATHOLIC DISTRICT SCHOOL BOARD

THE SCHOOL DAY (DAILY SESSIONS)~~THE TEACHING DAY~~ – ELEMENTARY & SECONDARY**Operating Policy:**

II-7

~~Date:~~Date:

October 23, 1973

Amended:

July 30, 1991

Amended:

June 5, 2007

3. Each secondary school day organizational proposal is subject to the review and approval of the Director of Education prior to its implementation. Such review and approval will be given by April 30.
4. The Director will advise the Board accordingly, of any changes that have been incorporated relative to the secondary school day, for each secondary school for the subsequent school year.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by:
Chair of the Board

DISCUSSION REPORT

ITEM 4.1

POLICY II-41 UNIFORM

PURPOSE:

To provide an opportunity for discussion on Policy II-41 Uniform.

COMMENTARY:

In April 2009, the Board of Trustees approved *Policy II-41 School Uniform Dress Code / School Dress Code* for implementation into schools beginning September 2010. The approval of the policy was a result of information acquired through a pilot implementation of elementary school uniforms conducted at Guardian Angels Catholic Elementary School, Milton and St. Gabriel Catholic Elementary School, Burlington during a two (2) year period in the 2007/2008 and 2008/2009 school years.

On February 19, 2013, the Board adopted a resolution that accepted the recommendation of the Policy Committee and approved *Policy II-41 School Uniform Dress Code/School Dress Code as amended*.

The amended policy is premised on the following principles:

- The Board is committed to providing a learning and working environment that is safe and respectful of the needs and wellbeing of all individuals, and believes that a school uniform dress code supports such environments.
- The Board endorses and encourages the adoption of a school uniform dress code in our elementary schools, consistent with the values, traditions and distinctiveness of Catholic schools as an effective strategy to build inclusive Catholic communities and encourage a sense of belonging for all students.
- The Board affirms a role for parents to determine, through democratic vote conducted in accordance with this policy, whether or not to adopt and implement a school uniform dress code for elementary school communities.

The amendments to Policy II-41 included the following:

- a simple majority vote (50% + 1) is required for a school community to adopt a school uniform;
- community votes are scheduled for later in the school year and will include family votes from those families with pre-registered children;
- if a youngest child in the family is in grade 7 or 8, a family is not eligible to vote;
- in the first year of implementation, grade 8 students will not be required to wear the uniform;
- each community must vote on school uniforms at least once. The uniform vote may be revisited on a three-year cycle; and

- schools who have never held a school uniform vote, must hold a vote during the 2012-13 school year.

CONCLUSION:

Policy II-41 School Uniform Dress Code/School Dress Code outlines the principles and requirements for both elementary and secondary schools with respect to the dress of students; for schools in uniform and for schools without a uniform. Currently, 28 of the 45 HCDSB Elementary schools have adopted a school uniform through the process outlined in the policy. All Secondary Day schools in the HCDSB have historically had a school uniform and continue to do so in compliance with Policy II-41.

Policy II-41 School Uniform Dress Code/School Dress Code is currently being reviewed by staff and welcomes input from the Policy Committee regarding any potential changes to any aspect of the Policy, including principles, requirements and eligibility process.

REPORT PREPARED BY

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To promote, through the implementation of a school uniform dress code or a school dress code, a safe and positive learning environment consistent with the mission and governing values of the Halton Catholic District School Board.

APPLICATION & SCOPE

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

PRINCIPLES

- A school uniform dress code or a student dress code reflects the distinctively Catholic character of our schools and supports the development of attitudes consistent with Catholic teaching.
- The Board is committed to providing a learning and working environment that is safe and respectful of the needs and well-being of all individuals, and believes that a school uniform dress code supports such environments
- The Board endorses and encourages the adoption of a school uniform dress code in our elementary schools, consistent with the values, traditions and distinctiveness of Catholic schools as an effective strategy to build inclusive Catholic communities and encourage a sense of belonging for all students.
- The Board affirms a role for parents to determine, through democratic vote conducted in accordance with this policy, whether or not to adopt and implement a school uniform dress code for elementary school communities.
- The Board requires the adoption of a student dress code, consistent with the values, traditions, distinctiveness of Catholic schools, and the requirements of this policy, in each elementary school community that votes not to adopt and implement a school uniform dress code.
- The Board requires the adoption and implementation of a school uniform dress code in each secondary school, consistent with the values, traditions and distinctiveness of Catholic schools.
- The primary responsibility for meeting the expectations of the School uniform dress code or student dress code is that of the parents/guardians of the students.
- The primary responsibility for the consistent enforcement of the School uniform dress code or student dress code is that of the principal, and school staff are expected to support the consistent implementation of such uniform dress codes

- Any action taken to implement the requirements of this policy, including the application of supports and consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools (2012).
- The policy shall be in accordance with provisions of the Education Act, Regulation 298, the Human Rights Code, Board Operating Policy I-31 Apparel Purchases and Fair Labour Practices and the governing values of the Halton Catholic District School Board.

DEFINITIONS

A school uniform¹ dress code is defined as the standard of prescribed student dress, developed in consultation with the school community, specifying clothing that must be purchased from approved uniform suppliers, and may include guidelines as to when and how particular items can be worn

Student dress code² is defined as the standard of student dress established in consultation with the school community, consistent with the Board Policy and the Education Act and Regulations, required of students in elementary schools that have chosen not to implement a school uniform dress code.

REQUIREMENTS

GENERAL:

All elementary schools shall adopt either a School Uniform Dress Code¹ or a School Dress Code² for students in keeping with the Board's Mission Statement, governing values and Catholic social teaching.

All secondary schools shall adopt a School Uniform Dress Code.

A. ELEMENTARY SCHOOL UNIFORM DRESS CODE IMPLEMENTATION PROCESS:

- A prescribed process for local decision making shall ensure that parents/guardians of students in each elementary school may determine whether an elementary school community adopts and implements a school uniform dress code. In accordance with this policy, each elementary school shall conduct a vote on whether to adopt a school uniform dress code at least once.
- The principal of each school shall be responsible for ensuring that a community vote is conducted, in accordance with this policy, to consider the adoption and implementation of a school uniform dress code. Approval to proceed with implementation requires a simple majority (50% plus one) of those ballots cast have been marked indicating a "YES" vote.

3. Upon achieving the required approval as described above (50% plus one), all students registered in the elementary school shall wear the school uniform dress code. Any action taken to implement the requirements of this policy, including the application of supports or consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools (2012).
4. Should a school uniform dress code not be adopted after the voting process, no renewed process will be initiated for at least three (3) years. A Student Dress Code shall be established, and implemented in accordance with this policy.
5. At the initiation of the principal, in collaboration with the school council, a school uniform dress code committee will be established once every three (3) years to monitor and review the implementation of school uniforms in those schools that have adopted a school uniform dress code.

In schools that have chosen not to implement a school uniform, the school dress code committee will be established to monitor and review the implementation of the school dress code, and consider the interest in school uniforms.

The periodic review shall include a process for consultation with students, teachers and staff working in schools, parents and guardians, and school councils.

6. Following the formal review process outlined above, and upon the requirements of the committee, an elementary school community may choose to conduct a vote in accordance to this policy, to adopt a school uniform if they have not yet done so.

Similarly, an elementary school that has previously chosen to adopt a school uniform may follow the same review process, and upon the recommendation of the committee, may choose to conduct a vote in accordance with this policy to discontinue the implementation of a school uniform.

7. The principal of an elementary school, together with the Catholic School Council will oversee the process of voting on the adoption of a school uniform dress code. Elementary schools considering the adoption of a school uniform dress code shall:
 - i. inform the appropriate Superintendent;
 - ii. establish a representative committee including parents, staff and students to explore the implication of introducing a school uniform dress code. The committee must prepare an Action Plan to be distributed prior to a community information night.
 - iii. the following components of the Action Plan will be consistent from school to school.

COMMUNICATION PLAN – includes methods of communicating the Action Plan and subsequent community information meeting, notice of vote, voting results, implementation timelines and data collection through newsletters, school websites, and other means as appropriate. The School Uniform Dress Code Policy must be communicated annually to the community as part of this plan.

THE UNIFORM SUPPLIER:

- Elementary schools must use the Board's authorized uniform supplier.
- The process of selecting a provider through the RFP process will take place every three (3) years and will include participation by Board staff, as appointed by the Director of Education and at least three (3) members of CPIC (Catholic Parent Involvement Committee).
- The selection criteria to determine the authorized uniform suppliers must include affordability, accessibility and convenience, quality, support for equity and availability of subsidies/family assistance, and compliance with Board Policy I-31 Apparel Purchases and Fair Labour Practices.

THE UNIFORM:

- The uniform colours at all elementary schools will consist of a combination of navy blue and white only. To supplement the base uniform, individual schools may choose to add additional items of uniform apparel (sweaters, vests, etc.) that may also reflect a school's colour (one colour).
- Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms is prohibited.
- No student will be denied access to school as a result of inability to afford appropriate clothing required by a school's uniform dress code policy. A process must be in place to address this issue.
- A school's approved uniform pieces shall be reviewed / monitored every three (3) years by the principal and Catholic School Council members.
- The following components will be up to the discretion of the principal and the School Action Plan Team.
 - a. Type and styles of clothing from the chosen uniform provider;
 - b. A strategy for "Dress Down Days" or "No Uniform Days".

COMMUNITY INFORMATION MEETING:

- The principal shall ensure the distribution of the Action Plan to parents prior to the community information meeting, and the information meeting will take place prior to the voting process.

ELEMENTARY VOTING PROCEDURES/BALLOT QUESTION:

- **SCHOOL VOTES SHOULD BE CONDUCTED IN FEBRUARY OR MARCH.**
- Every registered family with children in JK – 6 of the current school year is eligible to vote, and receives one (1) vote (ballot).
- Every family with children confirmed as pre-registered for the next school year (JK/Early Learning/French Immersion, etc.) is eligible to vote, and receives one (1) vote (ballot).
- Families of students with Children only in grade 7 or 8 in the current year are not eligible to vote. In the event that a School Uniform Dress Code is adopted for the following school year, grade eight students in the initial year of implementation are encouraged to wear the school uniform, but compliance is not compulsory.

The ballot sample is provided in Appendix A. The ballots shall be numbered to ensure that there is one ballot provided for each family in the school community.

- Members of the School Uniform Dress Code Committee may initiate calls/reminders to families to remind them of the ballot due dates only.
- Only original ballots will be accepted (no telephone or verbal voting). A ballot signed solely by a student will be considered a void ballot.
- No proxy voting.
- It is recommended that the voting process be completed by March 30th in order for successful implementation in the following school year and include all families registered at the school for September of the next school year.
- The voting process must not exceed two (2) calendar weeks but cannot be completed sooner than one (1) week following the community information night.

The Principal, in collaboration with the Catholic School Council shall communicate the ballot results to the school community no later than one (1) week after the vote occurs. Ballots will be stored at the school for a minimum of three (3) years.

B. ELEMENTARY SCHOOL DRESS CODE:

1. All elementary schools must adopt an elementary school dress code if they have not implemented and Elementary School Uniform Dress Code.

2. An elementary school's student dress code shall be in keeping with our Catholic teachings and beliefs, and reflect principals of modesty. Criteria to be used in developing the student dress codes includes:

- i. safety conditions
- ii. maintenance of proper decorum
- iii. modesty
- iv. cleanliness
- v. neatness
- vi. appropriateness in relation to the activity in keeping with Catholic values

Non-compliance to a Student Dress Code may include but is not limited to logos, sayings and pictures that address/display.

- i. sexual content
- ii. substance abuse
- iii. violence
- iv. profanity
- v. inappropriate references to nationality, race or gender

3. Parents are encouraged to be involved and active in the decision-making process through their Catholic School Councils in consultation with the principal and school staff.
4. Each school will annually review the school's dress code. This review process shall include consultation with students, school staff, parents and other stakeholders as appropriate.
5. A copy of the school's dress code will be included annually in the school's Parent Handbook or School Agenda Book, September newsletter and on the school's website.
6. Students will be expected to observe all aspects of the dress code. School staff and parents will be expected to support its consistent implementation.
7. 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 (2012).
8. The principal of each school has the discretion to determine whether a student is in violation of the School Uniform Dress Code or the School Dress Code, has responsibility to enforce the school uniform dress code/school dress code policy, and has the authority to implement the requirements of this policy, including any supports or consequences to students.
9. School staff are expected to support the consistent implementation of a school uniform dress code, or school dress code, in accordance with the local school code of conduct.

SECONDARY SCHOOL UNIFORM DRESS CODE:

1. A secondary school's uniform shall be in keeping with our Catholic teaching.
2. Each school will review the present uniform policy in accordance with the Appropriate Dress Guidelines from the Ministry. This review process shall include consultation with students, school staff, parents and guardians. Once established, the policy will be reviewed every three (3) years or as needed at the discretion of the school community.
3. Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms are prohibited.
4. 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 (2012).
5. A copy of the school's uniform dress code will be included annually in the school's Parent Handbook or school Agenda Book and on the school's website.

APPROVED: Regular Meeting of the Board

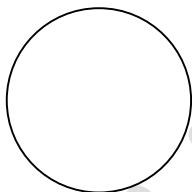
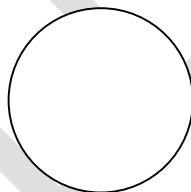
Authorized by:
Chair of the Board



SCHOOL UNIFORM BALLOT

SCHOOL NAME: _____ BALLOT # _____

Please indicate your choice below by marking one appropriate box with an "X"

<p>In accordance with Policy II-41 School Uniform Dress Code/School Dress Code, I/we agree to the implementation of a uniform at [name of school] School.</p>	
<p>YES</p> 	<p>NO</p> 

Parent/Guardian: _____
(Please print your name)

Child's(ren) Name and Grade:

Signature: _____

Date: _____

Please share your comments: _____

It is suggested that every family respond for an accurate assessment of the school community's view on this important issue. Please return this form to your child's teacher.

****Note:** Approval to proceed with implementation requires that a majority (50% plus one) of those ballots returned have been signed indicating a "YES" vote.

(On School Letterhead)

ACTION PLAN TEMPLATE ELEMENTARY SCHOOL UNIFORM DRESS CODE

COMMITTEE MEMBERS *(list full names and titles):*

Principal

Catholic School Council members

Students

Other *(identify)*

The following components of this Action Plan are supported by Operating Policy II-41 School Uniform Dress Code/School Dress Code (copy attached).

1. COMMUNICATION PLAN:

- a) Initial Discussion on proceeding to School Uniform Implementation: *(date)* _____.
- b) Discussion to proceed by Catholic School Council and Principal: *(date)* _____.
- c) Tentative timelines/methods of communication

ITEM	DATE	METHOD	RESPONSIBILITY
• Initial notification to community of Development of Action Plan			
• Detailed Action Plan sent to community			
• Parent Information Night with uniform supplier and Superintendent in attendance			
• Ballot to be sent out the night after the Parent Information Night/Notice of voting period			
• Results of Vote			
• To be determined upon approval as per Board Policy (student fitting dates, locations, etc.)			

2. THE UNIFORM SUPPLIER approved by the Board is *(name of supplier)* _____.**3. THE UNIFORM** (with school crests where appropriate):

- a) Components (list types of clothing)
- b) Colours
 - i. Navy Blue/White combinations
 - ii. Acceptable Alternate School's Colour *(describe)* _____
- c) Prices – see attached list

4. VOTING PROCESS

- see Elementary Voting Procedures Ballot Questions page 3 of Operating Policy (attached)

5. SAMPLE BALLOT – (attached)

Expected Student Behaviour	Reasons for Expected Behaviour	Student Responsibilities	Parent Responsibilities	School Responsibilities	Range of Consequences
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School Dress					
You are expected to wear clothing appropriate to the season and the activity.	Students should wear appropriate seasonal clothing to prevent illness. Students who become sick miss school. Absenteeism is detrimental to your education. We would like to have happy, healthy students.	Wear proper seasonal clothing to school. Be responsible for your clothing. Do not lose it. Retrieve your lost articles from the "Lost and Found" box. Dress in a neat, clean and modest manner.	Provide proper seasonal clothing for your child. Label your child's clothing to facilitate return of lost items. Encourage your child to care for his/her clothing. Support the school in maintaining the expected standard of neatness, cleanliness and modesty in student attire.	Provide appropriate role models of dress. Inform students of proper seasonal dress and school standards of neatness, cleanliness and modesty. Be aware of and enforce the requirements of the Risk Management Policy and Procedures.	If the child does not have appropriate clothing, parents will be contacted. Students may be excluded from activities for which they are not appropriately dressed. Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences.
You are expected to be neat, clean and modest in dress.					
Appropriate footwear must be worn at all times.	Dressing appropriately promotes a positive learning environment and reflects attention to the values promoted by the Catholic school.				
You are expected to dress according to the school Dress Code.	In the event of a fire drill or real evacuation, footwear is essential to safety.				

DRESS CODE GUIDELINES

- Clothing with inappropriate* logos, sayings and pictures are not acceptable at school. *Inappropriate refers to logos, sayings and pictures that address/display: sexual content, substance abuse, violence, profanity or inappropriate references to nationality, race or gender.
- Tank tops, halter-tops, cut off shorts and torn jeans are not to be worn to school.
- No bare midriffs. NO FLIP FLOPS.
- Walking shorts are preferred; if not, shorts should cover to mid thigh when seated.
- Physical education clothing should provide appropriate coverage for comfortable, modest safe movement during activities. Clothing which is either too baggy or too tight is not recommended.
- CAPS are not worn in the school building.
- GUM CHEWING is not permitted in the school building.

PURPOSE

Indoor Air Quality (IAQ) refers to the air quality within the schools and board buildings as it relates to the health and comfort of building occupants. The causes of occupant complaints can involve many factors such as chemical, microbiological, physical and psychosocial mechanisms. Successful resolution of IAQ complaints requires a process in which complaints are handled promptly, responsibilities are clear, and lines of communication are maintained.

Complaints regarding non-specific symptoms related to IAQ may include:

- Irritation of the eyes, nose and throat
- Headache
- Dry eyes, nose and throat (mucous membranes)
- Mental fatigue, difficulty concentrating, lethargy
- Dry skin
- Nausea and dizziness
- Increased respiratory infections

SCOPE AND OBJECTIVE

Indoor Air Quality (IAQ) refers to the air quality within the schools and board buildings as it relates to the health and comfort of building occupants.

PRINCIPLES

Building occupants, including workers must report any health and safety concerns to their supervisor (Principal/Site Manager).

Principal/Site Manager must take action on any health and safety concerns.

Principal/Site Manager is responsible for communicating with building occupants.

Facilities Manager is responsible for investigating any IAQ issues and ensuring the HVAC System is good working order.

Facilities Management Services will arrange for preventative maintenance on HVAC equipment and portable inspections as per *HCDSB Procedures for Prevention, Inspection and Remediation of Mould Growth in School Facilities – Prepared by DCS Ltd*

Health and Safety Officer will consult with Halton Region Health Department when necessary.

REQUIREMENTS

1. Concerns originating from building occupant(s) are to be brought to the attention of the Principal/Site Manager. The Principal/Site Manager will bring the matter to the attention of the Maintenance Custodian and the on-site Health and Safety Worker Representative.
2. The Maintenance Custodian will check all the mechanical systems involved, to ensure that they are running, filters are cleaned, and vents are not blocked where applicable. The Maintenance Custodian should also visually check for any obvious and potential sources of air or environmental contamination. The Maintenance Custodian will report his/her findings to the Principal/Site Manager and on-site Health and Safety Worker Representative.
3. Should the Maintenance Custodian encounter a defect with the HVAC system that he/she is unable to correct or other potential source of air or environmental contamination, then he/she will initiate a Facilities work order directed to the Manager of Facilities Management Services and/or the HVAC consultant.
4. The Manager of Facilities Management Services will respond to the work order accordingly..
5. The Principal / Site Manager is responsible for following the status of the work order and communicating the findings to building occupants including the on-site Health and Safety Worker Representative.
6. If the IAQ concern still persists the Principal / Site Manager or Facilities Manager will contact the Health and Safety Officer who will investigate further. The Health and Safety Officer will arrange for the appropriate IAQ testing and/or inspection, with notification to the Principal / Site Manager and Facilities Manager.
7. If the situation has impact on a large number of building occupants the Principal and/or Health and Safety Officer will notify the school Superintendent.
8. The Health and Safety Officer will compose a report to the Principal / Site Manager, with copies to the Manager of Facilities Management Services, and the school's Joint Health and Safety Committee.

DATE:

AMENDED:

SCHEDULED FOR REVIEW:

REFERENCES

I-19 – Occupational Health and Safety

II-42 – Medical – Health Conditions

VI-66 – Asthma Procedure

Approved: Regular Meeting of the Administrative Council**Authorized By:** _____
Director of Education and Secretary of the Board



INDOOR ENVIRONMENTAL QUALITY INVESTIGATION: CUSTODIAL CHECKLIST

As part of the Halton Catholic District School Board's *Protocol for Investigating Indoor Environmental Quality Concerns*, it is necessary that the Leadhand Custodian performs a preliminary investigation. Please review the items listed below. Once completed, please sign and submit this form to the Principal / Site Manager.

School/Facility: _____ Location within Building: _____

Principal / Site Manager: _____ Date: _____

Leadhand Custodian: _____

1. Are the air handling units running? _____
2. (a) Change or clean filters as required.
(b) Date of last changing / cleaning: _____
(c) Regular changing / cleaning schedule: _____
3. Are switches for air handling unit(s) in the "on" position, where applicable? _____
4. Check for obvious / potential sources of air or environmental contamination (e.g. – boxes, furniture blocking units, food scraps in "problem" location, standing water / moisture damage, etc.)

Comments:

Leadhand Custodian's Signature: _____ **Date:** _____



INDOOR ENVIRONMENTAL QUALITY QUESTIONNAIRE

This questionnaire is part of the Halton Catholic District School Board's *Protocol for Investigating Indoor Environmental Concerns*.

The Principal / Site Manager will submit this form to the Health and Safety Officer at the Catholic Education Centre 802 Drury Lane, by email or by fax 905 632 3435 when complete.

School/Facility: _____ Location within Building: _____

Name: _____ Date: _____

Principal/Site Manager: _____

1. Is this being raised as a (a) health concern (e.g. – perceived symptoms) or (b) a comfort concern (e.g. – “hot”, “stuffy”, “dry”, etc.)?

2. Define the air or environmental quality concern.

3. Who is affected?

4. (a) What symptoms are being experienced? Continuous _____ Intermittent _____ Explain:

4. (b) How long (i.e. – date) do you feel you have been experiencing the symptoms? _____

5. Do the symptoms improve or worsen at certain times of the day? Explain: _____

6. Are you experiencing these symptoms in any other location? Yes _____ No _____ Explain:

7. Are symptoms experienced during certain weather conditions? Yes ____ No ____ Explain:

8. Are the symptoms being experienced at certain times of the year? Yes ____ No ____ Explain:

9. Do you / does the person(s) have allergies? Yes ____ No ____ Explain: _____

10. Are odours detected? Yes ____ No ____ Explain: _____

11. What do you / the person(s) feel might be the cause of the symptoms being experienced:

12. Are there any hazardous products, chemicals, or equipment present or nearby? Yes ____
No ____ Explain: _____

13. Is the fresh outside air intake located where it is evident that under certain conditions
contaminants or odours from automobile exhaust, factories, etc. may be drawn into the building? Yes
____ No ____ Not sure ____ Explain: _____

Other:

ASTHMA**ADMINISTRATIVE PROCEDURE No.:****VI-66****DATE:****December 18, 2012****AMENDED:****June 23, 2014****AMENDED:****November 12, 2015****SCHEDULED FOR REVIEW:****June 2018****PURPOSE**

- To provide school administrators, school staff, appropriate others (e.g. volunteers) and parent/guardians with information, requirements and resources in managing students diagnosed with asthma.
- To provide school staff and appropriate others with strategies of when and how to respond to an asthma attack and when to call for Emergency Medical Services – 911.
- To minimize, where possible, the risks (triggers) in the school setting for students and others who are diagnosed with asthma.

APPLICATION & SCOPE

The Administrative Procedure for Asthma management is a guideline to be used by school staff and appropriate others to manage and support the safety of students diagnosed with asthma on school site and/or at off-site school/board approved activities.

PRINCIPLES

- Asthma is a chronic inflammatory disease of the airway. When in the presence of allergens (triggers) the airways to the lungs react by narrowing and/or fill with mucus which makes breathing difficult. If asthma is not treated properly, this can result in a life threatening situation. Students with asthma must minimize the contact with (allergens) triggers and take a controller medication and a reliever inhaler when appropriate.
- In general students are able to self administer their reliever inhaler. Where a student cannot self administer their inhaler, these student will be identified on the Student's Asthma Management Plan. The classroom teacher and an alternate is to be provided instructions on how to assist the child to properly administer their reliever inhaler, which can be done by the child's parent or health care worker.
- The goal for all asthma students is to become as independent as possible, as soon as possible, in managing their asthma. Independence of care also includes the development of self advocacy skills and a circle of support among persons who understand the disease and can provide assistance as needed.

ASTHMA**ADMINISTRATIVE PROCEDURE No.:****VI-66****DATE:****December 18, 2012****AMENDED:****June 23, 2014****AMENDED:****November 12, 2015****SCHEDULED FOR REVIEW:****June 2018**

- The role of the school is to provide support for the student as s/he moves from dependence to independence of care and to encourage the development of a support environment for making such a transition.

REQUIREMENTS

Bill 20, Ryan's Law (An Act to protect pupils with asthma), 2015 requires school boards and schools to ensure the following is in place:

- i. Strategies that reduce the risk of exposure to asthma triggers in classrooms and common school areas.
- ii. A communication plan for the dissemination of information on asthma to parents, pupils and employees.
- iii. Regular training on recognizing asthma symptoms and managing exacerbations for all employees and others who are in direct contact with pupils on a regular basis.
- iv. A requirement that every school principal develop an individual plan for each pupil who has asthma.
- v. A requirement that every school principal inform employees and others who are in direct contact on a regular basis with a pupil who has asthma about the contents of the pupil's individual plan.
- vi. A requirement that every school principal ensure that, upon registration, parents/guardians and pupils shall be asked to supply information about asthma.
- vii. A requirement that every school principal maintain a file of current treatment and other information for each pupil with asthma, including a copy of any notes and instructions from the pupils health care provider and a current emergency contact list.

The Supervisory Officer responsible for Medical Conditions will:

- i. Provide School and Facilities Supervisory Officers with a copy of Bill 20, Ryans Law (An Act to protect pupils with Asthma) and outline their responsibilities in implementing the requirements of Ryans Law at the schools they are responsible.
- ii. Develop and provide an in service (information, instruction and training) on Board Asthma procedures to school administrators and board staff not in serviced by principals e.g. occasional teachers, ESL teachers, Special Education Staff, on asthma and their responsibilities in implementing the requirements of Bill 20, Ryans Law.

ASTHMA

ADMINISTRATIVE PROCEDURE No.:

VI-66

DATE:

December 18, 2012

AMENDED:

June 23, 2014

AMENDED:

November 12, 2015

SCHEDULED FOR REVIEW:

June 2018

- iii. Develop avoidance strategies for school staffs, that will assist students in managing the specific causes of their asthma, and will eliminate or reduce the risk of exposure to asthma causing situations and allergens (triggers) in the classroom and common school areas:

Common Asthma allergens e.g:

- Physical activity/exercise
 - Allergens: dust, mould, animal dander, dust mites, grass, tree pollen.
 - Irritants: perfumes, strong smells, smoke, smog.
 - Indoor air quality
- iv. Put a process in place to address occupant (staff member, student, parent/guardian) complaints regarding indoor air quality. Refer to *Indoor Air Quality* procedure.
- v. Make available asthma resources/checklists to board employees, school staff that outlines information about asthma, provides avoidance strategies for the student's trigger(s), management techniques and an emergency response plan for an asthma exacerbation.

The Facilities Department will:

- i. Provide its custodians with information and in service on implementation of avoidance strategies (Indoor Air Quality)

The training is to assist with their role in minimizing asthma allergens in the school:

- Name of resource – HCDSB Custodian Asthma Avoidance Strategies for Classrooms and Common School Areas.
- Custodians are to make themselves familiar and implement the avoidance strategies listed in the content of the following resource.
- Name of resource - HCDSB Custodian Asthma Avoidance Strategies for Classrooms and Common School Areas

School Asthma Protocol:

School Administrator/designate is to implement the Board's Asthma policy and procedures in their school:

- i. School administrator/designate will have a process in place for parents/guardians and student to identify and supply information on the diagnosed asthma condition e.g. what medications are used. This will be done at registration time using the Asthma questions on the registration form and on an annual basis provide the Parent/Guardian Asthma Package for

ASTHMA**ADMINISTRATIVE PROCEDURE No.:****VI-66****DATE:****December 18, 2012****AMENDED:****June 23, 2014****AMENDED:****November 12, 2015****SCHEDULED FOR REVIEW:****June 2018**

-
- information and completion. School administrator will inform staff of each identified condition.
- ii. Where a student has been diagnosed with asthma the principal shall request that the parent/guardian complete appropriate forms e.g. Authorization for Administration of Asthma Medication – parent/guardian form. Completed form placed in student's file.
 - iii. School administrator/designate will inform parent/guardian it is the responsibility of parent/guardian and the student to inform the school principal in a timely fashion of any changes in a student's asthma condition along with relevant information in the student's file being kept up to date with the medication that the student is taking, including any changes in present emergency information e.g. at registration time, when completing the Parent/Guardian Asthma Package or during consultation of completing the Student's Asthma Management Plan.
 - iv. School administrator/designate will develop an individual Student Asthma Management Plan for each student in consultation with the parent/guardian taking into consideration any recommendations made by the student's health care provider develop.
 - v. The individual Student Asthma Management Plan is the vehicle to discuss situations unique to individual student's symptoms and treatment options.
 - vi. School administrator/designate will inform classroom teacher(s)/coaches and other Halton Catholic District School Board employees/volunteers who are in direct contact on a regular basis with the student about the identity of the student and contents of the Students Asthma Management Plan and emergency contact information. E.g. provide classroom teacher(s) with a copy of Student Asthma Management Plan, post student's Asthma Management Plan in high traffic appropriate area for school staff (i.e. staff, health room). Parental permission is required for Student Asthma Management Plan to be posted in student's classroom.
 - vii. School administrator to provide training (at the beginning of each school year with a review mid school year and/or as needed) to classroom teachers, school staff and others who come in direct contact with the student on a regular basis on the following:
 - allergens (triggers) – indoor air quality and student(s) identified trigger(s)
 - avoidance strategies for allergens, in the classroom and common school areas for both indoor air quality and student identified triggers
 - type of rescue inhaler(s) and proper use
 - monitoring the asthma

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- recognizing an asthma exacerbation
 - instructions for managing an asthma exacerbations
 - emergency action plan
- viii. School administration will put a process in place to document in service training and ensure absent members receive in service training at next possible opportunity.
- ix. School administrator to provide staff members with their Asthma Information and implementation Checklist - refer to Resource section.
- x. School administrator/designate will provide information on asthma and on the location of student medication/inhaler for teachers, school staff, students, parent/guardians, e.g. during asthma in service/training meetings and through resources such as HCDSB Asthma Protocol, school staff responsibility and implementation checklists and Asthma in Schools DVD all listed in the Resource section.

Location of student inhaler:

- Students under 16 years of age with parent/guardian permission are to carry their reliever inhaler with them at all times (e.g. all classes and program activities, breaks – recess and noon time, all field trips, evacuation and lockdowns).
 - Where a pupil is 16 years or older the pupil is not required to have his or her parent/guardian permission to carry his/her asthma inhaler.
 - Accommodations are to be made where age, pupil capacity (intellectual/physical), activity or location prevents safe carrying, the reliever inhaler must be located in proximity to the student for ready access (non-locked location).
 - Accommodations for students in Kindergarten: the classroom teacher is responsible for housing the reliever inhaler and develop a process for having it accessible for the student at all times.
 - Where outdoor seasonal triggers are not present or do not affect the student's asthma the reliever inhaler, with parental permission as stated on the Student's Asthma Management Plan, does not have to be carried outside and can remain in the student's classroom.
- xi. Classroom teachers, school staff and others who come in direct contact with student on a regular basis are to:
- Attend asthma in-services and if unable to attend, make every effort to access information.

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- Become knowledgeable of the boards asthma protocol – Refer to Resource section for appropriate responsibility implementation asthma checklist.
 - Know:
 - ✓ contents of the Student Asthma Management Plan (allergens/triggers)
 - ✓ the location of the asthma inhaler
 - ✓ how the asthma inhaler works
 - ✓ signs and symptoms of an asthma exacerbation
 - ✓ protocol for administering medication inhaler for an asthma exacerbation
 - Implement the information and training received about asthma e.g. implement avoidance strategies for indoor air quality and for specific triggers identified for the student with asthma for the classroom and common school areas.
 - Provide information to students on asthma, how students with asthma are to take responsibility for their own safety as well how other students can assist in making the environment safe for students with asthma.
- xii. School personnel will offer support to a student with asthma by:
- Being familiar with asthma and strategies to use to assist the student in avoiding, managing and applying the procedures in addressing an asthma exacerbation ;
 - Take steps to minimize the student's allergen (trigger) both indoor air quality and specific allergens;
 - Having open communication with parents, as appropriate e.g.

Inform the child's parents when you observe the following indicators that the child's asthma is not in control:
 - ✓ reliever medication had to be taken for a second time (twice) within 4 hour period.
 - ✓ reliever medication had to be used more than 4 times in a week
 - Demonstrate a positive attitude toward the student participation in school activities;
 - Monitoring, as appropriate, the self-care practices and routines being carried on by the student e.g. checking that the student has access to their reliever inhaler during activities and when off school site at school/board sponsored activities (field trips).
- xiii. School Administrator/designate shall develop and maintain a file for each identified student diagnosed with asthma which may include:

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- Current treatment
 - Copy of Student Asthma Management Plan
 - Copy of current emergency contact list
 - Information from student's health care provider
 - Request and Consent for the Administration of Prescribed Medication Form
 - Proof of diagnosis: ONE of the following must be received to place in student file:
 - ✓ photocopy of the prescription from the asthma inhaler OR
 - ✓ copy/photocopy of the Official receipt from the pharmacy OR
 - ✓ letter/note from the students medical doctor or allergist
- xiv. Location of the contents – file:
- Student's OSR
 - Separate Asthma file system
- xv. School principal shall develop an Individual Student Log of Administered Asthma Medication. School administrator/designate shall ensure that each time a student is assisted with the administration of the reliever inhaler or the asthma medication, that the incident be recorded in the Individual Student Log of Administered Medication.
- xvi. Administration of asthma medication:
- Trained school staff may administer medication or supervise a student while he or she takes medication in response to an asthma exacerbation where the school has the consent of the parent/guardian e.g. completed form.

Emergency administration of medication:

- Where trained staff has reason to believe that a pupil is experiencing an asthma exacerbation, the employee may administer asthma medication, even if there is no preauthorization to do so.

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The content of the following Asthma resources, are to be familiar to the school administrator or designate and used in developing a school wide comprehensive plan, a student individual plan and communicating information to school staff and parents/guardians:

- HCDSB Asthma Protocol For Schools
- Elementary/Secondary Administrators Responsibilities Checklist
- Asthma Package for Parents/Guardians
- Managing Asthma in our Schools - DVD

The principal or designate is to provide school staff with an in service and make available the following resources to the appropriate staff member (e.g. hardcopy, electronic copy).

School staff and others are to make themselves familiar with the content of the following resources to be used in minimizing asthma allergens and managing a student(s) diagnosed with Asthma:

- Elementary/Secondary Classroom Teacher, with a student diagnosed with asthma, Responsibilities Checklist
- Responsibilities Checklist for Teachers/Coaches providing Physical Activity
- Managing Asthma in our Schools - DVD

The Halton Catholic District School Board is to make available the following resource to the Occasional Teachers and the Occasional Teacher is to make themselves familiar with the content of the following resource to be used when managing a student(s) with asthma:

- Occasional Teacher Asthma Responsibilities Checklist.

The school administrator/designate is to provide parents/guardians and students the following resources and information that outlines the responsibilities of the school, the parents/guardians and the students.

- Parent/Guardian Asthma Package (Student Asthma Management Plan)
- HCDSB website – Medical Conditions – Asthma (Managing Asthma in Schools DVD)

ADMINISTRATIVE PROCEDURE**HALTON CATHOLIC DISTRICT SCHOOL BOARD****ASTHMA****ADMINISTRATIVE PROCEDURE No.:****VI-66****DATE:****December 18, 2012****AMENDED:****June 23, 2014****AMENDED:****November 12, 2015****SCHEDULED FOR REVIEW:****June 2018****Approved:**

Regular Meeting of the Administrative Council

Authorized by:

Director of Education

PURPOSE

To provide direction regarding the development and implementation of after hour school paid camp activities to Halton Catholic District School Board (HCDSB) employees.

APPLICATION & SCOPE

This procedure applies to any employee of the HCDSB who engages in the development and implementation of after hour school paid camp activities as an extension of the curricular and co-curricular activities of a school.

DEFINITIONS

School Paid Camp Activity - any camp, club, activity being offered by a school after hours outside of the regular school day/year, (ex. evenings, weekends, school holiday periods.) as an extension of a curricular or co-curricular activity of the school in which participants of the camp, club or activity are charged a fee.

REQUIREMENTS**A. APPLICATION PROCESS:**

The principal of the host school must complete the Community Use of School Facilities Permit Application for every proposed paid camp.

B. COSTS/FINANCE/BUSINESS PLAN:

The principal of the host school must submit a Business Plan* to the Superintendent of Continuing Education and copies to the Superintendent of Facility Management Services and the Superintendent of Business Services, the Chief Executive Officer of Human Resources and the Family of Schools Superintendent to include:

- Objectives/Purpose of Activity
- Duration – Dates/Times/Location
- School Staff/Supervisors/Volunteers
- Names of students recommended to act as Student Helpers
- Costs to include, but not limited to:
 - i. registration fees**
 - ii. honoraria, including Board paid statutory benefits – EI, CPP and EHT where appropriate to supervising staff at the Large Group Instructor with Methodology hourly rate paid by Continuing Education Services
 - iii. Student Helper honoraria based on Continuing Education Student Helper rate
 - iv. referee fees
 - v. administrative fees
 - vi. facility rental, custodial and/or insurance costs
 - vii. expected revenues
 - viii. revenue used to make school purchases
 - ix. provisions for participants who cannot afford the fees

- x. contribution(s) to be made for charitable purposes (amount and recipient)

Notes:

*The Business Plan must be submitted at least 6 – 8 weeks prior to the commencement of the activity.
Plans will be approved or denied by the Superintendent of Continuing Education

**Cheques only to be made payable to the school.

C. REMUNERATION TO EMPLOYEES:

1. The total amount of revenue described in the Business Plan for “Honoraria” staff and student helpers must be sent by school cheque made payable to the Halton Catholic District School Board to the Business Services Department of the Board.
2. Subsequently, Business Services will compensate attending staff at the hourly rate of Continuing Education – Large Group Instructors and to students at the hourly rate of Continuing Education Student Helpers.
3. Upon the completion of the payroll process, payroll will calculate the additional Board Statutory benefit costs. A detailed statement will be sent to the group requesting payment for the additional Board costs.
4. Business Services will issue T4 slips as required.

D. STAFFING:

- Human Resources Services must be involved in hiring for staff who are not presently employed by the Board. The principal of the host school may make recommendations to Human Resources Services regarding the appointment of students.
- The principal of the host school, in consultation with the Family of Schools Superintendent, develops a process for the appointment of all internal staff to the school or staff otherwise already employed by the Board, volunteers, etc. Principals are encouraged to solicit their school staff widely in the appointment process.
- All volunteers must meet requirements as per Board Policy II-37 Volunteers in Catholic Schools and are not eligible to receive compensation.
- Supervision must be provided as per the HCDSB Out of Classroom Programs Safety Guidelines available on StaffNet.

E. REPORTING:

At the conclusion of camp, the principal of the host school must provide to the Superintendent of Continuing Education and copied to the Family of School's Superintendent, a full financial breakdown of the costs. This should include the revenue generated and how any excess revenues will be used. This report must also be provided to the Catholic School Council and published via school newsletter/website.

F. PRIVATE CAMPS/ACTIVITIES

Not affiliated with the school but run by Board employees, are not covered by this procedure but by the requirements as described in Board Operating Policy V-1 Community Use of School Facilities.

Private companies or individuals operating similar activities not associated with the school, may not use the name of any school in the Board in whole or part to market or advertise their activity.

*This Administrative Procedure may be amended from time to time as required.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY:

P. Dawson , Director of Education and Secretary of the Board

DATE:

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