

POLICY COMMITTEE MEETING
REVISED AGENDA

Date: Tuesday, September 13, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Opening Prayer (A. Danko)	
2. Approvals	
2.1 Approval of Agenda	
2.2 Approval of Minutes	1 - 6
3. Action Items	
3.1 Policy II-24 Home to School Student Transportation (F. Thibeault)	7 - 13
3.2 Policy I-19 Occupational Health and Safety - annual review (T. Overholt)	14 - 16
3.3 Policy III-15 Workplace Violence - annual review (T. Overholt)	17 - 22
4. Discussion Items	
4.1 Policy III-16 Workplace Harassment (J. O'Hara)	23 - 29
5. Information Items	
5.1 Upcoming Agenda Items	30 - 31
6. Miscellaneous Information	
6.1 Policy Working Committee (T. Overholt)	32 - 32
7. Correspondence	
8. In Camera	
8.1 <i>Approval of In Camera Minutes of the May 10, 2016 Policy Committee Meeting</i>	
9. New Business	
10. Motion to Excuse Absent Committee Members	
11. Motion to Adjourn/ Closing Prayer	

MINUTES OF THE POLICY COMMITTEE MEETING

Tuesday, June 14, 2016

7:00 p.m.

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

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

Staff Present: P. Dawson, Director of Education
C. Cipriano, Superintendent of Education
A. Swinden, Administrator, Strategic Communications
T. Pinelli, Superintendent of Education
B. Browne, Superintendent of Education
T. Overholt, Superintendent of Education
L. Naar, Superintendent of Education
J. O'Hara, Executive Officer, Human Resources
F. Thibeault, Administrator, Planning Services, Planning & Assessment Services
A. Jones, Manager of Educational Assistants

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 P. Marai.

2. **APPROVALS**

2.1 **Agenda**

The agenda was approved as submitted.

Several Point of orders were raised by Trustee Danko with respect to Action Item 3.1 Policy 11-39 Progressive Discipline and Safety in Schools – Code of Conduct– Suspensions and Expulsions. He noted since Policy 11-39 differs in no way from the item previously approved by the Policy Committee, he moves that the policy be referred to a canon lawyer for review. Chair P. Marai stated the policy was defeated at the Regular Board Meeting on May 17, 2016, and it was stated then that Policy 11-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions should return for further discussion, and therefore it is in order.

The following motion was presented:

#P60/16

Moved by: A. Iantomasi

Seconded by: J. Michael

RECOMMENDED, that the agenda be approved, as submitted.

CARRIED

2.2 Approval of Minutes

The minutes of the May 10, 2016 Policy Committee Meeting were reviewed.

The following motion was presented:

#P61/16

Moved by: J. Michael

Seconded by: M. Rowe

RECOMMENDED, that the minutes of the Policy Committee Meeting held on May 10, 2016 be approved, as submitted. **CARRIED**

3. ACTION ITEMS

3.1 Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions (T. Pinelli)

Discussion ensued with respect to Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions and whether it is in order to be discussed again. As a point of order, Trustee Danko stated Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions has been previously reviewed and reviewing it again is redundant. He noted that Policy II-39 should be referred to a canon lawyer for review. T. Pinelli stated summer school continues therefore the policy applies to day school students as well as the summer school students. She provided the group with copies of requirements from the Education Act that apply to Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions.

It was moved by A. Danko, seconded by A. Quinn that Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions be referred to a canon lawyer for review. The Chair called for a vote and the motion was defeated.

#P62/16

Moved by: A. Iantomasi

Seconded by: D. Rabenda

Resolved, that the Policy Committee recommends that Policy II-39 Progressive Discipline, be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented. **CARRIED**

3.2 Policy II-12 Management of Aggressive Student Behaviour Within Our Schools – Second and Third Reading (B. Browne)

B. Browne provided an overview on Policy II-12 Management of Aggressive Student Behaviour Within Our Schools. He noted that this policy was first presented and approved at first reading at the May 17, 2016 Regular Board Meeting, and was released for stakeholder consultation from May 18, 2016 to June 8, 2016. He noted minor revisions were made as a result of the stakeholder input received.

The following was put before the Policy Committee:

#P63/16

Moved by: J. Michael

Seconded by: M. Rowe

Resolved, that the Policy Committee recommends that Policy II-12 Management of Aggressive Student Behaviour Within Our Schools be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented at Second and Third Reading. **CARRIED**

3.3 Policy III-17 Attendance Support Program first reading (J. O'Hara)

J. O'Hara provided background on Policy III-17 Attendance Support Program. It was noted that after the May 10, 2016 Policy Committee Meeting both the Director and Human Resources have reviewed Policy III-17 Attendance Support Program and have made some additional changes. Some of the added information was gathered from the Administrative Procedure.

Trustee A. Danko requested to have more elements of the operating procedure included into the policy. J. O'Hara responded to Trustee Danko's comment noting staff will review Policy III-17 Attendance Support Program again with the Director and any revisions made will appear at second and third reading.

Director P. Dawson commented to Trustee Danko nothing that the added requirements were taken directly from the procedure and clarified that Trustee Danko is looking for a summary of what the steps incorporate from the operating procedure. Trustee Danko responded stating that is correct.

The following motion was put before the Policy Committee:

#P64/16

Moved by: J. Michael
Seconded by: A. Iantomasi

Resolved, that the Policy Committee recommends that Policy III-17 Attendance Support Program be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented at first reading.

CARRIED

3.4 **Policy I-14 Smoking Ban (C. Cipriano)**

C. Cipriano presented Policy I-14 Smoking Ban, which includes the most up to date changes in legislation with respect to e-cigarettes and medical marijuana. He noted that this policy was first presented at the May 10th, 2016 Policy Committee Meeting as a discussion item. C. Cipriano stated that the Ministry of Health and Long Term Care has made recent updates and amendments to the *Making Healthier Choices Act*, *Smoke-Free Ontario Act*, and the *Electronic Cigarettes Act* all in 2015. The suggested changes to Policy I-14 Smoking Ban reflect the updates and amendments.

Trustee Danko requested to have the harmful usage of recreational marijuana inserted into Policy I-14 Smoking Ban, through links or existing websites.

Discussion followed on Trustee Danko's request to have the harmful effects inserted into Policy I-14 Smoking Ban. A. Danko also noted that he would like a commitment to circulate memos or to hold seminars, information sessions with students on the harmful effects of recreational usage of marijuana. C. Cipriano noted that Policy I-14 Smoking Ban is not for the students, students are covered under Policy II-39 Progressive Discipline and Safety in Schools – Code of Conduct – Suspensions and Expulsions with regard to smoking and drug usage. This policy is for employees, visitors and volunteers.

It was moved by Trustee Danko, seconded by Trustee Karabela that Policy I-14 Smoking Ban be expanded to incorporate the unhealthy effects of recreational marijuana. The Chair called a vote and Trustees voted in favor.

Chair P. Marai noted that if it is the will of the group that any other policies that have a reference to smoking should return to the Policy Committee for updating. .

The following motion was put before the Policy Committee:

#P65/16

Moved by: A. Iantomasi
Seconded by: J. Michael

Resolved, that the Policy Committee recommends that Policy I-14 Smoking Ban be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.

CARRIED

3.5 **Policy V-04 School Fundraising Activities (R. Negoj/J. Chanthavong)**

R. Negoj spoke to Policy V-04 School Fundraising Activities, noting that the policy was up for review as part of the Board's 3-year cycle. She indicated that minor changes were made to Policy V-04 School Fundraising Activities as well as the Administrative Procedure VI-59 School Fundraising Activities.

Discussion ensued regarding which charities are supported by schools. Director P. Dawson stated that at the beginning of the school year principals meet with the school council to decide which charities will be supported.

The following motion was put before the Policy Committee:

#P66/16

Moved by: M. Rowe

Seconded by: J. Michael

Resolved, that the Policy Committee recommends that Policy V-04 School Fundraising Activities be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.

CARRIED

3.6 **Amendment to Board By-Laws (P. Dawson)**

Director P. Dawson explained the Board's By-Laws are reviewed every four years. She noted that at the March 29th 2016 Policy Committee Meeting, Trustees were invited to submit any suggested changes to D. Ross, no proposed changes were received. The Board's By-Laws were reviewed by the Board's solicitors in order to ensure that they reflect the requirements of the Education Act.

Discussion followed regarding a proposed change under item 2.12 in-camera and whether or not an ongoing investigation under the *Ombudsmand Act* respecting the board should be kept in-camera or not. It was moved by Trustee Danko, seconded by Trustee Karabela to remove the proposed change under section **2.12 In-Camera (vii)** and section 4.3.8 **In-Camera Topics** of the Board By- Laws. The Chair called a vote and Trustees voted in favor.

It was moved by Trustee Rabenda, seconded by Trustee Michael that section **4.2.1 Authority to Convene** with respect to the written request of three (3) members –be changed to five (5) members since five is the number for a quorum. She noted it relates to section **4.2.3 Notice of Meeting** with respect to “in the case of emergencies, the requirement for 24 hours’ notice may be waived by the Chair” she stated five trustees would be needed to make a quorum. Discussion followed. The Chair called for a vote and Trustees voted in favor.

It was moved by Trustee Danko, seconded by Trustee Quinn to strikeout the proposed amendment **4.2.3 Notice of Meeting** “in the case of emergencies, the requirement for 24 hours’ notice may be waived by the Chair. The Chair called for a vote and all trustees voted in favor.

The following motion was put before the Policy Committee:

#P67/16

Moved by: J. Michael

Seconded by: A. Quinn

Resolved, that the Policy Committee recommends that Amendment to Board By-Laws be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.

CARRIED

3.7 **Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activities (R. Negoi/J. Chanthavong)**

General discussion proceeded with respect to policies that are on the 3rd year cycle to be reviewed and whether the policy should be presented to the board as an action item when there are no amendments made.

It was moved by Trustee Rowe, and seconded by Trustee Rabenda that Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activates be approved as it stands. The Chair called a vote and Trustees voted in favor.

Discussion ensued regarding student fees and what the fees are used for. Trustee Quinn inquired if parents are aware that student fees are voluntary?

It was moved by Trustee Quinn, seconded by Trustee Trites that an amendment be made to Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activities stating “*School Principals will endeavor to ensure that all families and students are explicitly aware that student activity fees are voluntary*”. The Chair called a vote and Trustees voted in favor of the amendment.

The following motion was put before the Policy Committee:

<p>#P68/16</p> <p>Moved by: M. Rowe Seconded by: D. Rabenda</p> <p>Resolved, that the Policy Committee recommends that Policy II-47 Fees for Learning Material, Programs, Curricular and Co-Curricular Activities be forwarded to the June 21, 2016 Regular Board Meeting for approval as presented.</p> <p style="text-align: right;">CARRIED</p>

4. DISCUSSION ITEMS

4.1 Policy II-24 Home to School Student Transportation (F. Thibeault)

F. Thibeault provided history on Policy 11-24 and stated it was a discussion item at the May 10, 2016 Policy Committee Meeting. He noted it was requested for staff to inquire about the possibility of utilizing the Town of Halton Hills’ Youth Taxi Scrip Program as an alternative to bussing for those students participating in co-curricular activities. F. Thibeault advised the Trustees that staff did their research regarding the possibility of using the Youth Taxi Scrip Program and found that students would be required to meet at a central location and to car pool. He noted the board would not have much control or supervision and safety still remains a concern. He stated staff also contacted Halton Student Transportation Services (HSTS) and it was determined that a shuttle service could be provided that would run from Christ the King Secondary School all the way to Acton and use the St. Joseph Elementary School site as a safe drop off point for parents to pick up their children. He reported that this is an option to possibly pursue. F. Thibeault informed the Trustees that Policy 11-24 Home to School Student Transportation is scheduled for review in May 2017, however it is intended to bring the policy forward for review at the September 13, 2016 Policy Committee Meeting.

Trustees inquired about this status at the public board. F. Thibeault responded stating currently the public board has only one late bus run in the City of Burlington and they are also looking at removing the service.

4.2 Policy I-31 Apparel Purchases and Fair Labour Practices (D. Tkalcic)

D. Tkalcic spoke to Policy 1-31 Apparel Purchases and Fair Labour Practices stating the proposed amendments suggested by staff are minor in nature.

General discussion proceeded regarding the history of Policy I-31 Apparel Purchases and Fair Labour Practices and the different items this policy applies to. D. Tkalcic stated the board goes through an RFP process and by doing so any apparel suppliers that are interested in providing a uniform to a school can submit proposals, which are evaluated by an evaluation committee. The board would execute a contract with the highest ranking vendor. Trustee Karabela asked what the outcome would be if Policy I-31 would be removed. Director P. Dawson answered stating there would be no list of approved vendors that have gone through the RFP process and any school can use any vendor for apparel purchases.

5. INFORMATION ITEMS

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

The Administrative Procedure was presented as information.

5.2 Administrative Procedure VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities and School Fundraising Activities (R. Negoi/J. Chanthavong)

The Administrative Procedure was presented as information.

5.3 Administrative Procedure VI-59 School Fundraising Activities (R. Negoi/J. Chanthavong)

The Administrative Procedure was presented as information.

6. MISCELLANEOUS INFORMATION

7. CORRESPONDENCE

8. IN CAMERA

- 8.1 Approval of In Camera Minutes of the May 10, 2016 Policy Committee Meeting.
Will return for approval at the September 13, 2016 Policy Committee Meeting.

9. NEW BUSINESS

10. MOTION TO EXCUSE COMMITTEE MEMBERS

11. MOTION TO ADJOURN

#P69/16

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

RECOMMENDED, that the meeting adjourn.

CARRIED

The meeting closed with a prayer led by D. Rabenda at 8:54 p.m.

ACTION REPORT

ITEM 3.1

POLICY II-24 HOME-TO-SCHOOL STUDENT TRANSPORTATION

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy II-24 Home-to-School Student Transportation* as recommended by staff.

BACKGROUND REPORT:

1. Discussion Report 4.1 "Policy II-24 Home-to-School Student Transportation Proposed Minor Amendment – Late Buses", from the June 14, 2016 Policy Committee Meeting.
2. Discussion Report 4.2 "Policy II-24 Home-to-School Student Transportation Proposed Minor Amendment – Late Buses", from the May 10, 2016 Policy Committee Meeting.

COMMENTS:

At the June 14, 2016, Policy Meeting of the Board, trustees were informed of Board staff's intention to review Operating Policy II-24 Home-To-School Student Transportation and bring forward any changes to the September 13, 2016 Policy Committee Meeting.

The intent of the review would be to enhance the policy by focusing primarily on transportation eligibility factors. Halton Student Transportation Services (HSTS) operating procedures adequately prescribe how eligibility factors within the HCDSB policy framework are measured, and how student transportation is delivered to the Board's student body. The proposed amendments to the policy would have no impact on transportation eligibility factors for students.

HSTS operating procedures that cover the content of the current Operating Policy II-24 can be found on their website, www.haltonbus.ca. HSTS has the following sub-sections in their operating guidelines:

1. Eligibility
2. Roles and Responsibilities
3. Operating Guidelines
4. Emergency Procedures
5. Accessible Transportation

For a full listing of all HSTS Operating Policies and Procedures refer to Appendix A.

CONCLUSION:

As HSTS already has its own operational procedures that are guided by HCDSB Operation Policy II-24 Home-to-School Student Transportation, both Board staff and HSTS staff found that the policy should undergo a review to remove any overlaps in practice to ensure consistency.

The changes proposed in the amendments to Operating Policy II-24 Home-to-School Student Transportation have no impact on student transportation eligibilities.

RECOMMENDATION:

*Moved by:
Seconded by:*

RESOLVED, that the Policy Committee recommends that amended Board Operating Policy II-24 Home-to-School Student Transportation be forwarded to the September 20, 2016 Regular Meeting of the Board for approval.

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR, PLANNING SERVICES

REPORT SUBMITTED BY: R. NEOGI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

APPENDIX A

PROCEDURE AREA	NAME AND LINK TO POLICY	POLICY RELATION
Eligibility	HS-1-001 Policy Implementation	Principles
	HS-1-002 Transportation Eligibility	Requirements S.1-5
	HS-1-003 Eligibility Factors	Requirements S.1-5
	HS-1-004 Courtesy Seats	Requirement S.7
	HS-1-005 Student's Primary Address	
	HS-1-006 Optional Attendance / Cross Boundary Students	Requirement S.6
	HS-1-007 Joint Custody	
	HS-1-008 Transportation Eligibility Reassessment	
Roles and Responsibilities	HS-2-001 Accompanying JK SK Students to or from bus stop	Requirement S.9
	HS-2-002 Student Responsibilities	Requirement S.8 and S.10
	HS-2-003 Parent Guardian Responsibilities	Requirement S.8 and S.9
	HS-2-004 School Principal Responsibilities	Requirement S.8
	HS-2-005 Bus Operator and Driver Responsibilities	
	HS-2-006 Responsibilities of Taxi Operators & Drivers	
	HS-2-007 HSTS Responsibilities	
	HS-2-008 Disciplinary Action	
Operating Guidelines	HS-3-001 Service Parameters	Requirement S.11
	HS-3-002 Bus Stop Placement	Requirement S.13
	HS-3-004 Duration of Bus Trip	
	HS-3-005 Transportation To/From Caregiver Daycare Provider	Requirement S.12
	HS-3-006 Transportation for Co-op Students	
	HS-3-007 Public Transit	
	HS-3-008 Temporary Medical Transportation	
	HS-3-009 School Bus Cameras	
	HS-3-010 Transporting Equipment	
	HS-3-011 Moving a Bus Stop Due to Owner Complaint	
	HS-3-012 Transportation Audits	
	HS-3-013 Review of Distance Calculation	
	HS-3-014 Process for Appealing Decisions	
	HS-3-015 School Bell Time Review	Requirement S.15
	HS-3-016 Criminal Record and Vulnerable Screening	
	HS-3-017 Temporary Day Riders	
Emergency Procedures	HS-4-001 First Aid CPR	
	HS-4-002 EpiPen	
	HS-4-003 Type 1 Diabetes	
	HS-4-004 Seizure Disorder	
	HS-4-005 Accident Incident Procedure	
	HS-4-006 Inclement Weather	

	HS-4-007 School Closure	
	HS-4-008 Missing Student	
	HS-4-009 This item is currently under review.	
	HS-4-010 Pandemic Responsibilities	
Accessible Transportation	HS-5-001 Accessible Student Transportation	Requirement S. 1
	HS-5-002 Transporting Service Animals	Requirement S. 1
	HS-5-003 Support Persons for Students with Special Needs	Requirement S. 1
	HS-5-004 Child Booster Car Seats	Requirement S. 17

**HOME-TO-SCHOOL
STUDENT TRANSPORTATION**

OPERATING POLICY

II-24

DATE:	JANUARY 31, 1995
AMENDED:	SEPTEMBER 6, 2005
AMENDED:	NOVEMBER 1, 2005
AMENDED:	APRIL 15, 2008
AMENDED:	FEBRUARY 17, 2009
AMENDED:	FEBRUARY 18, 2014
AMENDED:	MAY 6, 2014
SCHEDULED FOR REVIEW:	MAY 2017

PURPOSE

To support and regulate the efficient provision of transportation services to eligible students of this Board.

APPLICATION & SCOPE

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board and to all eligible students served by Halton Student Transportation Services (HSTS).

PRINCIPLES

1. The Halton Catholic District School Board recognizes that there are conditions which warrant provision of transportation services for certain students;
2. The Board understands that parents share in the responsibility for the safety and welfare of their children;
3. The Board recognizes that transportation services that are provided for eligible students are by virtue rather than a right;
 - The Board provides transportation services in the most safe, cost-effective and economically feasible manner as possible; and as such, the Board's transportation services are provided by a consortium (HSTS) consisting of the two (2) coterminous English Boards servicing Halton Region;
 - ~~The Board recognizes that it may be necessary to alter transportation services as a result of safety concerns, or in order to accommodate the validated needs of students and/or their parent(s)/Guardian(s) because of their identification with a ground or grounds under the Ontario Human Rights Code.~~
- 4.

REQUIREMENTS

1. Transportation services may be provided for registered Halton Catholic District School Board pupils, residing within the Region of Halton based on the following:
 - 1.1. Distance from home to the designated **home** school;
 - 1.2. Distance from home to the designated Board Approved Program school boundary, offering transportation;
 - ~~1.1.~~
 - 1.3. Identification, Placement and Review Committee (IRPC) decisions;
 - 1.4. Hazardous walking conditions; and/or,
 - ~~1.2.~~ 1.5. Validated physical, emotional, and/or developmental reasons

HOME-TO-SCHOOL
STUDENT TRANSPORTATION

OPERATING POLICY

II-24

DATE: JANUARY 31, 1995
 AMENDED: SEPTEMBER 6, 2005
 AMENDED: NOVEMBER 1, 2005
 AMENDED: APRIL 15, 2008
 AMENDED: FEBRUARY 17, 2009
 AMENDED: FEBRUARY 18, 2014
 AMENDED: MAY 6, 2014
 SCHEDULED FOR REVIEW: MAY 2017

~~1.3.—;~~

~~for validated physical, emotional, and/or developmental reasons require transportation;~~

~~2. Transportation privileges may be withdrawn at any time if student responsibilities outlined in the HSTS Operating Procedures are not met. Notice of the withdrawal of bus privileges is outlined in [HSTS Operating Procedures](#).~~

~~3. The following distances determine eligibility for home to school to school:~~

<u>Grade</u>	<u>Distance</u>
<u>Junior Kindergarten to Grade 8</u>	<u>more than 1.6 km</u>
<u>Grade 9 to 12</u>	<u>more than 3.2 km</u>

~~2.4. An appeal process will be used for the resolution of disputes regarding transportation eligibility, as outlined by HSTS Operating Guidelines HS-3-014 Process for Appealing Decisions.~~

<u>Grade</u>	<u>Distance</u>
<u>Junior Kindergarten to Grade 8</u>	<u>—more than 1.6 km</u>
<u>Grade 9 to 12</u>	<u>—more than 3.2 km</u>

~~5. The Board recognizes that it may be necessary to alter transportation services as a result of safety concerns, or in order to accommodate the validated needs of students and/or their parent(s)/guardian(s) because of their identification with a ground or grounds under the [Ontario Human Rights Code](#).~~

~~2.1.1.—~~

~~3. Transportation services for elementary students enrolled in the French Immersion program may be provided subject to the requirements as set out in item 1 and then item 2 and the Operating Procedures of HSTS.~~

~~4. Eligibility for transportation not based on distance and as identified in Item 1, shall be determined by HSTS.~~

~~5. Transportation services being provided that are not based on the criteria identified in item 1, shall be defined as policy exceptions. HSTS will review transportation policy exceptions annually. Recommendations on the continuance of such exceptions will be presented to the Board for approval by the end of March. A letter will be sent to those affected by any and all exceptions annually, explaining that the exception is granted for one year from September to June of the following year and is subject to annual review.~~

~~6. Students, who receive permission from the appropriate school Superintendent to attend a school other than their designated school of attendance, are responsible for providing their own transportation and are not eligible for transportation services.~~

~~7. Transportation may be made available for students residing within the minimum distance required for transportation eligibility, subject to the "Courtesy Seats HS-1-004 Procedure" identified in the HSTS Operating Procedures.~~

~~8. All students are accountable to the Principal of their school once they board a school bus going to or~~

**HOME-TO-SCHOOL
STUDENT TRANSPORTATION**

OPERATING POLICY

II-24

DATE: JANUARY 31, 1995
 AMENDED: SEPTEMBER 6, 2005
 AMENDED: NOVEMBER 1, 2005
 AMENDED: APRIL 15, 2008
 AMENDED: FEBRUARY 17, 2009
 AMENDED: FEBRUARY 18, 2014
 AMENDED: MAY 6, 2014
 SCHEDULED FOR REVIEW: MAY 2017

~~returning from school and while on school trips (Policy II-19—Field Trips). 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 (2008).~~

- ~~9. Parents are responsible for the behaviour and safety of their children prior to their pick-up and after leaving the bus at the end of the day as outlined in the HSTS Operating Procedures.~~
- ~~10. Transportation privileges may be withdrawn at any time if student responsibilities outlined in the HSTS Operating Procedures are not met. Notice of the withdrawal of bus privileges is outlined in Operating Procedures.~~
- ~~11. Students may be required to transfer buses at designated transfer locations at the discretion of HSTS.~~
- ~~12. Transportation may be made available for students who are under the supervision of a day care/caregiver, provided bus routes have been established and the day care centre and/or caregiver's residence is within the designated area eligible for transportation, subject to the "Courtesy Seats HS-01-004 Procedure" identified in the HSTS Operating Procedures.~~
- ~~13. For the safety of all transported students, school buses will not enter into subdivisions deemed hazardous by HSTS due to construction (new housing) and/or road construction.~~
- ~~14.~~
- ~~15.~~
- ~~16. Buses will not travel into Courts or Cul de Sacs unless directed by HSTS.~~
- ~~17. In order to facilitate the optimization of the transportation system and ensure the efficient use of school transportation vehicles, HSTS shall establish school start and dismissal times.~~
- ~~18. HSTS, in consultation with the appropriate Superintendent of Education, may provide late bus runs, as required for secondary school students who attend a regional secondary school, that include Bishop P.F. Reding and Christ the King Catholic Secondary Schools.~~
- ~~19.6. In accordance with Regulation 195/05, the Board prohibits transportation of all students under eight (8) years of age, by volunteer drivers, Board staff or Transportation Companies in taxis and mini-vans, unless a properly installed and secured booster seat is used in accordance with the HSTS Operating Procedures.~~
6. For additional information on HSTS procedures pertaining to Eligibility; Roles and Responsibilities; operating Guidelines; Emergency Procedures; and, Accessible Transportation, please visit www.haltonbus.ca

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by:
 Chair of the Board

ACTION REPORT

ITEM 3.2

ANNUAL REVIEW OF POLICY I-19 OCCUPATIONAL HEALTH AND SAFETY

PURPOSE:

To ensure that the Halton Catholic District School Board is in compliance with current legislation as seen in the Occupational Health and Safety Act.

COMMENTS:

Current legislation in the Occupational Health and Safety Act Section 25 (j) state that School Boards are required to “prepare and review at least annually a written Occupational Health and Safety Policy”....and Section 25 (k) to post a copy of the policy in a conspicuous location in the workplace.

The Occupational Health and Safety Policy must include the employer’s commitment to preventing occupational illness and injury in the workplace as well as their responsibility to implement and maintain a safe and healthy work environment. The policy must also include supervisor and worker responsibility statements as they pertain to health and safety in the workplace. Supervisors have the responsibility to ensure that safe and healthy work conditions are maintained in their work areas. Workers have the responsibility to work safely and in accordance with both legislated and employer procedures.

As per legislated requirements, this policy will be reviewed, revised if necessary and dated within a twelve (12) month period. Copies will be provided to each site and supervisors will be responsible for posting the policy annually in a conspicuous location in the workplace.

The Board’s Health and Safety Officer as well as the Superintendent of Human Resources recommends no changes to the policy for the school year 2016-2017.

RECOMMENDATION:

Resolution:

Moved by:

Seconded by:

RESOLVED, that the Policy Committee recommends that Policy I-19 Occupational Health and Safety be forwarded to the September 20, 2016 Regular Board Meeting for approval.

REPORT PREPARED & SUBMITTED BY:

J. O’HARA, EXECUTIVE OFFICER, HUMAN RESOURCES

REPORT APPROVED BY:

P. DAWSON

DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

OCCUPATIONAL HEALTH & SAFETY**Policy No.:****I-19**

Date: September 26, 1995
Amended: September 6, 2005
Reviewed: October 16, 2012
Reviewed: September 17, 2013
Reviewed: September 16, 2014
Reviewed: September 15, 2015
Reviewed: September 13, 2016

PURPOSE

The Halton Catholic District School Board is dedicated to providing a safe working environment for its workers/employees. All workers/employees of the Board must be committed to an objective of reducing the risk of injury and illness.

APPLICATION & SCOPE

This policy applies to all workers/employees within the jurisdiction of the schools of the Halton Catholic District School Board.

PRINCIPLES

It is in the best interest of all workers/employees to consider health and safety in every activity. Commitment to health and safety must form an integral part of the Halton Catholic District School Board and its workers/employees.

REQUIREMENTS

- The Halton Catholic District School Board is committed to taking every reasonable precaution for the protection of all workers/employees.
- The Halton Catholic District School Board is responsible for providing adequate training for workers/employees in their specific work tasks to protect their health and safety.
- Supervisors at all levels will be accountable for the health and safety of workers/employees under their supervision.
- Supervisors at all levels are responsible to ensure that machinery, equipment and work methods are safe and that workers/employees perform their duties in compliance with legislation and established safe work practices and procedures.
- Supervisors shall advise a worker/employee of the existence of any potential or actual danger to the health and safety of the worker/employee of which the supervisor is aware.
- Supervisors shall take every reasonable precaution for the protection of workers/employees.

OCCUPATIONAL HEALTH & SAFETY**Policy No.:****I-19**

Date: September 26, 1995
Amended: September 6, 2005
Reviewed: October 16, 2012
Reviewed: September 17, 2013
Reviewed: September 16, 2014
Reviewed: September 15, 2015
Reviewed: September 13, 2016

- Workers/supervisors must receive adequate training in their specific work tasks to protect their health and safety.
- Every worker/employee must protect her or his own health and safety by working in compliance with the legislation and with safe work practices and procedures established by the Board.
- Workers/employees are required to report, immediately, unsafe or unhealthy situations to their immediate supervisor or designate.
- This policy will be reviewed on an annual basis and posted in all Board locations in accordance with the Occupational Health and Safety Act.

APPROVED: Regular Meeting of the Board

Authorized by:

Chair of the Board

ACTION REPORT

ITEM 3.3

ANNUAL REVIEW OF POLICY III-15 WORKPLACE VIOLENCE

PURPOSE:

To ensure that the Halton Catholic District School Board is in compliance with current legislation in the Occupational Health and Safety Act (Bill 168), regarding Workplace Violence.

COMMENTS:

Current legislation in the Occupational Health and Safety Act (Bill 168) states that school boards are required to review annually, and revise if necessary its policy on Workplace Violence.

Policy III-15 was reviewed by the Board's Health and Safety Officer, as well as the Superintendent of Human Resources Services. No changes to the policy are recommended for the school year 2016 - 2017.

RECOMMENDATION:

RESOLUTION:

Moved by:
Seconded by:

RESOLVED, that the Policy Committee recommends that Policy III-15 Workplace Violence, be forwarded to the September 20, 2016 Regular Board Meeting for approval.

REPORT SUBMITTED BY:

J. O'HARA, EXECUTIVE OFFICER, HUMAN RESOURCES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Policy No.:	III-15
Date:	June 29, 2010
Reviewed:	October 16, 2012
Reviewed:	September 17, 2013
Reviewed:	September 16, 2014
Reviewed:	September 15, 2015
Reviewed:	September 13, 2016

PURPOSE

To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free of workplace violence as defined by Bill 168 under the *Occupational Health and Safety Act 2010*.

APPLICATION & SCOPE

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which are proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

PRINCIPLES

The Halton Catholic District School Board is committed to providing a safe working environment in which all employees are treated with respect and dignity, safe from violence and harassment.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.

DEFINITIONS

1. DEFINITION OF WORKPLACE VIOLENCE

Workplace Violence means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and

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- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2. DEFINITION OF WORKPLACE

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

REQUIREMENTS

1. INFORMATION AND INSTRUCTION WITH RESPECT TO WORKPLACE VIOLENCE:

- a) The Board will provide an employee with,
- i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
 - ii. any other prescribed information or instruction.
- b) The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
- i. the employee can be expected to encounter that person in the course of his or her work; and
 - ii. the risk of workplace violence is likely to expose the employee to physical injury.
- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

2. DOMESTIC VIOLENCE:

- a) The Board will take every reasonable precaution to protect an employee from domestic violence, if aware, that is likely to expose an employee to physical injury that may occur in the workplace.

3. ASSESSMENT OF THE RISKS OF WORKPLACE VIOLENCE:

- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- c) The assessments and reassessments shall take into account:

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Date:	June 29, 2010
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Reviewed:	September 13, 2016

- i. circumstances that would be common to similar workplaces;
 - ii. circumstances specific to the workplace; and
 - iii. any other prescribed elements.
- d) Circumstances that would be common to schools of the Board are:
 - i. the existence of potential risks due to interactions with the public, students, parents and employees; and
 - ii. the existence of protocols between the Board and the police force on its territory.
- e) Circumstances specific to a school are:
 - i. the school safety plan;
 - ii. the provisions of the lockdown plan of the school;
 - iii. the relationship between the school and the local police.
- f) The Board shall advise the local committee or the local health and safety representative of the results of the assessment and reassessment, and provide a written copy to same.
- g) If there is no local committee or the local health and safety representative, the Board will advise the employees of the results of the assessment and reassessment and, if the assessment or reassessment is in writing, will provide written copies on request.

4. PROGRAM TO IMPLEMENT THE POLICY WITH RESPECT TO WORKPLACE VIOLENCE:

- a) The Board will develop and maintain a program to implement the policy with respect to workplace violence.
- b) Without limiting the generality of paragraph a) above, the program will;
 - i. include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 3, as likely to expose an employee to physical injury;
 - ii. include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
 - iii. include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor;

WORKPLACE VIOLENCE**Policy No.: III-15**

Date: June 29, 2010

Reviewed: October 16, 2012

Reviewed: September 17, 2013

Reviewed: September 16, 2014

Reviewed: September 15, 2015

Reviewed: September 13, 2016

- iv. set out how the Board will investigate and deal with incidents or complaints of workplace violence, then subsequently act in a fair and timely manner; and
- v. include any prescribed elements.

5. POSTING OF THE POLICY:

- a) The policy and procedures concerning workplace violence will be posted in a conspicuous place at the workplace.

6. REVIEW OF THE POLICY:

- a) The Board will review the policy with respect to workplace violence as often as is necessary, but at least annually.

7. DUTIES OF THE SUPERVISOR:

The supervisor will advise an employee of the existence of any potential or actual danger to the health and safety of the employee of which the supervisor is aware, or ought to be aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,

- a) the employee can be expected to encounter that person in the course of his or her work; and
- b) the risk of workplace violence is likely to expose the employee to physical injury.

8. DUTIES OF THE BOARD:

The Board will inform and communicate with the appropriate Union leader should a threat or act of serious and/or violent nature be made towards one of its members.

9. DUTIES OF THE EMPLOYEE:

The employee shall advise the Board or the supervisor of any incident or risk of workplace violence of which he or she is aware.

10. REPRISAL:

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

Policy No.: III-15
Date: June 29, 2010
Reviewed: October 16, 2012
Reviewed: September 17, 2013
Reviewed: September 16, 2014
Reviewed: September 15, 2015
Reviewed: September 13, 2016

APPROVED: Regular Meeting of the Board

AUTHORIZED BY :
Chair of the Board

DISCUSSION REPORT

ITEM 4.1

Policy III-16 Workplace Harassment

PURPOSE:

To provide some updates to the Operating Policy III-16 Workplace Harassment for the consideration of the Policy Committee.

BACKGROUND:

Bill 132, entitled "*Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2015*" (hereinafter the "Bill") received Royal Assent on March 8, 2016 and will be in force September 8, 2016. The Bill amends various statutes with respect to sexual violence, sexual harassment, domestic violence and other matters. It also amends various provisions of the *Ontario Occupational Health and Safety Act* to require employers to implement specific workplace harassment policies and procedures and ensure that incidents and complaints of workplace harassment are properly investigated.

The definition of workplace harassment under the *Occupational Health and Safety Act* has been revised and expanded to include workplace sexual harassment. Workplace harassment now means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment.

As a result, workplace sexual harassment is now specifically protected by the Act. The following definition of workplace sexual harassment has been added:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

As a result, the Board is required to update our current Operating Policy III-16 Workplace Harassment to reflect these changes. The revised to reflect these changes is attached for Trustees' consideration.

REPORT PREPARED & SUBMITTED BY:

JOE O'HARA
EXECUTIVE OFFICER, HUMAN RESOURCES SERVICES

T. OVERHOLT
SUPERINTENDENT OF EDUCATION

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To ensure that the environment of the Halton Catholic District School Board in which its employees work and its students learn is free from all types of workplace harassment including, but not limited to, sexual, racial, ethnocultural or other harassment related to any grounds identified within the Human Rights Code, such as harassment related to a physical or mental disability.

APPLICATION & SCOPE

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace harassment by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

The rights of students to a respectful working and learning environment, free from harassment, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the *Education Act*, Ontario Schools Code of Conduct and codes of behaviours.

PRINCIPLES

The Halton Catholic District School Board is committed to providing a working environment in which all employees are treated with respect and dignity, free from any form of harassment.

It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Guiding Principles.

This policy is intended to provide greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace.

The Halton Catholic District School Board is committed to providing a learning and working environment that is safe, harmonious and sensitive to the needs and well-being of the individual employee and student.

The Board will not tolerate any discrimination or harassment contrary to the Human Rights Code against any employee, student or visitor in the course of any of the Board's operations.

DEFINITIONS

1. DEFINITION OF WORKPLACE HARASSMENT

Workplace Harassment means: a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or b) workplace sexual harassment. The normal proper exercise of supervisory responsibilities, including training, evaluation, counseling, and discipline when warranted, does not constitute workplace harassment.

2. DEFINITION OF WORKPLACE SEXUAL HARASSMENT

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

3. DEFINITION OF WORKPLACE

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the scope of this policy.

REQUIREMENTS

1. INFORMATION AND INSTRUCTION WITH RESPECT TO WORKPLACE HARASSMENT:

- a) The Board will provide an employee with,
 - i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace harassment; and
 - ii. any other prescribed information.

2. PROGRAM TO IMPLEMENT THE POLICY WITH RESPECT TO WORKPLACE HARASSMENT:

- a) The Board will develop and maintain a program to implement the policy with respect to workplace harassment.
- b) Without limiting the generality of paragraph a) above, the program will include:
 - i. measures and procedures for employees to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
 - ii. how incidents or complaints of workplace harassment will be investigated and dealt with;
 - iii. how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law; and
 - iv. how an employee who has allegedly experienced workplace harassment and the alleged harasser (if s/he is an employee of the Board) will be informed of the results of the investigation and of corrective action that has been, or will be taken.
- ~~i. include measures and procedures for workers to report incidents of workplace harassment to the Board or the supervisor;~~

- ~~ii. — set out how the Board will investigate and deal with incidents and complaints of workplace harassment in a fair and timely manner, and~~
- ~~iii. — include any prescribed elements.~~

3. POSTING OF THE POLICY:

- a) The policy and procedures concerning workplace harassment will be posted at a conspicuous place in the workplace.

4. REVIEW OF THE POLICY:

- a) The Board will review the policy with respect to workplace harassment as often as is necessary, but at least annually.

5. DUTIES OF THE SUPERVISOR:

An educational community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All persons in its learning/working environment will:

- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;

REQUIREMENTS CONT'D....

- respect the rights of others;
- show proper care and regard for Board property and for the property of others;
- demonstrate honesty and integrity; and
- respect the need of others to work in an environment of learning and teaching.

The Board strives to maintain an environment respectful of human rights and free of objectionable behaviour for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. The Board expects that all persons in its learning/working environment will:

- be aware and sensitive to issues of harassment;
- support individuals who are, or have been targets of harassment;
- prevent harassment through training;
- take all allegations of harassment seriously and respond promptly;
- provide positive role models; and
- not demonstrate, allow or condone behaviour contrary to the policy, including reprisals.

The Director of Education through Human Resources Services has the responsibility to designate resources for ensuring the implementation of an d compliance with this policy.

The Director of Education through Human Resources Services will ensure that new employees receive a copy of this policy and ensure that it will be highlighted at orientations for new principals and supervisors and at parent meetings.

6. DUTY TO COMMUNICATE:

All principals must review this policy and associated Administrative Procedure VI-4 Complaint Resolution Process on an annual basis with staff at the start of each school year. The principal must ensure that all teaching and support staff in the building who may have been absent on the day of the review of the policy, review the policy and procedure at a later date.

7. SPECIFIC TYPES OF WORKPLACE HARASSMENT:

A) EXAMPLES OF SEXUAL HARASSMENT MAY INCLUDE THE FOLLOWING:

- Sexual advances or requests for sexual favours which are known or ought reasonably to have been known by the person making the advances to be unwelcome.
- Sexually oriented remarks or behaviours which are known or ought reasonably to have been known by the person making the remarks and/or engaging in the behaviour to be unwanted or unwelcome.

REQUIREMENTS CONT'D....

- The display of sexually explicit or exploitative pictures, cartoons or jokes within the Board premises or on Board property or the telling of jokes of a sexual nature.
- Conduct involving unwanted or unnecessary physical contact or comment with a sexual innuendo that might be expected to cause discomfort, offence or humiliation.
- A reprisal for the rejection of a sexual advance or a request for sexual favours where the reprisal is made or threatened by a person in a position to grant, confer or deny a benefit, privilege or advancement.

SEXUAL HARASSMENT DOES NOT INCLUDE:

- An occasional or appropriate comment which a reasonable person in the circumstance, would not take to have an unwelcome sexual connotation.
- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.
- Conduct which both parties find acceptable such as: an occasional compliment or remark of a non-sexual nature, voluntary relationships to which neither party objects.

B) RACIAL/ETHNOCULTURAL HARASSMENT:

Written, verbal and/or physical actions which express negative attitude, derogation and/or hatred for a person or group of persons based on their race, ancestry, place of origin, colour, ethnic origin, citizenship or creed. Racial/ethnocultural harassment can be overt or subtle, intentional or unintentional, and may include but is not limited to, the following behaviours:

- Physical or verbal abuse or threat.
- Demeaning comments, jokes, remarks, innuendoes or taunting about a person or group of persons' race ancestry, place of origin, citizenship or creed which are known or ought reasonably to be known, to be unwelcome.
- Display or distribution of racist pictures, graffiti or other derogatory material.
- Practical jokes or insulting gestures based on racial or ethnic grounds which are known or ought reasonably to be known to be unwelcome.
- Exclusion, avoidance or condescension because of race or ethnocultural background.
- Negative remarks about a racial/ethnocultural group in the presence of any individual, whether a member of a group or not, which creates a poisoned environment, or a series of individual incidents which, when viewed in totality, can be seen to have a negative impact upon an individual or group.

7. REPRISAL:

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses. The Board will take all reasonable and practical measures to prevent

REQUIREMENTS CONT'D....

reprisals, threats of reprisal, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

8. COMPLAINTS:

All employees have a right to complain about harassment and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an information resolution. The first step is to inform the individual that his/her behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop workplace harassment, supervisory and managerial personnel must address and attempt to resolve complaints under this policy and procedure in a timely fashion and keep records of complaints and any subsequent response or action taken.

9. ATTENDANT PROCEDURES:

The Director of Education shall establish administrative procedures relative to the complaint process in collaboration with Human Resources Services.

The Executive Officer, Human Resources Services shall be responsible for implementing and monitoring this policy and its attendant administrative procedures.

APPROVED : Regular Meeting of the Board

AUTHORIZED BY :
Chair of the Board

DRAFT

UPCOMING AGENDA ITEMS – POLICY COMMITTEE MEETINGS

	Agenda Items	Speaker Responsible
October 11, 2016		
Action Items	I-01 – Catholic School Support	F. Thibeault
	I-31 - Apparel	D. Tkalcic/R. Negoï
Discussion Items	V-07 – Cash Donation	A. Lofts
Information Items	VI-26 – Cheque Requisition	A. Lofts
	VI-31 – Trust Funds	A. Lofts
	VI-05 – Café Commissions	A. Lofts
	VI-16 – Student Retreat	A. Lofts
	VI-06 – Charitable Funds Receipts	A. Lofts
November 8, 2016		
Action Items		
Discussion Items		
Information Items		
December 13, 2016		
Action Items	<i>Election of the Chair</i>	
Discussion Items		
Information Items		
January 10, 2017		
Action Items		
Discussion Items		
Information Items		
February 14, 2017		
Action Items		

Discussion Items		
Information Items		
March 28, 2017		
Action Items		
Discussion Items		
Information Items		
May 9, 2017		
Action Items		
Discussion Items		
Information Items		
June 13, 2017		
Action Items		
Discussion Items		
Information Items		



2016 – 2017 Policy Review Committee

Lead: Tim Overholt

Daniela Attardo
Vince Chininea
Trevor Demeris
Julie Riesberry
Erin Sweeney-Hurd

Teresa Castellarin
Bryan De Sousa
Adriano Perusin
Gino Montanari