

**POLICY COMMITTEE MEETING
REVISED AGENDA**

Date: Tuesday, April 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	1 - 4
3. Action Items	
3.1 Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy, Policy I-30 Video Surveillance - second and third reading (C. Cipriano/T. McKinnon)	5 - 21
3.2 Policy I-22 Admission to Schools (P. Marai)	22 - 25
3.3 Policy I- Governance of Policy (C. Cipriano)	26 - 30
3.4 Policy II-41 Uniform (C. Cipriano)	31 - 44
3.5 Policy II-09 Opening and Closing Exercises (C. Cipriano)	45 - 47
4. Discussion Items	
5. Information Items	
5.1 Draft upcoming Policy Committee Meeting Agenda	48 - 49
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, March 29, 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
 H. Karabela J. M. Rowe
 P. Marai S. Trites
 J. Michael

Staff Present: P. Dawson, Director of Education
 C. Cipriano, Superintendent of Education
 A. Swinden, Administrator, Strategic Communications
 T. Pinelli, Superintendent of Education
 L. Naar, Superintendent of Education
 A. Prkacin, Superintendent of Education
 T. McKinnon, Manager, Privacy and Records Information Management
 T. Overholt, Superintendent of Education
 J. Riesberry, Principal
 D. Attardo, Principal
 T. Demeris, Principal

Recording Secretary: M. Zammit

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 amended.

Trustee D. Rabenda requested to add Policy II-09 Opening and Closing Exercises pertaining to the Oath of Citizenship as a discussion item.

Trustee A. Quinn noted he didn't receive the package in time, and has not had enough time to review and would like all action items 3.1-3.4 deferred. It was voted that all action items will be deferred to the April 12, 2016 Policy meeting.

The following motion was presented:

#P28/16

Moved by: J. Michael

Seconded by: D. Rabenda

RECOMMENDED, that the agenda be approved, as amended.

CARRIED

2.2 **Approval of Minutes**

The minutes of the February 9, 2016 Policy Committee Meeting were reviewed.

The following motion was presented:

#P29/16

Moved by: J. Michael

Seconded by: S. Trites

RECOMMENDED, that the minutes of the Policy Committee Meeting held on February 9, 2016 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)**

The following was put before the Policy Committee:

#P30/16

Moved by:

Seconded by:

RECOMMENDED, that Policy II-50 Prior Learning Assessment and Recognition be forwarded to the April 12, 2016 Policy Committee Meeting.

DEFERRED

3.2 **Policy II-39 Progressive Discipline (T. Pinelli)**

The following was put before the Policy Committee:

#P31/16

Moved by:

Seconded by:

RECOMMENDED, that Policy II-39 Progressive Discipline be forwarded to the April 12, 2016 Policy Committee Meeting.

DEFERRED

3.3 **Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy, Policy I-30 Video Surveillance – second and third reading (C. Cipriano/T. McKinnon)**

The following motion was put before the Policy Committee:

#P32/16

Moved by:

Seconded by:

RECOMMENDED, that Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance be forwarded to the April 12, 2016 Policy Committee Meeting.

DEFERRED

3.4 **Policy I-22 Admission to Schools (P. Marai)**

The following motion was put before the Policy Committee:

#P33/16

Moved by:

Seconded by:

RECOMMENDED, that Policy I-22 Admission to Schools be forwarded to the April 12, 2016 Policy Committee Meeting.

DEFERRED

4. **DISCUSSION ITEMS**

4.1 Aboriginal Policy (P. Marai)

P. Marai noted that this was brought forward to address the direction of the Policy that has been in discussion over the last few months. Question was asked what the policy should look like. A. Quinn noted that the way the statement was presented, and the accompanying material provided he didn't find had compelling reasons for our board to act on it at this moment. A. Prkacin was asked the status of the Boards First Nation, Metis and Inuit education policies?

A. Prkacin noted that an implementation plan was published by the ministry. Our own policies address our education delivery model and we offer courses for our First Nation, Metis and Aboriginal. Our goals as a board is educate our students, staff and other personnel of the ministry's initiatives to this subject. A. Quinn noted that J. Nigro, prior Superintendent of Curriculum Services, stated that our Board was a leader and not signing on to a charter that had no author

Discussion ensued regarding the aboriginal policy and the charter. Trustee J. Michael noted that a letter came in from Steven Paquette encouraging and signing of the charter to show support to the aboriginal community.

P. Dawson noted that an action plan will be needed in the upcoming year in response to the ministry. More direction coming from ministry and heavy staff investment in the next school year. Mr. Paquette was addressed by J. Michael about responding to his letter correspondence and it was decided that email correspondence will follow.

Final discussion was to wait for ministry direction and quick response to that would be best. Prior to the end of the school year we will have an idea of what is required. P. Dawson stated she will be meeting with the Bishop next week and will ask for his input.

4.2 Policy III-17 Attendance Support Program (P. Marai)

Trustee A. Danko requested to bring this policy forward. A. Danko stated he reviewed other institutions (i.e., municipalities, other boards, colleges, universities, etc.) that the policy also included the administrative procedures and thus allowing Board input. He feels a new policy is in order and the procedure be put into policy. There needs to be a reporting back to the Trustees on a regular basis and if privacy is required then an in-camera portions can be addressed. He also noted this is an important item to put forth and should be brought back to the Trustee's as soon as possible.

Superintendent T. Overholt spoke on behalf of J. O'Hara. He noted that an audit was done in the past, and stated that a policy was to be produced since one did not exist for our Board. With putting the procedures in the policy, the concern is how quickly the board can react to legislation changes in a timely manner. A reporting mechanism could be put into the policy but there is a concern about putting the depth of the procedure in a policy. Discussion ensued regarding whether or not the procedure should be put into policy.

T. Overholt asked about clarification regarding if there is to be no procedure at all or just embedding some of the procedure into the policy as an overview. He noted that a policy is an overview and a procedure is the detailed document. T. Overholt clarified in response to Trustee A. Danko that all information is on paper already.

A. Danko and P. Marai agreed that all should be incorporated wholly together. A. Quinn stated that Trustees have a duty to their stakeholders, and to allow the Superintendents to decide things fails their stakeholders.

4.3 Policy II-41 Uniform (C. Cipriano)

C. Cipriano noted this policy was reviewed as a discussion item at the February 2016 policy meeting, and it is a discussion item again, as it is on its third year cycle to be reviewed and noted that our contract with the sole

uniform provider expires December 2016. He welcomed three members of the policy working group J. Riesberry, D. Attardo and T. Demeris. He stated the policy working group worked on this policy and the changes are in red. One change in particular was noted that the principals be in communication with school councils on a yearly basis instead of every three years. He noted that we need to start a tender process very soon regarding a uniform provider and to have a policy in place.

Trustee A. Quinn noted his disappointed that the policy working group didn't respect the input of the Trustees from prior meeting especially regarding a sole provider provision, and that it seems they are dismissing this idea. He would like to see comparing with other boards to see if they use sole providers.

Discussion ensued regarding what the Trustees would like to do with Policy II-41. Some noted that they are happy with the way the policy is now, and the focus of the Trustees should be on education.

4.4 Board By-Laws (P. Dawson/C. Cipriano)

Director P. Dawson noted that Board By-laws have been provided and would like Trustees to provide any amendments to D. Ross via email.

4.5 Amendment to Oath of Citizenship

D. Rabenda would like see the Oath of Citizenship come forward for a final vote with final changes. She is interested to know what school councils think about this.

5. INFORMATION ITEMS

5.1 Administrative Procedure VI-44 Progressive Discipline and Safety in Schools (T. Pinelli) Deferred

5.2 Procedures for the HCDSB Elementary and Secondary Schools, K-12, ESL and ELD Programs and Services for English Language Learners (ELLs) (A. Prkacin)

Superintendent A. Prkacin reviewed the procedures and noted that they are follow up. She noted that procedures followed the Ministry documents above.

6. MISCELLANEOUS INFORMATION

7. CORRESPONDENCE

There was no correspondence.

8. IN CAMERA

9. NEW BUSINESS

10. MOTION TO EXCUSE COMMITTEE MEMBERS (None)

11. MOTION TO ADJOURN

#P37/16

RECOMMENDED, that the meeting adjourn.

Moved by: A. Danko

Seconded by: M. Rowe

CARRIED

The meeting closed with a prayer led by S. Trites at 8:22 p.m.

ACTION REPORT

ITEM 3.1

**POLICY I-02 RECORDS AND INFORMATION MANAGEMENT,
POLICY I-07 PROTECTION OF PRIVACY AND POLICY I-30 VIDEO SURVEILLANCE**

PURPOSE:

To recommend to the Policy Committee, *Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance* be forwarded to the Board for approval at second and third reading

COMMENTARY:

The Halton Catholic District School Board (HCDSB) is committed to supporting the appropriate use of the personal information it collects, uses, discloses, retains and disposes of in accordance with the *Education Act*, the *Municipal Freedom of Information Act* (MFIPPA) and the *Personal Health Information Protection Act* (PHIPA).

The Board collects personal information from students in order to record their progress through our school system. These records are considered vital information holdings.

The Board also collects information about the strategic, financial, operational decisions it makes, from the day-to-day management, its medium and long term goals and objectives.

These records document the life of the Board. Some are permanent, like the minutes of the Board meetings, some are kept for a specific period, such as financial records and employment records, and some records, such as draft documents, have a transitory or temporary use to the Board.

Each of the policies, Records and Information Management (I-02), Protection of Privacy (I-07) and the Video Surveillance Policy (I-30) have been drafted based on the requirements under each of the Acts, as well as the Ministry of Education - Ontario Student Records (OSRs) guidelines and the principles of the Information and Privacy Commissioner of Ontario.

The Privacy, Records and Information Management policies are the cornerstones of the Board's privacy information and records management program. Each of the policies provide an overview of our responsibilities regarding the creation, collecting, use, disclosure, retention and disposal of information held by the organization.

These policies provide students and the community at large with a tool to monitor our compliance and access their personal information, as well as, other Board records.

These policies were presented at the December 8, 2015 Policy Committee Meeting with a recommendation to be passed in first reading. It went out for stakeholder input from December 11, 2016 to January 15, 2016. The attached appendix "A" is feedback received for your review and consideration.

Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance are placed before the Policy Committee with the following recommendation:

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Policy I-02 Records and Information Management, Policy I-07 Protection of Privacy and Policy I-30 Video Surveillance, be forwarded to the April 19, 2016 Regular Board Meeting for approval at second and third reading.

REPORT PREPARED BY

T. MCKINNON
MANAGER, PRIVACY AND RECORDS INFORMATION MANAGEMENT

SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



Stakeholder Comments

POLICY I-02 RECORDS AND INFORMATION MANAGEMENT

From: OECTA Elementary Unit
13/01/2016 2:23 PM

Thank you for the opportunity to review Policy 1-02. So long as it is in accordance with the legislation, Ontario Statutes and the Collective Agreements, the Association is reserving its right to file any grievances in how the board administers and applies the policy.

The following are questions that the Association has. We would appreciate responses of the appropriate individual to address these concerns:

Re: 4 f - How are the records managed to protect privacy and confidentiality?

Re: 5 e - What programs are used to ensure privacy and security of records and information?

What level of security does it employ?

How often are software, firewalls, etc. and personnel updated?

POLICY I-07 PROTECTION OF PRIVACY

From: OECTA Elementary Unit
13/01/2016 2:18 PM

Thank you for the opportunity to review Policy 1-07. So long as it is in accordance with the legislation, Ontario Statutes and the Collective Agreements, the Association is reserving its right to file any grievances in how the board administers and applies the policy.

The following are questions that the Association has. We would appreciate responses of the appropriate individual to address these concerns:

How is information destroyed to ensure that there is no/will be no breach of privacy?

POLICY I-30 VIDEO SURVEILLANCE

From: OECTA Elementary Unit
13/01/2016 2:13 PM

Thank you for the opportunity to review Policy 1-30. So long as it is in accordance with the legislation, Ontario Statutes and the Collective Agreements, the Association is reserving its right to file any grievances in how the board administers and applies the policy.

Please note the following concerns:

Both staff rooms and classrooms are not regularly open to the general public and therefore are not considered public areas in school buildings. There is an expectation of privacy in these areas. When these areas are open to the general public, the board, school administration and staff put special precautionary measures in place.

Furthermore, all HCDSB teachers sign off yearly on criminal reference checks and vulnerable sector screenings. The board has done its due diligence where staff is concerned, with regard to safety and security, implementing this practice.

In the elementary panel students are not of the age where they can consent to be recorded in any manner or for any purpose.

The Association considers any attempt to record teachers in these "closed" areas a violation of privacy. In addition, recordings of any manner during meetings (in person, by phone conversation, Skype, etc.) must have prior written, explicit notification provided and again at the commencement of the meeting to receive consent of all parties. If consent is not given by a teacher he/she will not be disciplined, disadvantaged nor discriminated against in any manner.

Finally under #3, "Application and Scope"; the Association opposes any covert surveillance because it is an invasion of personal privacy. The board should seek to optimize other forms of obtaining information without violating a person's privacy.

The following are questions that the Association has. We would appreciate responses of the appropriate individual to address these concerns:

How will personnel who are authorized to implement video surveillance in the discharge of their duties be trained and have training updated to ensure compliance with the legislation and privacy rights of teachers?

PURPOSE

The Halton Catholic District School Board (HCDSB) is committed to managing records and information, paper and electronic, in a disciplined, coordinated and strategic manner. The purpose of this policy is to establish requirements to protect the legal, fiscal, and other interests of the Board and the public in managing records and information safely and securely, for as long as they are required.

POLICY STATEMENT

The Board is committed to instituting and maintaining a comprehensive Records and Information Management (RIM) program for the systematic creation of records and information that is accurate, authentic, reliable, trustworthy, accountable and consistent with applicable legislation and the guidelines of the Privacy and Information Management (PIM) toolkit.

APPLICATION AND SCOPE

All records and information received, created and maintained within administrative departments and schools support the Board's day-to-day business operations. As such, they are the property of the Board and subject to this policy.

This policy applies to:

1. All records within the custody or under the control of the Board and addresses all aspects of Board operations and all records created and/or received in the day-to-day business operations of a school or the Board regardless of the medium in which those records are stored and maintained. It ensures that records are available as evidence of Board functions and activities and support the operating requirement.
2. All business applications and information technology (IT) systems used to create, store and manage records and information includes email, database applications and websites.
3. All Board staff and to third party contractors or agents who collect or receive records and information on behalf of the Board. All staff shall be responsible and accountable for creating, maintaining accurate business records within their control in accordance with the Board's RIM program.

Legislative Responsibility:

Record keeping practices must comply with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), *Canada Evidence Act*, the *Ontario Evidence Act*, *Personal Health Information Protection Act* (PHIPA), Ministry of Education Ontario Student Record, (OSR) Guideline, 2000, other Federal and Provincial Legislation, and the Privacy and Information Management toolkit. All general information in the custody and/or control of the Board that is not confidential or otherwise exempt shall be publicly accessible.

Education Act – This is the administrative statute under which all Ontario school boards must operate. The Act sets out provisions for the creation and maintenance of the pupil record (s.265 (1) and s. 266) and for the establishment of a records management program (s. 171 (38)).

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) – addresses issues of disclosure of records under the custody and/or control of a school board, as well as the, collection, use, and disclosure of records containing personal information. MFIPPA also regulates the collection, use, disclosure and accuracy of personal information stored in records and creates a process for obtaining access to recorded information.

Personal Health Information Protection Act (PHIPA) – PHIPA addresses the collection, use, disclosure, retention and destruction of personal health information

Canada Evidence Act – The Act sets out how Records Information Management may be used as evidence in legal proceedings in a court matter, under federal jurisdiction.

Ontario Evidence Act – The Act sets out how Records and Information Management may be used as evidence in legal proceedings in an Ontario Court.

Other Statutory Provisions – the table of laws and citations with retention requirements for school boards provides a listing of other statutory provisions contained in the laws of Canada and Ontario that may affect the creation and retention of school board records.

Privacy and Information Management (PIM) toolkit – a tool created for school board members to identify to develop and maintain a privacy standard and a records and information management program that meets the unique needs and requirements of school boards.

The OSR Guideline is the record of a student's educational progress through schools in Ontario. The Education Act requires the principal of a school collect information "for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer, and dispose of the record".

REFERENCES

Privacy Policy I-07

Video Surveillance Policy I-30

Education Act

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Personal Health Information Protection Act (PHIPA)

Canada Evidence Act

Ontario Evidence Act

Privacy and Information Management (PIM) Toolkit

Ontario Student Record (OSR) Guideline

DEFINITIONS

Record - any record of information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial, or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- Subject to the regulations, any record that is capable of being produced from a machine-readable source, under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution (document).

Records Management - the efficient creation, processing, retrieval, storage, and disposal and/or destruction of information

Records Centre - the area provided to store retired and archived records and other Board memorabilia whose frequency of reference does not warrant their retention in expensive office space and equipment.

Records Inventory - a systematic listing of the records in a given area

Records Lifecycle – is the stages of a record throughout its lifetime:

- The creation or when a record is received;
- The Active record, when we are using it;
- The Inactive record, when a record is used infrequently and may be stored in on site or off-site; and
- Disposal, when a record is securely destroyed, or is deemed to have an ongoing value to the organization and is archived for reference.

Records Series - the technical name given to a group of related records filed as a unit that are organized into a pattern or arrangement which permits evaluation as a unit for retrieval and for retention scheduling purposes.

Head - the individual that is designated by the Board to act as the head for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.

File plan - a set of standardized regulations regarding the administration of school and departmental filing systems

Personal Information - recorded information about an identifiable individual including;

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual;
- The personal opinions or view of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Business record - any documents that are made or received in connection with the transaction of public business of the Board that conveys information regarding decisions or other business activities or are associated with business programming, policies, legal or financial requirements, such as agreements/contracts, financial documents, approvals, meeting minutes.

Active records - is a record that is current. It is a record that is being referred to and used on a regular basis.

Inactive record - is a record that has fulfilled its active status. These records are referred to infrequently but must be retained temporarily or permanently due to legal, fiscal, administrative or archival value. Inactive records are generally stored at the Board's off-site Records Centre.

Vital records - are required to continue or resume business following an emergency or disaster. Each department will have records that are vital to their day-to-day operations

Archival records - are those that have permanent historical value. An example of archival records are Board meeting minutes.

Records retention refers to the length of time in which records are retained.

Retention Schedule - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.

PRINCIPLES

1. Record keeping practices must comply with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information and Protection Act* (PHIPA), the *Education Act*, the *Ontario Evidence Act*, the *Canada Evidence Act*, and other statutory provisions, as well as the guidelines from the Privacy and Information Management (PIM) toolkit developed by the PIM taskforce, 2008.
2. Information is readily available and accessible for as long as it is required:
 - a. Information to support evidence of communications, actions and decisions is routine recorded and stored.
 - b. Information is accessible to staff who require it in the performance of their duties and are authorized to access it.
 - c. Information is shared across the organization and with social agencies in accordance with operational needs and statutory provisions.
 - d. Information is managed throughout its life cycle regardless of format.
 - e. Rules are established for the organization, storage, retrieval and destruction of records.
 - f. Plans and practices to actively make records available to the public are in place, and records are available to the public by request, subject to the statutory requirements.
3. Accountability for managing information in the custody and control of the organization is clearly defined, communicated and monitored:
 - a. Accountability for creating a record of business decisions and transactions and for maintaining corporate memory is clearly established and monitored;
 - b. Roles and responsibilities for staff are articulated and understood for all management of information activities;
 - c. Core competencies relating to managing information are identified and training is provided; and
 - d. Performance of managing information held by the Board.
4. Risks to information are managed and practices and processes are in place to protect information assets:
 - a. Risks to records management are identified and managed;
 - b. Practices are in place to protect confidential, sensitive, and personal information from unauthorized collection, use, disclosures or destruction;
 - c. All records are managed to meet rules of evidence and legal discovery;
 - d. Contractual arrangements include provisions for the protection and appropriate use of records to mitigate risks;
 - e. Records are managed in order to support business continuity and recovery in the event of disaster; and
 - f. Records are managed to protect privacy and confidentiality.
5. Records management meets the needs of staff and stakeholders. Records management is timely, accurate, reliable, and relevant, has integrity and is easy to use:
 - a. Processes are in place to ensure that records management is accurate, timely, reliable and easy to use;
 - b. Records management is planned and managed;
 - c. Records are managed appropriately throughout the entire life cycle of the record – creation, capture and collection; organization; storage, access and use; and disclosure and disposition (destruction, archival selection or permanent retention);

- d. Plans are in place to leverage the value of records management by combining it with records management from other internal or external sources, in accordance with statutory provisions to improve programs and services; and
 - e. Processes and technology supports are in place to ensure appropriate access to records and tracking of who has modified or accessed confidential records.
6. Coordinated planning for records management is linked to organizational goals, objectives and financial planning:
- a. Records management practices are included in all program planning;
 - b. Records management is coordinated across the organization – schools and departments;
 - c. Records management is planned to support continuous service and disaster recovery; and
 - d. Records management is integrated into succession plans to ensure the capture and maintenance of corporate history.
7. Records management is integrated with program planning and other business processes:
- a. Records management practises are a component of program and project management; and
 - b. Records management is integrated across the organization to support organizational objectives.
8. A Records Retention Schedule is the official schedule for the HCDSB. It will outline retention of Board records according to their administrative, fiscal, legal, research and archival value. It will include records that must be retained according to legislation and/or Board procedures and a notation of the archival/historical importance of each record series where appropriate. The Records Retention Schedule will be updated annually.

Responsibilities

All Board employees are responsible for the records and information they create and maintain to support the business operations of the Board. They must ensure compliance with the Board's policy and procedures in the management of Board records.

APPROVED:

Regular Meeting of the Board

Authorized by:.....

Chair of the Board

PURPOSE

The Halton Catholic District School Board (HCDSB) is committed to the protection of privacy and complies with all pertinent provisions in the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, (MFIPPA), the *Personal Health Information Protection Act* (PHIPA), and any other applicable privacy legislation. HCDSB also complies with the Ministry Guidelines for the Ontario Student Records (OSRs), Privacy by Design (PbD) by the Ontario Information and Privacy Commissioner, as well as, the Privacy and Information Management (PIM) toolkit, by the PIM taskforce, 2008.

POLICY

It is the policy of the HCDSB to collect, use, retain and dispose of personal information in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy of individuals with respect to personal information that is in its custody and/or under its control.

Personal information collected by the Board will have a specific purpose, will be kept in a secure manner. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with, MFIPPA, PHIPA, and the HCDSB Retention Schedule.

APPLICATION AND SCOPE

This policy applies to all Halton Catholic District School Board staff who collect, use, retain, and disclose personal information related to students and Board employees, and to operations and procedures in all facilities within the Halton Catholic District School Board.

REFERENCES

The *Education Act*

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)

The *Personal Health Information Protection Act* (PHIPA)

Ontario Student Record Guidelines – Ministry of Education

Privacy and Information Management toolkit – (PIM) – developed by the PIM Taskforce

Video Surveillance Policy – I-30

Video Surveillance Procedure

Records Management Policy – I-02

Records Management Procedure

Privacy Breach Protocol

DEFINITIONS

Act - means the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Consistent Purpose – means the individual to whom the information relates might have reasonable expectations regarding the use and disclosure of their personal information.

Control (of a record) – means the power or authority to make a decision about the use or disclosure of a record.

Custody (of a record) – means the keeping, care, watch, preservation or security of a records for a legitimate business purpose. While physical possession of a record may not always constitute custody, it is the best evidence of custody.

Destruction is the physical disposal of records by means of shredding, disintegrating or recycling including the electronic disposal of data by means of deletion and overwriting. This also includes the destruction of data residing on computers and electronic devices supplied or paid for by the Corporation.

Head - the individual that is designated by the Board to act as the head for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Information and Privacy Commissioner (IPC) means the Information and Privacy Commissioner of Ontario (Commonly referred to as the IPC). The IPC hear appeals of decisions made by the Head of an institution, issues binding orders, conducts privacy investigation and has certain powers relating to the protection of Personal Privacy.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) means the legislation that governs access to and the privacy of Board records containing personal information.

Personal Health Information Protection Act (PHIPA) means the legislation that governs the access to and the privacy of health records held by the Board.

Personal Health Information means identifying information about an individual in oral or recorded form, if the information:

- Relates to the physical or mental health of the individual, including information that consists of health history of the individual's family;
- Relates to the providing of health care to the individual, including the identification of a person as a provided or health care to the individual;
- Is a plan of service within the meaning of the *Home Care and Community Services Act, 1994* for the individual;
- Relates to payment or eligibility for health care, or eligibility for coverage for health care, in respect to the individual;
- Relates to the donation by the individual of any body part or bodily substance of the individual or is derived from the testing or examination of any such body part of a bodily substance;
- The individual's health number; or
- Identifies the individual's substitute decision maker(s).

Personal Information - recorded information about an identifiable individual including;

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual;

- The personal opinions or view of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Privacy Breach means an incident involving unauthorized disclosure of personal information, including it being stolen, lost or accessed by unauthorized persons.

Privacy by Design (PbD) is the privacy standard developed by the Information and Privacy Commissioner of Ontario that the Board will utilize to build privacy and data protection, into the design specification and architecture of information and communications systems and technologies at the beginning, in order to facilitate compliance with privacy and data protection principles.

Privacy Impact Assessment (PIA) is the process for identifying, assessing and mitigating the privacy risks of a business process or technology tool. The Board develops and maintains PIAs for all new and/or modified programs that involve the use of personal information or personal health information for an administrative or operational purpose.

Record - any record of information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial, or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- Subject to the regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution (document)

Retention Period is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.

Retention Schedule - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.

PRINCIPLES/REQUIREMENTS

1. The Board is committed to the protection of privacy and recognizes that all employees are responsible for the protection of personal, confidential and sensitive information entrusted to them:
 - a. In accordance with MFIPPA and PHIPA, employees of the Board responsible for collecting personal information on private individuals and other Board employees, will do so in accordance with the applicable Act, and to the best of their abilities and knowledge, ensure the accuracy of that information.

2. All records, regardless of their physical form or characteristics are the property of the Board and subject to its control:
 - a. Control shall be exercised over the creation, distribution, utilization, retention, storage, retrieval, protection, preservation and final disposition, in accordance with the appropriate legislation.
3. The public has a right of access to information of a publicly funded institution.
4. The Board recognizes its responsibility to raise awareness on matter of public trust and confidence with respect to privacy.
5. The Board acknowledges that a privacy culture needs to be embedded into daily practices to support the needs and expectations of parents, students, and staff with respect to information security and the protection of personal information.
6. The Board recognizes the importance of establishing a protocol to respond when there has been a potential breach of privacy.
7. An individual has the right to personal privacy with respect to records in the custody and/or control of the Board.
8. Personal information may only be obtained as authorized under the Act and used for the specific purpose for which it was gathered. The management and safekeeping of such information is the responsibility of each designated employee. Confidentiality must be protected by each employee who is authorized to have access to the information for the purpose for which it was collected including but not limited to personal program management, the provision of personnel services and administrative services to the files.
9. Access to an individual's personal information can be gained during normal business hours, upon appointment and is available to:
 - a. The individual, in the presence of the appropriate manager or supervisory officer;
 - b. Other parties, such as legal counsel for the individual, with the specific written consent of the individual;
 - c. An employee's Principal, or in the case of other administrative and support staff, the supervisor, in the presence of the Supervisory Officer or Manager of Human Resources; and/or
 - d. Supervisory Officers or the Board's legal counsel, subject to approval of the Director, or the appropriate Superintendent;
10. Copies of any personal information will only be provided to the individual or his/her agent with the specific written consent of the individual. A record of all such transactions must be kept in the file where the information resides.
11. Any specific personal or sensitive information on private individuals or employees shall be provided to the members of the Board **only** through the Director of Education, if required as part of the Trustees' decision making function. Any information provided shall be supplied in accordance with the specified Act.
12. Any personal information of a private individual or employee that is no longer required for either administrative, financial, legal or historical purposes and its retention is not regulated by any statute, may be destroyed in a confidential manner.

APPROVED: Regular Meeting of the Board

Authorized by:.....
Chair of the Board

DRAFT

POLICY NO: I-30
DATE: September 7, 2004
AMENDED: October 16, 2007
AMENDED: September 18, 2012
AMENDED: December 15, 2015

PURPOSE

The Halton Catholic District School Board (HCDSB) is committed to the protection of privacy and complies with all pertinent provisions in the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, (MFIPPA), the *Personal Health Information Protection Act* (PHIPA), the *Safe Schools Act* and any other applicable privacy legislation. HCDSB also complies with the Ministry Guidelines for the Ontario Student Records (OSRS), Privacy by Design (PbD) and the Guideline for Video Surveillance and Cameras in Schools by the Ontario Information and Privacy Commissioner, as well as, the Privacy and Information Management (PIM) toolkit, by the PIM taskforce, 2008.

POLICY

It is the policy of the HCDSB to collect, use, retain and dispose of personal information in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy of individuals with respect to personal information that is in its custody and/or under its control.

Personal information collected by the Board will have a specific purpose, will be kept in a secure manner. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with, MFIPPA, PHIPA, and the HCDSB Retention Schedule.

APPLICATION AND SCOPE

1. This policy applies to all Halton Catholic District School Board staff who collect, use, retain, and disclose personal information related to students and Board employees, and to operations and procedures in all facilities within the Halton Catholic District School Board.
2. This policy applies to the operation of any video system installed on any Board site for the purpose of surveillance.
3. The Board reserves the right to consider and employ lawful “covert surveillance” on a case by case basis in consultation with the appropriate police service.
4. The video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students is considered acceptable and is not addressed by this policy.
5. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

DEFINITION

Act - means the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Consistent Purpose – means the individual to whom the information relates might have reasonable expectations regarding the use and disclosure of their personal information.

Control (of a record) – means the power or authority to make a decision about the use or disclosure of a record.

POLICY NO:	I-30
DATE:	September 7, 2004
AMENDED:	October 16, 2007
AMENDED:	September 18, 2012
AMENDED:	December 15, 2015

Custody (of a record) – means the keeping, care, watch, preservation or security of a records for a legitimate business purpose. While physical possession of a record may not always constitute custody, it is the best evidence of custody.

Information and Privacy Commissioner (IPC) means the Information and Privacy Commissioner of Ontario (Commonly referred to as the IPC). The IPC hears appeals of decisions made by the Head of an institution, issues binding orders, conducts privacy investigation and has certain powers relating to the protection of Personal Privacy.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) means the legislation that governs access to and the privacy of Board records containing personal information.

Personal Health Information Protection Act (PHIPA) means the legislation that governs the access to and the privacy of health records held by the Board.

Personal Information - recorded information about an identifiable individual including:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual;
- The personal opinions or view of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Privacy by Design (PbD) is the privacy standard developed by the Information and Privacy Commissioner of Ontario that the Board will utilize to build privacy and data protection, into the design specification and architecture of information and communications systems and technologies at the beginning, in order to facilitate compliance with privacy and data protection principles.

Record - any record of information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial, or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- Subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution (document).

Retention Period is the period of time during which a specific record or record series must be kept before records in that series may be disposed of.

POLICY NO: I-30
DATE: September 7, 2004
AMENDED: October 16, 2007
AMENDED: September 18, 2012
AMENDED: December 15, 2015

Retention Schedule - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.

Video Surveillance Systems: A video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school property. (In schools this would usually include analog video, digital and closed-circuit camera systems.)

PRINCIPLES

1. The Board recognizes that the promotion of a safe and secure learning environment is in the best interest of students, staff and the general public.
2. The Board recognizes that the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system.
3. The Board, in the development of this policy, referenced the Information and Privacy Commissioner/Ontario Guidelines for Using for Video Surveillance, released October 6, 2015.
4. The Board recognizes that the utilization of video surveillance systems as a complement, not to replace, other means to create a safe and secure learning environment.
5. The following personnel are authorized to implement video surveillance system in the discharge of their duties:
 - a. Principals (or a person designated by the Principal)
 - b. Board Supervisor Officers
 - c. Director of Education
 - d. The Superintendent of Facilities Services has the overall responsibility for the Board video surveillance program
6. Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.
7. The closed circuit television (CCTV) system within Board facilities may operate continuously. All recorded images are the property of the Board.
8. Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.
9. Where applicable and appropriate, this policy shall be incorporated into training and orientation programs of the Board.

APPROVED: Regular Meeting of the Board

Authorized by:
Chair of the Board

ACTION REPORT

ITEM 3.2

POLICY I-22 ADMISSION TO SCHOOLS

PURPOSE:

To provide for the consideration of the Policy Committee revisions made to Policy I-22 Admission to Schools as recommended by Policy Chair Paul Marai.

RECOMMENDATION:

RESOLUTION:

Moved by:

Seconded by:

RESOLVED, that the Policy Committee recommends that Policy I-22 Admission to Schools be forwarded to the April 19, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY:

P. MARAI
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ADMISSION TO SCHOOLS, ELEMENTARY AND SECONDARY**POLICY NO:****I-22****I-22****MARCH 26, 1996****DATE:****JUNE 16, 1998****AMENDED:****APRIL 25, 2000****AMENDED:****DECEMBER 19, 2000****AMENDED:****MAY 3, 2011****AMENDED: :****OCTOBER 16, 2012****SCHEDULED FOR REVIEW:****OCTOBER 2015****PURPOSE**

To provide direction on the process for the admission of Catholic students to the elementary and secondary schools of the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to all students registering for the first time in elementary and secondary schools under the jurisdiction of the Halton Catholic District School Board.

PRINCIPLES

- The Halton Catholic District School Board has a mandate to provide Catholic education to the students registered in its schools.
- The Ministry of Education recognizes the right of Catholic schools to provide Catholic education.
- Catholic school ratepayers expect that Catholic faith and culture permeates everything that happens within the Catholic school.
- The Halton Catholic District School Board believes that its Admissions Policy must respect the constitutional rights of Catholic ratepayers in order to maintain the Catholicity of our schools.
- The Education Act, Section 136, allows for any student to enrol in a Catholic secondary school regardless of their religion.
- The Halton Catholic District School Board believes in maximizing enrolment in our schools and keeping local Catholic schools open.

REQUIREMENTS - ELEMENTARY

- a. Students registering for the first time in the Halton Catholic District School System shall be required to produce proof of age and a Catholic Baptismal Certificate of the Roman or Eastern Rite.
- b. If the child has no Roman/Eastern Rite Catholic baptismal certificate, the child may be admitted if one parent can provide a Roman/Eastern Rite Catholic baptismal certificate.
- c. If the child has no Roman/Eastern Rite Catholic baptismal certificate, and neither parent can provide a Roman/Eastern Rite Catholic baptismal certificate, the parents shall be provided with the name and

MARCH 26, 1996

JUNE 16, 1998

APRIL 25, 2000

DECEMBER 19, 2000

MAY 3, 2011

OCTOBER 16, 2012

OCTOBER 2015

DATE:

AMENDED:

AMENDED:

AMENDED:

AMENDED:

AMENDED:

SCHEDULED FOR REVIEW:

telephone number of the appropriate pastor in order to assist the parents in obtaining a valid baptismal certificate, or in order to make the preparations for the child to be received into the Catholic Church through Baptism.

A letter from the proper pastor (or his delegate) recommending a student for admission to a Catholic School is acceptable in lieu of a Baptismal Certificate. The proper pastor is the pastor of the parish to which the family belongs by territory or registration as in the case of a "national" parish. With the support of the Catholic Parish Priest, the Director of Education may make a determination to approve the admission of a non-Catholic child on a conditional basis

- d. Students shall be admitted on condition that the parent provides a Catholic baptismal certificate or the letter from the Director of Education on the first day of school for a child or on a date agreed upon between the principal and the parent.
- e. The letter from the parish priest should state that the parent wants their child educated in the Catholic school and is prepared to follow through on having the child baptized.

■ Parts A to E shall not be required if the utilization rate falls below 90% at a given school.

■ Schools shall post if they are open-access or not.

■ All students shall participate in religion education and school functions regardless if they are Catholic or not.

- Students shall be admitted to Junior Kindergarten in September of any school year provided that they will reach the age of four on, or before December 31st, in that same calendar year.
- Students shall be admitted to Kindergarten in September of any school year provided that they reach the age of five on, or before December 31st, in that same calendar year.
- Students shall be admitted to Grade 1 in September of any school year, provided that they reach the age of six on or before December 31st, in that same calendar year.
- The school shall complete all required registration forms.
- Requests for elementary school admission that do not meet the requirements of this policy and have extenuating and compelling family circumstances should be submitted in writing to the Director of Education.

REQUIREMENTS – SECONDARY

- Students from the Halton Catholic District School Board Elementary Schools will follow registration

ADMISSION TO SCHOOLS, ELEMENTARY AND SECONDARY**POLICY NO:****I-22****MARCH 26, 1996****JUNE 16, 1998****APRIL 25, 2000****DECEMBER 19, 2000****MAY 3, 2011****OCTOBER 16, 2012****OCTOBER 2015****DATE:****AMENDED:****AMENDED:****AMENDED:****AMENDED:****AMENDED:****SCHEDULED FOR REVIEW:**

procedures for admission to Catholic Secondary Schools

- Students registering for the first time with the Halton Catholic District School Board shall make application with the Principal of the Catholic Secondary School.
- The student shall be interviewed by the administration of the Catholic secondary school to determine reasons for seeking admission.
- Refer to Policy II-34 "Participation in Programs and Courses of Study in Religious Education".

Administrative Procedures for this policy are found in VI-19 "Elementary and Secondary School Student Admission.

APPROVED:

Regular Meeting of the Board

AUTHORIZED BY:

.....
Chair of the Board

ACTION REPORT

ITEM 3.3

POLICY I – GOVERNANCE OF POLICY**PURPOSE:**

To provide for the consideration of the Policy Committee revisions made to *Policy I – Governance of Policy*.

COMMENTS:

Policy I - Governance of Policy is to establish a framework and process for developing, implementing and amending policies as well as to ensure consistency with the Halton Catholic District School Board's efforts in achieving its Mission, Vision and Governing Values.

Currently, under the Governance of Policy I, amendments to existing policies require only one reading and don't require stakeholder input. Based on past practice, policies requiring significant revisions were circulated to stakeholders for input. In keeping with our Board's openness, accountability and transparency, it is recommended that going forward, input from stakeholders be solicited for amendments to policies. As such the following addition to the Policy is being presented for Trustee consideration:

For Amendments to existing Board Policies - Input from stakeholder groups will be solicited with a simple majority of the Policy Committee. The time period and process will follow the same vetting process as for any new policy that passes first reading.

RECOMMENDATION:**RESOLUTION:**

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that *Policy I – Governance of Policy* be forwarded to the April 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

GOVERNANCE OF POLICY**OPERATING POLICY:****I****DATE:**

April 25, 1995

AMENDED:

September 5, 2006

AMENDED:

September 21, 2010

AMENDED:

May 15, 2012

AMENDED:**PURPOSE**

To establish a framework and process for developing, implementing and amending policies as well as to ensure consistency with the Halton Catholic District School Board's efforts in achieving its Mission, Vision and Governing Values.

APPLICATION & SCOPE

This policy applies to the development, implementation and any amendments for all policies and its attendant administrative procedures and any associated guidelines.

PRINCIPLES

- The Board provides direction to staff through the establishment of policy.
- The Halton Catholic District School Board recognizes its corporate responsibility to set policy. Therefore, in keeping with its Mission, Vision and Governing Values, the Board affirms its duty to develop, amend, approve and implement policies that are consistent with the Gospel of Jesus.
- In the development, amendment and implementation of policies and the attendant administrative procedures, a transparent process that engages a diverse community of stakeholders within the Catholic education community must be evident.
- The Board has a duty to set policy within the framework of a Policy Governance Model that reflects Results Based Accountability.
- In order to achieve the Mission, Vision and Governing Values, clear direction must be established.
- The Director of Education, or designate, is responsible for developing administrative procedures that provide the mechanisms for the implementation of policy.

REQUIREMENTS

- Policies must be consistent with the Mission, Vision and set of Governing Values.
- The Board must identify the rationale which serves as the basis of justification for the existence of such policy.
- The Director of Education, or designate, shall recommend to the Board through its Policy Committee, the policies to be developed and reviewed and brought to the Board for approval on an annual basis or as required. Such recommendation shall be based on legislative requirements, the needs of the system, current issues and input received from stakeholder groups and members of the Catholic education community.

GOVERNANCE OF POLICY**OPERATING POLICY:****I**

DATE: April 25, 1995
AMENDED: September 5, 2006
AMENDED: September 21, 2010
AMENDED: May 15, 2012
NEXT SCHEDULED REVIEW: June 2015

- In consultation with the Chair, the Director of Education shall recommend to the Board through its Policy Committee, the By-Laws be reviewed in accordance to subsection 14.2 of the Board's By-Laws, as required.
- In accordance with section 14 of the Board's By-Laws, subsection 14.1, an individual trustee may give notice of an amendment to the By-Laws. Such notice will be referred to the Policy Committee for study and report.
- The organizational framework for the Board's policies shall include the following categories:
 - Management
 - Education
 - Personnel
 - Facility and Maintenance
 - Public Relations
- All policies, new and revised, shall be brought forward by the Policy Committee to the Board of Trustees for first reading.
- Following first reading of any new policy, the policy will be vetted for input through stakeholder groups as determined by the Director or designate, typically for a period of three (3) weeks. The time frame for the consultation process may be adjusted as appropriate to the specific policy, as determined by the Policy Committee.
- Following stakeholder input, all new policies shall return to the Policy Committee for review, and possible revision before being referred to the Board for second reading.
- A legal opinion shall be sought at the discretion of the Director, or designate, for policies and the attendant administrative procedures prior to the Policy Committee's recommendation to bring forward a policy to the Board for third and final reading and approval. In consultation with the Director, the Policy Committee, or an individual trustee, can request a legal opinion.
- First, second and third readings shall occur at separate Board meetings unless upon specific motion of the Board, second and third readings are combined.
- Policy must be approved by a two-thirds (2/3) majority vote of the Board after third reading.
- Where a combined reading of second and third occurs, a three-quarters (3/4) majority vote of the Board is required.
- For Amendments to existing Board Policies - Input from stakeholder groups will be solicited with a simple majority of the Policy Committee. The time period and process will follow the same vetting process as for any new policy that passes first reading.

— Amendments to existing Board Policies require only one reading with the exception of Amendments to Board

GOVERNANCE OF POLICY**OPERATING POLICY:****I****DATE:**

April 25, 1995

AMENDED:

September 5, 2006

AMENDED:

September 21, 2010

AMENDED:

May 15, 2012

AMENDED:Policies that will be submitted for stakeholder input which will require two readings.

-
- Any decision not to comply with Board Policy will require a three quarters (3/4) majority vote.
- The Director of Education shall establish administrative procedures to support policies, where appropriate, at the discretion of the Director.
- The Board shall receive as information administrative procedures for all new policies as appropriate, or as the administrative procedures are developed, where a policy may initially not have required an administrative procedure.
- The Director shall approve administrative procedures attendant to a policy once the policy has received third and final reading and approval by the Board.
- Notwithstanding this policy, the Board reserves the right to waive the policy development and implementation process for reasons including, but not limited to, meeting the timelines due to legislative requirements and issues of safety.
- Board policies, once approved or amended, will be communicated throughout the system and broader Catholic community.
- Board policies will be implemented through the Director of Education.

GOVERNANCE OF POLICY

OPERATING POLICY:

I

DATE: April 25, 1995

AMENDED: September 5, 2006

AMENDED: September 21, 2010

AMENDED: May 15, 2012

NEXTSCHEDULED REVIEW: June 2015

APPROVED : Regular Meeting of the Board

AUTHORIZED BY :
Alice Anne LeMay, Chair of the Board

ACTION REPORT

ITEM 3.4

POLICY II –41 UNIFORM

PURPOSE:

To provide for the consideration of the Policy Committee revisions made to *Policy II-41 Uniform*.

COMMENTS:

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 policy was amended 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 has been reviewed by staff with all recommended changes reflective of the core principles adopted at the February 2013 revision.

This Policy was presented to the Policy Committee meeting on February 9th and March 29th 2016 as discussion, and 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-41 Uniform be forwarded to the April 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

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.

REFERENCES

- [Education Statutes and Regulations of Ontario](#)
- [Human Rights Code](#)
- [Board Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)
- [Board Operating Policy II-39 Progressive Discipline and Safety in Schools](#)

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 Board recognizes there is a shared 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.

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- 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.

- codes

- The Board recognizes the necessity of a school dress code for those times when students are not in uniform (i.e. civvies day, elementary physical educational classes).

- 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.

2.

2.3. 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).

3.4. 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.

4.5. ~~At least once annually, at a Catholic School Council meeting, the Principal shall review the school uniform dress code and school dress code. This review may include approval of uniform pieces, the monitoring and enforcement of the school uniform dress code and school dress code, stakeholder consultation (i.e. student, staff, greater school community), approved civvies days/spirit days. 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~~ ~~The periodic~~ review ~~shall~~ may include a process for consultation with students, teachers and staff working in schools, parents and guardians, and school councils.

5.6. Following the ~~formal~~ review process outlined above, and upon the requirements of the ~~committee~~ Catholic School Council, 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~~ Catholic School Council, ~~may choose to conduct a vote in accordance with this policy to discontinue the — implementation of a school uniform.~~

6.7. 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.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE****OPERATING POLICY****II-41****DATE: APRIL 14, 2009****AMENDED: MAY 17, 2011****AMENDED: FEBRUARY 19, 2013****SCHEDULED FOR REVIEW: FEBRUARY 2016**

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.
- Any clothing item worn under uniform pieces, but still visible must be in compliance with school dress codes, and generally, will be in the school uniform colours or white (i.e. undershirts, tights or socks).
- 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 Catholic School Council. School Action Plan Team.
 - a. Type and styles of clothing from the chosen uniform provider;
 - b. A strategy for "Dress Down Days" or "Non Uniform Days" or Civvies 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.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE****OPERATING POLICY****II-41****DATE: APRIL 14, 2009****AMENDED: MAY 17, 2011****AMENDED: FEBRUARY 19, 2013****SCHEDULED FOR REVIEW: FEBRUARY 2016**

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 even if they have ~~not~~ implemented and Elementary School Uniform Dress Code.

1.

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~~annually 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~~Schools(2012).
5. A copy of the school's uniform dress code will be included annually in the ~~school's school's Parent Handbook or School Agenda Book and or~~ school's on the school's website.

APPROVED: Regular Meeting of the Board

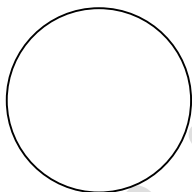
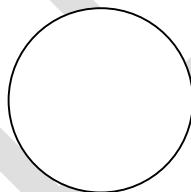
Authorized by:
Chair of the Board



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> <div style="text-align: center;">  </div>	<p>NO</p> <div style="text-align: center;">  </div>

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~~ Additional 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)

ACTION REPORT

ITEM 3.5

POLICY II- 09 OPENING AND CLOSING EXERCISES

PURPOSE:

To recommend to the Policy Committee that Policy II- 09 Opening and Closing Exercises be forwarded to the Board for further review and consideration.

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 presented and passed on the January 19, 2016 Board meeting.

At the March 29, 2016 Policy Committee meeting, it was requested that this policy be reviewed again by the Policy Committee with considerations to send out for stakeholder review.

REPORT PREPARED BY:

C. CIPRIANO
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

OPENING AND CLOSING EXERCISES**POLICY NO.:****II-09****DATE:****Feb. 20, 1987****AMENDED:****April 17, 2001****AMENDED:****February 2, 2016****PURPOSE**

To provide direction to all members of schools under the Board's jurisdiction with respect to requirements on opening 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 District School Board.

APPLICATION AND SCOPE

This policy applies to all 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

- Formal prayer shall form part of every opening or closing exercise.
- Scriptural/spiritual readings may form part of every opening or closing exercise.
- Secular readings or recitations may form part of every opening or closing exercise but may not replace scriptural/spiritual readings.
- The singing of *O Canada* shall form part of every opening or closing exercise. Students and staff shall participate in the singing of *O Canada*.
- The Oath of Citizenship shall form part of every opening exercise. Students and staff shall participate in the Oath of Citizenship.

OPENING AND CLOSING EXERCISES**POLICY NO.:****II-09****DATE:****Feb. 20, 1987****AMENDED:****April 17, 2001****AMENDED:****February 2, 2016**

- The following is the Oath 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.
- A student is not required to sing *O Canada* or recite the Oath of Citizenship in the following circumstances:
 1. In the case of a student who is less than 18 years old, if the student's parent or guardian applies to the principal to be exempted from doing so.
 2. In the case of a student who is at least 18 years old, if the student applies to the principal to be exempted from doing so.

Approved: Regular Meeting of the Board

AUTHORIZED BY:
Chair of the Board

POLICY COMMITTEE MEETING

Date: Tuesday, May 10, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

1. Opening Prayer

2. Approvals

- 2.1 Approval of Agenda
- 2.2 Approval of Minutes of the April 12, 2016 Policy Committee Meeting

3. Action Items

- 3.1 Policy II-50 Prior Learning Assessment and Recognition (PLAR) For Day School Students
Second and third reading (T. Pinelli)
- 3.2 Policy II-39 Progressive Discipline (T. Pinelli)
- 3.3 Policy II-12 Corporal Punishment – first reading (B. Browne)
- 3.4 Policy II-2 Educational Assistants (B. Browne)
- 3.5 Policy I-33 Classroom Observations by External Third Party Professionals
(B. Browne)
- 3.6 Policy II-35 Access to School Premises (Cipriano)
- 3.7 Policy II-11 Daily Teacher Plans (C. Cipriano)

4. Discussion Items

- 4.1 Policy III-17 Attendance Support Program (J. O'Hara)

5. Information Items

- 5.1 Administrative Procedure: Prior Learning Assessment and Recognition (PLAR) For Day
School Students
- 5.2 Administrative Procedure VI-44 Progressive Discipline and Safety in Schools (T. Pinelli)
- 5.3 Draft upcoming Policy Committee Meeting Agenda

6. Miscellaneous Information

7. **Correspondence**
8. **In Camera**
9. **New Business**
10. **Motion to Excuse Absent Committee Members**
11. **Motion to Adjourn/ Closing Prayer**

NEXT POLICY COMMITTEE MEETING – JUNE 14, 2016