

**POLICY COMMITTEE MEETING**  
**REVISED AGENDA**

Date: Tuesday, November 28, 2017  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

		<b>Pages</b>
<b>1.</b>	<b>Call to Order</b>	
<b>2.</b>	<b>Approvals</b>	
2.1	Approval of Agenda	
2.2	Approval of Minutes	1 - 4
<b>3.</b>	<b>Action Items</b>	
3.1	Policy I-22 Admission to Schools, Elementary and Secondary (T. Overholt; P. Dawson)	5 - 8
3.2	Policy I-44 Strategic Planning Policy (R. Negoii, P. Dawson, T. Overholt)	9 - 17
3.3	Policy II-41 School Uniform Dress Code - School Dress Code (T. Overholt)	18 - 28
3.4	Policy III-03 Teacher Performance Appraisal (T. Overholt, J. O'Hara)	29 - 35
3.5	RESCIND - Policy II-06 Lunch Supervision (T. Overholt)	36 - 37
3.6	RESCIND - Policy II-21 Cross Panel Sharing of Student Information (T.Overholt, C. McGillicuddy, B. Browne)	38 - 40
<b>4.</b>	<b>Discussion Items</b>	
<b>5.</b>	<b>Information Items</b>	
5.1	Administrative Procedure VI-19 Admission to Schools, Elementary and Secondary (T. Overholt; P. Dawson)	41 - 55
5.2	NEW - Administrative Procedure VI-93 - Cross Panel Sharing of Student Information (T. Overholt, C. McGillicuddy, B. Browne)	56 - 58
5.3	Upcoming Agenda Items, December 12, 2017 (Inaugural Meeting) (T. Overholt)	
5.3.1	Policy II-05 Reporting to Parents	
5.3.2	Policy II-16 Curriculum Writing	
5.3.3	Policy III-10 Criminal Reference Check - Applicants for Employment	

5.3.4 Discussion Item: OCSTA Memo: Ontario's Approach to Cannabis Regulation

6. **Miscellaneous Information**
7. **Correspondence**
8. **In Camera**
  - 8.1 Approval of In-Camera Minutes (October 10, 2017)
9. **New Business**
10. **Motion to Excuse Absent Committee Members**
11. **Motion to Adjourn/ Closing Prayer**



**THAT**, the Policy Committee recommends that Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education, along with amendments, be forwarded to the October 17, 2107 Regular Board Meeting for approval.

T. Overholt noted the changes in the policy, which include the addition of the Education Act Reg. 42 Section 13, and noted the process and clarification for secondary school student exemption from religion courses.

A Quinn arrived at 7:10 pm

Questions were asked and answered.

It was suggested to further define the Church's teaching that the policy should include:

*The Board is committed to cultivating the special characteristics of Catholic Education, to teach the Authentic Truths of the Faith, in line with the Magisterium of the Church, and in co-operation with the bishops in the exercise of their teaching office.*

The amendment will be included when the policy is forwarded to the Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **#77/17 UNANIMOUSLY CARRIED**

### **3.2 V-12 Blessing and Official Opening of a New School (T. Overholt, P. Dawson)**

**#78/17**

**Moved by:** P. Marai

**Seconded by:** S. Trites

**THAT**, the Policy Committee recommends that Policy V-12 Blessing and Official Opening of a New School., be forwarded, along with amendments, to the October 17, 2017 Regular Board Meeting for approval.

T. Overholt noted the changes to the policy have been made to be consistent with current practice, which includes the addition of the option of Ground Breaking Ceremonies. The committee persons were noted along with the reimbursement to the school.

Questions regarding reimbursement were asked and answered.

The policy will be amended further to the wording for Ground Breaking Ceremonies and will be changed to include the word "may", to be forwarded to the upcoming Regular Board Meeting.

Further questions regarding the Ground Breaking Ceremony were asked and answered.

The Chair called for a vote. Recommendation **#78/17 UNANIMOUSLY CARRIED**

### **3.3 V-13 Blessing and Rededication of a Major Addition to a School (T. Overholt, P. Dawson)**

**#79/17**

**Moved by:** S. Trites

**Seconded by:** J. M. Rowe

**THAT**, the Policy Committee recommends that Policy V-13 Blessing and Rededication of a Major Addition to a School, be forwarded, along with amendments, to the October 17, 2017 Regular Board Meeting for approval.

T. Overholt noted the changes to the policy have been made to be consistent with current practice; which includes the addition of Appendix A and the reimbursement amount to the school.

Questions regarding reimbursement were asked and answered.

**#80/17****Moved by:** H. Karabela**Seconded by:** A. Iantomasi**THAT**, the wording of the final bullet of Policy V-13 Blessing and Rededication of a Major Addition to a School should be included in Policy V-12 Blessing and Official Opening of a New School.The Chair called for a vote. Motion **#80/17 UNANIMOUSLY CARRIED**The Chair returned to the main motion and called for a vote. Recommendation **#79/17 UNANIMOUSLY CARRIED****4. Discussion Items**

There were no discussion items.

**5. Information Items****5.1 VI-09(A) Religious Education Course Reimbursement (T. Overholt, L. Naar)****5.2 VI-09(B) Religious Education Masters Reimbursement (T. Overholt, L. Naar)****5.3 VI-72 Election Audit Compliance Committee (T. Overholt, P. Dawson)**

Changes to the procedures were noted and shared with Trustees.

Questions were asked and answered.

**5.4 Upcoming Agenda Items (2017 11 28) (T. Overholt)****5.4.1 Policy I-44 Strategic Planning Policy (R. Negoj, P. Dawson, T. Overholt)****5.4.2 Policy II-06 Lunch Supervision (T. Overholt)****5.4.3 RESCIND - Policy II-21 Cross Panel Sharing of Student Information (T. Overholt, C. McGillicuddy, B. Browne)****5.4.4 Policy III-03 Teacher Performance Appraisal (T. Overholt, J. O'Hara)****5.4.5 Policy V-05 School Accidents-Safety (T. Overholt)**

T. Overholt shared the upcoming agenda items.

A Quinn inquired about the process in place at Halton Catholic District School Board for Secondary Student Volunteer hours required for graduation due to recent media releases.

**5.5 II-09 Opening and Closing Exercises (T. Overholt, J. O'Hara)****#81/17****Moved by:** J. M. Rowe**Seconded by:** A. Iantomasi**That** Policy II-09 Opening and Closing Exercises be an action item.

Discussion followed. It was suggested that the meeting move to In Camera.

The Chair returned to the motion.

**#82/17****Moved by:** A Quinn**Seconded by:** H. Karabela**That** the item be postponed until the next policy meeting, November 28, 2017 and to send the proposed amendment to the bargaining units.

The Chair indicated that it would require a unanimous decision for the Policy to become an Action item.

**#83/17****Moved by:** P. Marai

**Seconded by:** A. Iantomasi

**That** the Policy Committee Meeting go In Camera.

The Chair called for a vote. Motion **#83/17 UNANIMOUSLY CARRIED**

The meeting moved back to regular session at approximately 8:25 pm.

**Motion #81/17** was withdrawn during the In Camera session.

**Motion #82/17** was lost.

The Chair advised that Policy II-09 Opening and Closing Exercises will be added to the agenda for the October 17, 2017 Regular Board Meeting, as an action item.

**6. Miscellaneous Information**

There was no miscellaneous information.

**7. Correspondence**

There was no correspondence.

**8. In Camera**

An In Camera session was held for Information Item 5.5 above.

**9. New Business**

There was no new business.

**10. Motion to Excuse Absent Committee Members**

**#85/17**

**Moved by:** A. Iantomasi

**Seconded by:** P. Marai

**That** Trustee J. Michael be excused.

The Chair called for a vote. Motion **#85/17 UNANIMOUSLY CARRIED**

**11. Motion to Adjourn/ Closing Prayer (P. Marai)**

**#86/17**

**Moved by:** P. Marai

**Seconded by:** J. M. Rowe

**That** the meeting adjourn.

**UNANIMOUSLY CARRIED**

P. Marai closed the meeting with prayer at 8:37 pm.

**ACTION REPORT**

**ITEM 3.1**

**POLICY I-22 ADMISSION TO SCHOOLS, ELEMENTARY AND SECONDARY**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy I-22 Admission to Schools, Elementary and Secondary*.

**COMMENTARY:**

*Policy I-22 Admission to Schools, Elementary and Secondary* was created to provide direction to parents/guardians who wish to register their child(ren) in a school in the Halton Catholic District School Board. The policy was last amended in 2012.

To ensure that all scenarios related to family and student living arrangements are captured, wording to the policy that provides direction on registration of students who have withdrawn from parental control has been added.

The revised *Policy I-22 Admission to Schools, Elementary and Secondary* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

The following recommendation is presented for the consideration of the Policy Committee:

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy I-22 Admission to Schools, Elementary and Secondary*, be forwarded, along with amendments, to the December 5, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:** T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

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

**ASSOCIATED**[Operating Policy II-34 Participation in Programs and Courses of Study in Religious Education](#)**OPERATING POLICIES &**[Administrative Procedure VI-19 Admission to Schools, Elementary and Secondary](#)**ADMINISTRATIVE****PROCEDURES:****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.

**REQUIREMENTS - ELEMENTARY**

- 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.
- 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.
- 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 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.



## ADMISSION TO SCHOOLS, ELEMENTARY AND SECONDARY

POLICY NO.: I-22  
 DATE : MARCH 26, 1996  
 AMENDED: JUNE 16, 1998  
 AMENDED: APRIL 25, 2000  
 AMENDED: DECEMBER 19, 2000  
 AMENDED: MAY 3, 2011  
 AMENDED: OCTOBER 16, 2012

ASSOCIATED [Operating Policy II-34 Participation in Programs and Courses of Study in Religious Education](#)  
 OPERATING POLICIES & [Administrative Procedure VI-19 Admission to Schools, Elementary and Secondary](#)  
 ADMINISTRATIVE  
 PROCEDURES:

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.

- 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.
- 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.
- 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.

<b>REQUIREMENTS – SECONDARY</b>
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Students from the Halton Catholic District School Board Elementary Schools will follow registration 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.
- A student who is 16 years of age or older and has indicated they have withdrawn from parental control is required to show proof of new address and indicate in writing they have withdrawn from parental control.
- Parents are required to register their child and submit required documentation.
- A student who withdraws from parental support who is registering at a school is required to submit the necessary documentation.
- The student shall be interviewed by the administration of the Catholic secondary school to

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 OPERATING POLICIES & [Administrative Procedure VI-19 Admission to Schools, Elementary and Secondary](#)  
 ADMINISTRATIVE  
 PROCEDURES:

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:-

**REQUIRED DOCUMENTS**

	<u>ELEMENTARY</u>	<u>SECONDARY</u>
<u>Verified at time of registration (no copy obtained)</u>	<ul style="list-style-type: none"> <li><u>Proof Of Age (i.e. Birth Certificate; Official Birth Registration Card, Passport, Citizenship Card Or Certificate)</u></li> <li><u>Proof Of Immunization (or signed medical exemption form)</u></li> <li><u>Baptismal Certificate (Parent Or Student)</u></li> <li><u>Landed Immigrant Status (if applicable): (i.e. Record of Landing or Confirmation of Permanent Residence)</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Proof Of Age (i.e. Birth Certificate; Official Birth Registration Card, Passport, Citizenship Card Or Certificate)</u></li> <li><u>Proof Of Immunization (or signed medical exemption form)</u></li> <li><u>Landed Immigrant Status (if applicable): (i.e. Record of Landing or Confirmation of Permanent Residence)</u></li> </ul>
<u>Copy to OSR</u>	<ul style="list-style-type: none"> <li><u>Copy Of Custody Agreement (If applicable)</u></li> <li><u>Student Transfer Form (If applicable)</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Copy Of Custody Agreement (If applicable)</u></li> <li><u>Student Transfer Form (If applicable)</u></li> <li><u>Ontario Student Transcript And Report Card</u></li> <li><u>Student, 16 years or older and, withdrawn from parental control provides proof of new address (verified) and letter indicating Withdrawal form Parental Control (original letter to OSR)</u></li> </ul>

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: .....  
 Chair of the Board

**ACTION REPORT**

**ITEM 3.2**

**POLICY I-44 STRATEGIC PLANNING PROCESS**

**PURPOSE:**

To provide for the consideration of the Policy Committee the newly developed *Policy I-44 Strategic Planning Process*.

**COMMENTARY:**

At the April 18, 2017 Regular Board meeting, the following motion was unanimously carried.

*BE IT RESOLVED THAT, the Halton Catholic District School Board develop and approve a Strategic Planning policy by November 30, 2017.*

The policy outlines the process to follow to develop a four (4) year strategic plan for the Halton Catholic District School Board.

The following resources were used to assist in developing the proposed policy:

- Education Act, Section 169.1 – Board responsibility for student achievement and effective stewardship of resources
- Bill 177, Student Achievement and School Board Governance Act
- Ministry of Education – The Strategic Planner’s Guidebook, A Resource for Ontario School Board, January 2012
- Ministry of Education – Multi-Year Strategic Planning – A Guide for School Board Trustees, 2017
- Ontario Education Services Corporation – Multi-Year Strategic Planning: Supports for School Boards

The proposed policy is separated into four (4) stages, where approval of resolutions will be required throughout the various stages.

Following stakeholder feedback (Appendix A), *Policy I-44 Strategic Planning Process* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

The following recommendation is presented for the consideration of the Board:

Moved by:  
Seconded by:  
***THAT, the Policy Committee recommends that Policy I-44 Strategic Planning Process, be forwarded, along with amendments, to the December 5, 2017 Regular Board Meeting for approval at second and third Reading.***

**REPORT PREPARED BY:**

R. NEGOTI  
SUPERINTENDENT, BUSINESS SERVICES

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

## Stakeholder Comments Policy I-44 Strategic Planning Process

From: R Dore-Anderson

**COMMENTS/RESPONSE:**

Process appears reasonable and decision points are clearly defined. Am wondering if role of research department in determining goals and measurable outcomes should be specifically included?

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From: R Tonon

**COMMENTS/RESPONSE:**

My comment is quite focused on metrics. I always here of boards writing plans and then talking about how they are doing but most of the talk is simply budget and only budget. They use words rather than clear data to report on. Any plan should have clear and concise metrics that are measurable. Using colors to communicate is also good. Green means it's going well, yellow, not so well and red, raises the red flag that something needs to be adjusted. Changes made. Any plans that don't meet the metrics should be under review and also the people managing the plans should be accountable. Let's put some credibility back in the system. Remember it's about our Children, not about us.

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From: T Rolph

**COMMENTS/RESPONSE:**

While I believe any organization should have strategic plans and defined goals, I would be interested to see the final version.

I have two children in two separate schools for early french immersion. Neither experience has been consistent and my youngest certainly is not getting the program his older sibling is. Where the opportunity and resources offered to them should be the same under the same board, I feel it's very disjointed.

What steps are taken to ensure the concerns of the parents and what they would like to see as part of the strategic plan for their children are being captured? Or is this just what the board feels should be the vision for our children?

If that's the case, I guess it doesn't matter if we have visibility to the outcome or not.

~~~~~

From: L Meecham

**COMMENTS/RESPONSE:**

Excellent policy framework and accountability measures. Looking forward to the development stages to come awn stakeholder opportunities. Thank you for the preview.

~~~~~

From: B Mercer

**COMMENTS/RESPONSE:**

(1) From the publics standpoint it might be nice to see as part of the "Definitions" section a definition of "Stakeholder" (which hopefully would include members of the parent/student school community.

(2) In Phase 1 - is it intended that the strategic planning steering committee will include ALL trustees (along with the other noted parties), OR is it intended that the steering committee will have SOME trustees?

(3) Stakeholders are only being involved in Phase II. Is there a possible benefit to including stakeholder groups in portions of Phase III as well? Understanding that the elected officials are the ones to ultimately approve any strategic plan, there may be longer-term benefits to involving members of stakeholder groups in the design process.

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From: C. De Jong

**COMMENTS/RESPONSE:**

I believe that the policy is missing a review program in which the members responsible for implementing the plan are held accountable for the outcomes and there is DISCUSSION in a public forum. Although there is an annual report card, there is no room for discussion with the parents, teachers and those implementing the strategic plan each year. Even though "the Director will identify success and challenges", there is nothing in the policy that directs the route to have public input on how to get the system back on plan.

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From: D Nagy

**COMMENTS/RESPONSE:**

test as the computer hung-up

~~~~~

From: LSH

**COMMENTS/RESPONSE:**

"1 in 68 children are currently diagnosed with autism spectrum disorder" - March 2015

The last statistic that I can find on Internet about special needs children in Canada is 2001 where in Ontario were 4.5 % children with special needs from which 2% were with severe disabilities.

Given the fact that in last 10 years ( 2007- on) the number of just autistic children doubled, who knows how many children with disabilities are now at the end of 2017 and will be at the end of implementation of this Strategic plan. Helping special needs children should have a dedicated section of this plan.

Your plan says as first principle: "providing exceptional catholic education by meeting the learning needs of all students so that they may realize their God-given potential". I hope for it. I am not so sure that this step was implemented properly for children/youth - especially, with special needs. Having assigned a caregiver to them is not enough to hope ever they will reach their potential. They are in school for 7 hours in elementary and 5 1/2 hours in high school and I see no improvement on my child behavior, knowledge, ability in doing things in 9 years now. A lot of papers done, but not facts. A lot of protection for school people involved, but no results for my child.

To be an EA is not just a job, it is also about knowledge on how to work with the child and heart to keep going.

The people hired as EA should have both these qualities so the children achieve their God-given potential.

Same applies for teacher, SERT, Special Education Superintendent, etc

I always liked all catholic charity initiatives as helping build a school in India or helping children in other communities and families etc., we always participated and have our own kind of charities where we help and this is the idea of this world and the one to come.

But actually I never thought that I will be in the position to need help myself because all my resources are gone with the money that I have to pay for my child OT, Physiotherapy, speech therapy, behavior over just some years and be burden in debt because of that.

What I think is that school/board needs to go and do more research and help for real these children and their families. I should not go for other after school programs/therapies because my child did not receive a proper education or stimulation during school hours.

As the autism and mental health escalates, you never know who you might help in future: a child, a grandchild, a nephew, a brother/sister.

I am not a voice of a group, am just a worried mom.

~~~~~

From: W De Angelis

**COMMENTS/RESPONSE:**

In reviewing the Strategic Planning Process I-44 there was no definition of "Board Trustees" the question I have will CPIC (Catholic Parent Involvement Committee) be part of the Strategic Planning ? or PTA? I believe CPIC/PTA should be part of that definition.

Thank you.

Walter De Angelis

~~~~~

From: J Lata

**COMMENTS/RESPONSE:**

Extremely disappointed in the options available and final decision to close Holy Family.

**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

**PURPOSE**

To establish a framework and process for the development, implementation and review of the Board's multi-year strategic plan.

**APPLICATION AND SCOPE**

This policy applies to Halton Catholic District School Board's Trustees, staff, community partners and any other stakeholders involved in the development, implementation and review of the Board's multi-year strategic plan. The Board approved multi-year strategic plan forms the guiding principles for all staff, trustees, community partners and relevant stakeholders.

**REFERENCES**

[Education Act, Section 169.1 – Board responsibility for student achievement and effective stewardship of resources](#)  
[Bill 177, Student Achievement and School Board Governance Act](#)  
[Ministry of Education – The Strategic Planner's Guidebook, A Resource for Ontario School Board, January 2012](#)  
[Ministry of Education – Multi-Year Strategic Planning – A Guide for School Board Trustees](#)  
[Ontario Education Services Corporation – Multi-Year Strategic Planning: Supports for School Boards](#)

**DEFINITIONS**

**Activities** are actions taken to achieve goals.  
**Inputs** are the resources used to implement activities.  
**Mission statement** is a concise description of the organization's purpose.  
**Outcome statements** are specific descriptions of desired impact/results of implementing a strategic goal. Outcome statements outline what success looks like, allowing for measurable progress on the implementation of strategic goals.  
**Outputs** are the results of undertaken activities.

**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

Stakeholders are members of the Board of Trustees, staff, students, parents, priests and parish representatives, community members and partners, and other interested persons or agencies.

**Strategic goal** is what the organization will achieve over the course of the strategic plan. A strategic goal is achieved through activities and/or initiatives the organization implements in order to realize its vision.

**Strategic plans** are high-level statements of where the organization wants to be in a certain timeframe, and what it will achieve to realize that vision. The Board's multi-year strategic plan is a statement of intent to act upon each of the strategic goals identified within it.

**Strategic planning** refers to the process of making fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it.

**Strategic priority** is an overarching, high-level priority that an organization establishes in order to realize its vision. A strategic priority provides the framework for organizing, defining and communicating strategic goals.

**Values statement** outlines the organization's core beliefs that frame how employees and students operate, and how decisions are made.

**Vision statement** is a vivid and engaging description of the organization's idealized future state.

## PRINCIPLES

- The Halton Catholic District School Board is committed to being a model learning community, providing exceptional Catholic education by meeting the learning needs of all students so that they may realize their God-given potential.
- The Board of Trustees are charged with governance of the organization, setting long-term strategic priorities and goals that are supported by available resources, and monitoring the implementation of the strategic plan.
- The Halton Catholic District School Board is committed to promoting student achievement and well-being; ensuring effective stewardship of the board's resources; and delivering effective and appropriate education programs to its pupils.
- Effective organizations are based on aligned processes so that sustained performance and improvement occurs. The Halton Catholic District School Board acknowledges the importance of connecting all areas of the organization including mission, vision and value statements, priorities, strategies, goals and plans.
- The Board's multi-year strategic plan reflects evidence-based decision making and is supported by data. Progress against goals and targets are monitored by the Board.



**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

- The Halton Catholic District School Board values relationships and partnerships and is committed to encouraging and supporting two-way communication for the purposes of stakeholder consultation, feedback and providing necessary information in the development and progress of the Board's multi-year strategic plan
- Ongoing results-based accountability and evidence-informed decision-making are the standard approaches to planning and improvement efforts. Strategies/initiatives are adjusted in response to evidence.

**REQUIREMENTS**

***General Requirements***

The Board's multi-year strategic plan is aligned to the mission, vision and values of the Board.

The Board's multi-year strategic plan is aligned to Board and School Improvement Plans, annual operating plan and maintaining a focus on performance, effectiveness and sustainability.

The budget process is aligned with the Board's multi-year strategic plan, and strategic priorities and goals are supported by sufficient resources.

The Board of Trustees are responsible to approve the multi-year strategic plan for the Board through board resolution.

The Board's multi-year strategic plan covers a period of four (4) years, and is annually validated by the Trustees through Board resolution.

The Director of Education is responsible for the implementation of the multi-year strategic plan and the development of annual operating plans that support its implementation.

***Phase I – Getting Organized***

Trustees start the strategic planning process in January of the second year in office, through Board resolution.

Board of Trustees review, validate and update the Board's existing mission, vision and values, through Board resolution.

A Strategic Planning Steering Committee is formed to guide the process, composed of, but not limited to, the Board of Trustees, the Director of Education, select Senior Staff and Research staff. Roles and responsibilities are established at the start of the process.

The Strategic Planning Steering Committee determines the timelines for developing the multi-year strategic plan and assesses if a facilitator is beneficial for parts of the strategic planning process. Trustees approve, through Board resolution the recommendation, on timelines and use of a facilitator (if applicable).

**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

***Phase II – Gathering Information***

The Strategic Planning Steering Committee prioritizes data to be collected from the Board’s internal and external environment scans, including identity based data and student level data. The Committee analyzes the data to study emerging themes that will suggest the direction of the Board.

Senior Staff provide detailed input for the Strategic Plan from their areas of expertise.

Stakeholder groups are identified and the consultation process to use for gathering data from both the internal and external operating environments is determined. Trustees approve the consultation process through Board resolution.

Stakeholder consultation takes place.

A communication plan is developed, to keep all stakeholders informed of the process. The Board of Trustees approves the communication plan, through Board resolution.

***Phase III – Developing the Multi-Year Strategic Plan***

The Strategic Planning Steering Committee analyzes consultation findings and establishes strategic priorities and goals. The Director of Education, in collaboration with the Strategic Planning Steering Committee, creates an evaluation framework to set realistic and measurable targets and outcomes, and identifies champions responsible for each goal.

The Strategic Planning Steering Committee presents the draft strategic plan, including strategic priorities and strategic goals to the Board of Trustees for approval. Trustees approve, through Board resolution, the strategic plan, including strategic priorities and strategic goals.

An effective communication strategy is developed, to promote the multi-year strategic plan and to publicly report on the achievements. The approved multi-year strategic plan is communicated to all stakeholders.

***Phase IV – Implementing and Monitoring the Multi-Year Strategic Plan***

The Director of Education provides the Board of Trustees with annual updates on the progress towards the goals and targets identified in the Board’s multi-year strategic plan, through an annual report card and the Director’s Annual Report. To assess progress towards strategic priorities and goals; targets and initiatives are reviewed and analyzed and additional consultation takes place to collect perceptual data from stakeholders. The Director identifies areas of success and challenges and provides updates on the operating plans. Updates to the multi-year strategic plan are posted on the public website.

Refer to Appendix A for the multi-year strategic planning framework.

**APPROVED:** Regular Meeting of the Board

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**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

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**AUTHORIZED BY:** \_\_\_\_\_

Chair of the Board

**ACTION REPORT**

**ITEM 3.3**

**POLICY II-41 SCHOOL UNIFORM DRESS CODE- SCHOOL DRESS CODE**

**PURPOSE:**

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

**COMMENTARY:**

*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.

Additions have been made to the policy to include requirements for schools that are involved in a school closure/school consolidation process and new constructed schools, to follow prior to and after the establishment of the new school community.

The revised *Policy II-41 School Uniform Dress Code - School Dress Code* is attached for review and consideration by the Policy Committee, to be forwarded for Stakeholder Feedback.

**RECOMMENDATION:**

The following recommendation is presented for the consideration of the Policy Committee:

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy II-41 School Uniform Dress Code - School Dress Code*, be forwarded for stakeholder feedback, to be reviewed at the December 12, 2017 Policy Committee Meeting.

**REPORT PREPARED BY:**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

## SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE

POLICY No.: II-41  
 DATE : APRIL 14, 2009  
 AMENDED: MAY 17, 2011  
 AMENDED: FEBRUARY 19, 2013  
 AMENDED: APRIL 19, 2016

ASSOCIATED [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)

OPERATING POLICIES & [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)

ADMINISTRATIVE

PROCEDURES:

### 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 Act, Regulation 298](#)
- [Human Rights Code](#)

### DEFINITIONS

A school uniform 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 code 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.

### 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 UNIFORM DRESS CODE/SCHOOL DRESS CODE

POLICY No.: II-41  
 DATE : APRIL 14, 2009  
 AMENDED: MAY 17, 2011  
 AMENDED: FEBRUARY 19, 2013  
 AMENDED: APRIL 19, 2016

ASSOCIATED [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
 OPERATING POLICIES & [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)  
 ADMINISTRATIVE  
 PROCEDURES:

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 responsibility for meeting the expectations of the School uniform dress code or student dress code.
- 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.
- 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 uniform 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 code 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 Code or a School Dress Code 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.

**SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE**

**POLICY No.:** II-41  
**DATE :** APRIL 14, 2009  
**AMENDED:** MAY 17, 2011  
**AMENDED:** FEBRUARY 19, 2013  
**AMENDED:** APRIL 19, 2016

**ASSOCIATED** [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
**OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:** [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)

**A. ELEMENTARY SCHOOL UNIFORM DRESS CODE IMPLEMENTATION PROCESS:**

1. 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.
2. The principal of each school shall be responsible for ensuring that a community vote is conducted, in accordance with this policy, to consider the adoption and implementation of a school uniform dress code. Approval to proceed with implementation requires a simple majority (50% plus one) of those ballots cast have been marked indicating a “YES” vote.
3. Upon achieving the required approval as described above (50% plus one), all students registered in the elementary school shall wear the school uniform dress code. Any action taken to implement the requirements of this policy, including the application of supports or consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools.
4. Should a school uniform dress code not be adopted after the voting process, no renewed process will be initiated for at least three (3) years. A Student Dress Code shall be established, and implemented in accordance with this policy.
5. At 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. .

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

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

7. The principal of an elementary school, together with the Catholic School Council will oversee the

**SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE**

**POLICY No.:** II-41  
**DATE :** APRIL 14, 2009  
**AMENDED:** MAY 17, 2011  
**AMENDED:** FEBRUARY 19, 2013  
**AMENDED:** APRIL 19, 2016

**ASSOCIATED** [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
**OPERATING POLICIES &** [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)  
**ADMINISTRATIVE**  
**PROCEDURES:**

process of voting on the adoption of a school uniform dress code. Elementary schools considering the adoption of a school uniform dress code shall:

- i. inform the appropriate Superintendent;
- ii. establish a representative committee including parents, staff and students to explore the implication of introducing a school uniform dress code. The committee must prepare an Action Plan to be distributed prior to a community information night.
- iii. the following components of the Action Plan will be consistent from school to school.

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

**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.



**SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE**

**POLICY No.:** II-41  
**DATE :** APRIL 14, 2009  
**AMENDED:** MAY 17, 2011  
**AMENDED:** FEBRUARY 19, 2013  
**AMENDED:** APRIL 19, 2016

**ASSOCIATED** [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
**OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:** [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)

- A school's approved uniform pieces shall be reviewed / monitored every year 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.
  - a. Type and styles of clothing from the chosen uniform provider;
  - b. A strategy for 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.

**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 30<sup>th</sup> in order for successful

## SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE

POLICY No.: II-41  
 DATE : APRIL 14, 2009  
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 AMENDED: APRIL 19, 2016

ASSOCIATED [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
 OPERATING POLICIES & [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)  
 ADMINISTRATIVE  
 PROCEDURES:

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.

**SCHOOL CONSOLIDATION/CLOSURE:**

- Elementary schools involved in school consolidation/closure where all, or some, of the schools have previously implemented a school uniform will be required to go through the following process during the transition year (year prior to consolidating) :
  - A community information meeting
  - Voting procedures followed as above for all families in the boundaries of the new consolidated school
  - If vote determines that the new consolidated school shall implement a uniform, grandfathering of the previous uniform pieces will occur for three (3) years
  - An appropriate logo for the new consolidated school will be determined after the school name is decided

**NEW SCHOOL:**

- A new Elementary School will initiate the school uniform implementation process in their first year of existence
- If the vote determines that a school uniform shall be implemented, grandfathering of uniforms that existed at schools that created the boundaries of the new school will occur for three (3) years

**B. ELEMENTARY SCHOOL DRESS CODE:**

1. All elementary schools must adopt an elementary school dress code even if they have implemented and Elementary School Uniform Dress Code.
2. An elementary school's student dress code shall be in keeping with our Catholic teachings and beliefs, and reflect principals of modesty. Criteria to be used in developing the student dress codes includes:
  - i. safety conditions
  - ii. maintenance of proper decorum
  - iii. modesty
  - iv. cleanliness
  - v. neatness
  - vi. appropriateness in relation to the activity in keeping with Catholic values

**SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE**

**POLICY No.:** II-41  
**DATE :** APRIL 14, 2009  
**AMENDED:** MAY 17, 2011  
**AMENDED:** FEBRUARY 19, 2013  
**AMENDED:** APRIL 19, 2016

**ASSOCIATED** [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
**OPERATING POLICIES &** [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)  
**ADMINISTRATIVE**  
**PROCEDURES:**

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 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.
  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 annually or as needed at the discretion of the school community.

SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE

POLICY No.: II-41  
DATE : APRIL 14, 2009  
AMENDED: MAY 17, 2011  
AMENDED: FEBRUARY 19, 2013  
AMENDED: APRIL 19, 2016

ASSOCIATED [Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)  
OPERATING POLICIES & [Operating Policy II-39 Progressive Discipline and Safety in Schools](#)  
ADMINISTRATIVE  
PROCEDURES:

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.
5. A copy of the school's uniform dress code will be included annually in the school's School Agenda Book or 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><b>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.</b></p>                                            |                                                                                                                                                                                                                |
| <p><b>YES</b></p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 10px;"></div> </div> | <p><b>NO</b></p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 10px;"></div> </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 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 3.4**

**POLICY III-03 TEACHER PERFORMANCE APPRAISAL**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy III-03 Teacher Performance Appraisal*.

**COMMENTARY:**

All publicly funded School Boards in Ontario are required to use the Teacher Performance Appraisal Process according to the Education Act, Part X.2, "Teacher Performance Appraisal", and in Ontario Regulation (O Reg.) 98/02, O. Reg. 99/02, and O. Reg. 266/06.

The policy was first established in September 1986 and amendments have been made over time as a result of changes in legislation.

The following revisions to the policy have been made. Specifically, a clearer and more relevant purpose of the policy, additions of appropriate references, and more detailed aspects regarding the process around Annual Learning Plans, New Teacher Induction Program, and Long Term Occasional Teachers involvement in the appraisal process.

The revised Policy III-03 Teacher Performance Appraisal is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

The following recommendation is presented for the consideration of the Policy Committee:

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy III-03 Teacher Performance Appraisal*, be forwarded, along with amendments, to the December 5, 2017 Regular Board Meeting for approval.

**REPORT PREPARED BY:** T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

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

## TEACHER PERFORMANCE APPRAISAL

POLICY No.: III-03  
 DATE : SEPTEMBER 30, 1986  
 AMENDED: NOVEMBER 18, 2003  
 AMENDED: FEBRUARY 5, 2008  
 AMENDED: MAY 17, 2011

ASSOCIATED  
 OPERATING POLICIES &  
 ADMINISTRATIVE  
 PROCEDURES:

### PURPOSE

~~To provide direction on the implementation of the Teachers' Performance Appraisal (TPA) Process in the Halton Catholic District School Board in our Catholic educational setting. To make the information about the TPA process available to administrators, teachers, parents, students and the Chairs of Catholic School Councils. To highlight the implementation of the Teacher Performance Appraisal Process as a collaborative effort among the following Board Services: School Services, Staff Development, Human Resources and Information Technology Services.~~

~~To provide direction on Teacher Performance Appraisal (TPA) process in the Halton Catholic District School Board in order to promote teacher development; to provide meaningful appraisals of teachers' performance that encourage professional learning and growth; to identify opportunities for additional support where required; and to provide a measure of accountability to the public.~~

### APPLICATION AND SCOPE

Ontario's TPA system (2010) has two components – ~~one for~~ "new" teachers and ~~the other for~~ "experienced" teachers. This policy applies to all new and experienced **permanent** teachers employed by the Halton Catholic District School Board who are members of either the Ontario English Catholic Teachers' Association Elementary or Secondary Bargaining Units.

~~For TPA, "new" teachers are defined as all teachers certified by the Ontario College of Teachers (including teachers trained out of province) who have been hired into permanent positions (full-time or part-time) to begin teaching for the first time in Ontario.~~

~~"New teachers" in the New Teacher Induction Program (NTIP) do not participate in the TPA. Beginning Long Term Long Term Occasional Teachers are defined below.~~

### REFERENCES

[Ontario Education Act Part X.2](#)

[Ontario Regulation 98/02](#)

[Ontario Regulation 99/02](#)

[Teacher Performance Appraisal Technical Requirements Manual 2010](#)

[New Teacher Induction Program Induction Elements Manual 2010](#)



## TEACHER PERFORMANCE APPRAISAL

POLICY No.: III-03  
 DATE : SEPTEMBER 30, 1986  
 AMENDED: NOVEMBER 18, 2003  
 AMENDED: FEBRUARY 5, 2008  
 AMENDED: MAY 17, 2011

ASSOCIATED  
 OPERATING POLICIES &  
 ADMINISTRATIVE  
 PROCEDURES:

Teacher Performance Appraisal Frequently Asked Questions

**DEFINITIONS**

The following definitions apply for the purposes of Teacher Performance Appraisal (TPA) and the New Teacher Induction Program (NTIP).

1. New Teachers:

- New Teachers: all teachers certified by the Ontario College of Teachers (including teachers trained out of province) who have been hired into permanent positions (full-time or part-time) by a school board to begin teaching for the first time in Ontario;
- teachers are considered “new” until they successfully complete all four (4) components of the NTIP: orientation, mentoring, professional development and two (2) satisfactory appraisal ratings within a maximum of twenty-four (24) months after they begin teaching.

2. Experienced teachers” are defined as all teachers who have successfully completed the NTIP, or who held permanent positions in Ontario’s publicly funded school prior to the NTIP implementation in 2006, as well as temporary teachers (those teaching on a Letter of Permission).

~~3. Other First-Year Teacher Involvement in the Induction Elements of NTIP (orientation, mentoring, professional development and training). Note that they are not included in the Teacher Performance Appraisal component.~~

~~4.3. Beginning Long Term Occasional Teachers: a certified occasional teacher who is in his/her first long-term assignment of 97 or more consecutive school days as a substitute for the same teacher.~~

~~5.4. Beginning Full-Time Continuing Education Teachers: a certified teacher who is teaching two (2) secondary credit courses per quad x four quads in a given school year in an adult learning day school.~~

**PRINCIPLES**

- ~~The Halton Catholic District School Board is mandated to implement the Performance Appraisal Process according to the Education Act (Part X.2, “Teacher Performance Appraisal”) and Ontario Regulations, (O.Reg.) 98/02, O.Reg.99/02, and O.Reg. 266/06 along with the Technical Requirements Manual, “Teacher Performance Appraisal (2010) and the Induction Elements Manual for the New Teacher Induction Program (2010).~~

## TEACHER PERFORMANCE APPRAISAL

POLICY No.: III-03  
 DATE : SEPTEMBER 30, 1986  
 AMENDED: NOVEMBER 18, 2003  
 AMENDED: FEBRUARY 5, 2008  
 AMENDED: MAY 17, 2011

ASSOCIATED  
 OPERATING POLICIES &  
 ADMINISTRATIVE  
 PROCEDURES:

- ~~The Ontario's Teacher Performance Appraisal (TPA) system for "new" and "experienced" teachers is designed to:~~
  - a) ~~promote teacher development;~~
  - b) ~~provide meaningful appraisals of teachers' performance that encourage professional learning and growth;~~
  - c) ~~identify opportunities for additional support where required; and~~
  - d) ~~provide a measure of accountability to the public.~~
- ~~Specifically, teacher performance appraisal~~ The Teacher Performance Appraisal in our Catholic school system shall:
  - a) value teachers as professionals and respects their knowledge and expertise;
  - b) provide fair, effective and consistent appraisal of professional practice in the Catholic educational setting;
  - c) reflect Catholic teaching and practice to improve student learning and formation;
  - d) enhance professional practice to improve student learning and information;
  - e) ensure effective delivery of the Ontario Catholic Curriculum program;
  - f) provide and supports opportunities for professional growth and faith development;
  - g) recognize that personal faith is not subject to evaluation in a teacher's performance appraisal; and
  - h) recognize a communal responsibility for the formation of effective teachers in a Catholic school system.
- Professional dialogue and collaboration are essential to the creation and maintenance of a healthy school culture. An appraisal system in which both teachers and principals are actively engaged provides a framework for assessing teachers' practices in a way that meets their professional learning needs. The TPA system engages principals and teachers in professional dialogue that deepens their understanding of what it means to be a teacher, as reflected in the Ontario College of Teachers' Standards of Practice for the Teaching Professions (2006):
 

5 Domains:

  - a) Commitment to Students and Student Learning,
  - b) Professional Knowledge,
  - c) Professional Practice,
  - d) Leadership in Learning Communities,

## TEACHER PERFORMANCE APPRAISAL

POLICY No.: III-03  
 DATE : SEPTEMBER 30, 1986  
 AMENDED: NOVEMBER 18, 2003  
 AMENDED: FEBRUARY 5, 2008  
 AMENDED: MAY 17, 2011

ASSOCIATED  
 OPERATING POLICIES &  
 ADMINISTRATIVE  
 PROCEDURES:

- e) Ongoing Professional Learning.
  - The TPA is an integral part of a continuum of professional learning that supports effective teaching, learning, and assessment practices by building on and complementing previous learning in pre-service teacher education programs and the New Teacher Induction Program (NTIP), as well as learning acquired throughout each individual's teaching career.
  - The following key components are common to the appraisal of both "new" and "experienced" teachers:
    1. competency standards;
    2. pre-observation meeting/appraisal meeting
    3. classroom observation
    4. post observation meeting/appraisal meeting
    5. a summative report, which includes their performance rating, and
    6. a process for additional support.
  - ~~—————"Experienced" teachers are required to develop an Annual Learning Plan (ALP). The ALP helps experienced teachers to identify strategies for growth and development in their evaluation year and for the years between performance appraisals. An ALP must be completed each year by every experienced teacher.~~
- ~~New teachers involved in the NTIP are not required to complete an ALP. New teachers involved in the NTIP complete the Individual NTIP Strategy Form as a means for discussion, learning, planning and tracking of the NTIP elements.~~

|                     |
|---------------------|
| <b>REQUIREMENTS</b> |
|---------------------|

- The Halton Catholic District School Board is mandated to implement the Performance Appraisal Process according to the Education Act (Part X.2, "Teacher Performance Appraisal") and Ontario Regulations, (O.Reg.) 98/02, O.Reg.99/02, and O.Reg. 266/06 along with the Technical Requirements Manual, "Teacher Performance Appraisal (2010) and the Induction Elements Manual for the New Teacher Induction Program (2010).
- "Experienced" teachers are required to develop an Annual Learning Plan (ALP). The ALP helps experienced teachers to identify strategies for growth and development in their evaluation year and for the years between performance appraisals. An ALP must be completed each year by every experienced teacher.

## TEACHER PERFORMANCE APPRAISAL

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 PROCEDURES:

- New teachers involved in the NTIP are not required to complete an ALP. New teachers involved in the NTIP complete the Individual NTIP Strategy Form as a means for discussion, learning, planning and tracking of the NTIP elements.
- Beginning LTO teachers participate in the Induction Elements of the NTIP (orientation, mentoring, professional development and training). Note that they are not included in the Teacher Performance Appraisal component
- Beginning LTO teachers will be appraised as per Regulation 274 of the Education Act.
- Principals, Vice-Principals, teachers, and ~~supervisory~~ Supervisory officers-Officers all play key roles in the performance appraisal process. Performance appraisals of teachers shall be the responsibility of the ~~principal~~ Principal, ~~vice-principa~~ Vice-Principal, or as required, ~~superintendent~~ Superintendent of ~~Education~~ schools. Superintendents will co-ordinate the appraisal responsibilities associated with teachers who are:
  - a) assigned to more than one school;
  - b) not assigned to duties in a school;
  - c) assigned to duties in a school as well as other duties, or
  - d) move from one school to another.
- The process for conducting the Teacher Performance Appraisal shall be in accordance with the current legislation as contained in the Education Act (Part X.2, "Teacher Performance Appraisal"), and Ontario Regulations (O. Reg.) 98/02, O.Reg. 99/02, and O.Reg. 266/06 including the Technical Requirements Manual, "Teacher Performance Appraisal (2010) as well as the Induction Elements Manual for the New Teacher Induction Program (2010).
- ~~mVal~~ is the An on-line tracking system is used by administrators to complete the TPA/NTIP process. ~~In the Fall of 2011, A~~ all teaching staff will be able to access the ~~mVal~~ on-line program.
- Third Party agreement measures shall be implemented. Accessibility to said documents shall be restricted to authorized personnel only to ensure confidentiality. Exchange of information among schools and boards will be in accordance with the requirements as outlined in Section 15.2, Teacher Performance Appraisal, Technical Requirements Manual 2010.
- Timelines:
  - By June 15<sup>th</sup> of each year, school administrators will use ~~mVal~~ the on-line tracking system to complete the required
  - teacher performance appraisals: TPA, NTIP Strategy Forms, and Annual Learning Plans
  - By June 15<sup>th</sup> of each year, school administrators will use ~~mVal~~ the on-line tracking system to submit the completed appraisals to their respective Superintendent of Schools

TEACHER PERFORMANCE APPRAISAL

POLICY No.: III-03  
 DATE : SEPTEMBER 30, 1986  
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ASSOCIATED  
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 ADMINISTRATIVE  
 PROCEDURES:

- By June 30<sup>th</sup> of each year, school Superintendents will use ~~an~~ [the on-line tracking system](#) to review the documentation and forward to the Executive Officer, Human Resources Services
- The Executive Officer, Human Resources Services will oversee the retention procedures related to TPA

APPROVED : Regular Meeting of the Board

AUTHORIZED BY : .....  
*A. A. LeMay, Chair of the Board*

**ACTION REPORT**

**ITEM 3.5**

**POLICY II-06 LUNCH SUPERVISION**

**PURPOSE:**

To provide the recommendation to the Policy Committee that the Board rescind *Policy II-06 Lunch Supervision*.

**COMMENTARY:**

*Policy II-06 Lunch Supervision* was established in October of 1973, with the latest revisions taking place in November 2014. The existing policy provides minimal detail on procedures to follow if students are to eat lunch at school.

As with the recent rescinded policy on Teacher Supervision, specific processes are currently in place to ensure appropriate supervision is covered throughout the day, including lunch hour. In our Elementary schools, an In-school staffing committee, consisting of all employee groups assist in creating supervision schedules so that adequate supervision takes place.

On an annual basis, all parents are also required to complete the parental consent form where they indicate the lunch routines of their child(ren).

With the requirement for the Principal to ensure adequate supervision throughout the day, as well as processes already in place to address lunch routines, *Policy II-06 Lunch Supervision* is redundant and it is recommended that it be rescinded.

**RECOMMENDATION:**

The following recommendation is presented for the consideration of the Policy Committee:

*Moved by:*  
*Seconded by:*

***THAT, the Policy Committee recommends that Policy II-06 Lunch Supervision, be forwarded to the December 5, 2017 Regular Board Meeting to be rescinded.***

**REPORT PREPARED BY:** T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

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

**POLICY**

- a) Students are permitted to eat lunch at school and are required to comply with the established code of conduct.
- b) The principal shall arrange the necessary supervision for those students who remain at school for lunch.
- c) Elementary students who remain at school over the lunch hour shall not be permitted to leave the school site unless permission is granted by the parents.

APPROVED:

Regular Meeting of the Board

Authorized by:

.....

*Chair of the Board*

**ACTION REPORT**

**ITEM 3.6**

**POLICY II-21 CROSS PANEL SHARING OF STUDENT INFORMATION**

**PURPOSE:**

To provide the recommendation to the Policy Committee that the Board rescind *Policy II-21 Cross Panel Sharing of Student Information*.

**COMMENTARY:**

*Policy II-21 Cross Panel Sharing of Student Information*; was created in February of 2009 and last revised in February of 2012. This policy was established to provide direction regarding the sharing of personal student information between elementary and secondary schools within the Halton Catholic District School Board.

In December of 2015, *Policy I-02 Records and Information Management* and *Policy I-07 Protection of Privacy* were approved. These two policies established requirements to manage records and information safely and securely, as well as, ensuring the protection of privacy related to Acts and legislation. As a result, *policy II-21 Cross Panel Sharing* is redundant as a policy as *Policy I-02* and *Policy I-07* provide more detail relating to all aspects of sharing student information.

It is recommended that *Policy II-21* be rescinded as a policy, based on the knowledge that a new Administrative Procedure will be created; *Administrative Procedure VI-93 Cross Panel Sharing of Student Information* which will provide specific steps that school staff would be required to follow. This procedure would be connected to the overarching *Policy I-07 Protection of Privacy* and *Policy I-02 Records and Information Management*.

**RECOMMENDATION:**

The following recommendation is presented for the consideration of the Policy Committee:

Moved by:

Seconded by:

**THAT**, the Policy Committee recommends that *Policy II-21 Cross Panel Sharing of Student Information*, be forwarded to the December 5, 2017 Regular Board Meeting to be rescinded.

**REPORT PREPARED BY:** T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

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



## PURPOSE

To provide schools with information and directions regarding the sharing of personal student information between elementary and secondary schools within the same school Board.

## APPLICATION AND SCOPE

This policy applies to all staff in the Halton Catholic District School Board who are required to or are requested to provide information about individual students between the elementary and secondary panels within the same school Board.

## PRINCIPLES

The Halton Catholic District School Board acknowledges that students' information is collected and maintained on an individual basis for the improvement of instruction, and for the well-being of the student.

The Halton Catholic District School Board understands that the sharing, interpretation and application of personal student information between the elementary and secondary panels will enhance the practical provision of educational services which will ultimately benefit student learning.

The Halton Catholic District School Board recognizes that a safe and welcoming environment is most conducive to learning, and will therefore seek to foster a Christ-centred, positive school climate, free from discriminatory behaviour.

The Halton Catholic District School Board recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code.

The Halton Catholic District School Board expects that the cross panel sharing, interpretation, and application of personal student information will be done in a manner that is respectful of an individual student's rights to privacy and free from all forms of discrimination.

## REQUIREMENTS

1. Students and parent/guardians must be reasonably informed through a clear notice of this policy when information is required or requested about individual students between elementary and secondary panels. The notice must describe the personal information, explain the purpose of the sharing and provide a contact person's information. This need only be done once on an annual basis. Notice must also be provided to new students upon registration
2. The Board shall ensure that clear notice of this information is included on the Board's "*Family Information/Consent Form*" located on the Board's StaffNet site.

3. Once the notice of Information Collection, located on the “*Family Information/Consent Form*” is signed by a parent/guardian, the following information may be shared under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the *Education Act*.

a) Student information provided to a secondary school in advance of a student’s arrival:

**STUDENT DEMOGRAPHICS:**

- Student Name
- Gender
- Date of Birth
- Board Student Number
- Ontario Education Number (OEN)
- Current Grade
- Home Room
- Special Education Status/Identification/Program Placement
- ELL/ELD stage or level/Program Delivery

**STUDENT ACHIEVEMENT:**

- Report Card Achievement
- Report Card Learning Skills
- DRA and/or other formative assessments (e.g., OWA, OCA, QCA)

**STUDENT ATTENDANCE**

**OTHER INFORMATION:**

- Suspensions/Expulsions
- Country of Birth
- Language Spoken at Home

b) Aggregate information about a student’s performance in secondary school provided to the former elementary school:

EQAO Grades 9 and 10 Results  
Report Card Achievement Data  
Credit Accumulation  
Course Selection

4. The sharing of elementary data with the secondary panel shall be consistent with the completion of the secondary registration form and/or the course selection form indicating the student’s intention to attend a specific school.

APPROVED: Regular Meeting of the Board

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

**ADMISSION TO SCHOOLS, ELEMENTARY AND SECONDARY**

**ADMINISTRATIVE PROCEDURE NO.:**

**VI-19**

**DATE:**

**APRIL 3, 2000**

**AMENDED:**

**JUNE 9, 2003**

**NOVEMBER 20, 2012**

**FEBRUARY 24, 2014**

**NOVEMBER 20, 2017**

**ASSOCIATED**

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**OPERATING POLICIES &**

[Operating Policy I-22 Admission to Schools, Elementary and Secondary](#)

**ADMINISTRATIVE**

[Administrative Procedure VI-17 International Students \(Non-Resident - Visa Students\)](#)

**PROCEDURES::**

**PURPOSE**

This Administrative Procedure outlines the process to be followed by school staff in the registration and admission of new students into Halton Catholic District School Board schools.

**SCOPE AND OBJECTIVE**

This procedure applies to the registration of all elementary or secondary students in schools under the jurisdiction of the Halton Catholic District School Board.

**REQUIREMENTS**

1. Principals are to ensure that all staff registering new students are well informed of these procedures, policies and regulations.
2. The school in the home attendance area is responsible for the appropriate placement of students who are new to the system and who live in the school catchment area.
3. Students who wish to attend a school other than the one that serves their place of residence must submit a Cross Boundary School Attendance Application form to the appropriate superintendent. The parents and/or the students are to be made aware of the principles and requirements under *Cross Boundary School Attendance Policy I-4*.
4. Non-Resident of Canada (VISA) students are permitted admission to schools within the Halton Catholic District School Board as per *VISA Students Policy III*. These situations require the payment of fees. The parents and/or guardians must be made aware of the requirements as set out in *Administrative Procedure VI-17 Non-Resident of Canada Students (VISA Students)*. The admission requests of VISA students shall be referred to the School Superintendent and Planning Services as set out in the procedures.
5. Students who are non-residents of the Halton Catholic District School Board catchment area and/or whose parents are not Canadian Residents or do not have Landed Immigrant status must be referred to Planning Services.
6. All parents/guardians of students, or all students of at least 18 years of age, or students 16 years of age or older who have withdrawn from parental control must submit all required documentation before the student is admitted to class.

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PROCEDURES::

7. Where situations require payment of tuition fees, the amounts are payable by certified cheque or money order to the Halton Catholic District School Board prior to the student(s) first day of school attendance. Fees and co Registration—Elementary and Secondary

### Registration – Elementary and Secondary

In all instances original documentation or a copy certified as original must be presented. Copies of all relevant registration documents and a copy of the *Registration Checklist (Appendix B)* should be placed in the OSR.

The following checklist is provided to assist schools in the registration of students:

1. Determine if the student lives within your school's attendance area. All registrations require documented proof of permanent address, which could include property tax bills, bank statements, driver's license, personalized cheques, driver's license or utility bills. If the student should be attending another school, direct the applicant to the appropriate school. In the event the student is not within the school boundary, and wishes to attend the school, an *Annual Application for Cross Boundary School Attendance Form* is to be completed and submitted to the School Superintendent for approval.
2. If the student resides outside the Region of Halton, an *Annual Application for Admission of Catholic Non-Resident Students* must be completed and submitted to the School Superintendent for approval. All other individuals should be referred to Planning Services.
3. If a parent indicates a custodial arrangement, a copy of the court order or other legal document is required for inclusion in the documentation file of the OSR. In some instances the Principal may find it necessary to require that applicants establish proof of relationship via birth certificate, passport, or other reliable documentation.
4. A student who is 16 years of age or older, and has indicated they have withdrawn from parental control is required to show proof of new address and indicate in writing (See Appendix A) they have withdrawn from parental control.
5. Proof of age is required for students registering for the first time. Canadian Citizens must provide Birth Certificate, Official Birth Registration Card, Passport, Citizenship Card or Certificate. Landed immigrants must provide proof of record of landing (FORM IMM 1000) or confirmation of permanent residence (FORM IMM 5292). A photocopy of the original document should be placed in the OSR and an entry made in the appropriate space on the OSR folder and on the student information system. All other individuals should be referred to Planning Services.
6. Students registering for the first time in a Secondary School of the Halton Catholic District School System shall be required to produce proof of age.
7. Students registering for the first time in an Elementary School of 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. 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.

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PROCEDURES::

8. 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 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.
9. 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.
10. Students shall be admitted on condition that the parent provide proof of 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.
11. For students transferring from other Ontario schools, a copy of the Student Transfer Form is required. Secondary school students will also require a copy of their latest Ontario Student Transcript and report card.
12. Proof of immunization is required for all registrants new to Halton Catholic schools. This entails the following:
  - a) Completion of a Halton Region Health Form: Immunization Records for New Registrants and the attachment of a copy of the Immunization Record Card,
  - or**
  - b) Completion of a Halton Region Health Form: Immunization Records for New Registrants and the attachment of copies of any immunization documentation from another Province or country,
  - or**
  - c) Completed and signed medical exemption forms. Reference should be made to the Halton Region Health Department for the forms.

Please note that any documentation should have at least one dated entry to be acceptable at the school level. The Halton Region Health Department will review documentation and determine whether immunization information is adequate; this is not a school responsibility. A copy of all documentation should be filed in the OSR. Students must **not** be admitted to class until the required immunization forms have been completed.
13. ALL new **ELEMENTARY** registrants, who do not have siblings within the system, must confirm that they are currently Catholic school supporters or eligible to be Catholic school supporters by providing:
  - proof of school support documentation,

**or**

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**PROCEDURES::**

- a completed *Application for Direction of School Support* form, and if required, a *Separate School Assessment Lease*

Parent(s) should be asked if they have other elementary-aged children enrolled in a French-language Catholic or French language Public school or an English language Public school. If so, the parents should be advised that a *Direction of School Support Form* is required to be completed.

14. All new **SECONDARY** registrants must confirm school support, public or separate.

As the result of the Open Access provision of the *Education Act* there is no need to request that registrants for secondary school change tax support if they are public school supporters. However, it is still important to the system to know whether they are Catholic school electors.

15. A student to be considered fully registered must be placed in an appropriate class or program. For secondary school students, an appropriate timetable must be created.

**Admission and Registration of Students**

The majority of student registrations will be relatively straightforward, i.e. student resides within your school attendance area with his/her parent(s)/legal guardian(s) and is a Canadian Citizen or Landed Immigrant. These students can be registered at the school, using the *Registration Checklist* (Appendix B) and photocopying the appropriate documentation including the checklist for the OSR.

On occasion, a registration will present as slightly irregular. Guidelines are provided below addressing some of these situations. Contact Planning Services for situations that do not fit these guidelines.

| <b>Registration of Elementary School Students</b>                           |                                                                                          |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Category/Description of Student</b>                                      | <b>Process</b>                                                                           |
| <b>Catholic Student and parent(s) reside in Halton</b>                      | Register student in home school                                                          |
| <b>Catholic Student resides in Halton, is registered at an HCDSB School</b> | No student may be simultaneously registered with both the public and the Catholic board. |

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PROCEDURES.:

| Registration of Elementary School Students                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category/Description of Student                                                                                                                   | Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Catholic Student resides with parent(s) within Halton but outside of your school boundaries.</b>                                               | <p>Parent(s)/Guardian(s) of student(s) requesting admission into a Catholic School outside their designated school attendance area, must complete an <i>Annual Application for Cross Boundary School Attendance Form</i></p> <p>The initial application is submitted to the School Superintendent for approval. The application must be submitted annually, to the school Principal. This application is not required for students enrolling or currently registered in the French Immersion program. Transportation will not be provided to any students that are approved for Cross Boundary school attendance. For further information, see Board <i>Policy No. I-4</i></p>                                                            |
| <b>Catholic Student and parent(s) reside within Ontario, but outside of Halton,</b>                                                               | <p>Parent(s)/Guardian(s) of student(s) requesting admission into a Catholic School within the Halton Catholic District School Board and whose residence is outside the Region of Halton must complete an <i>Annual Application for Admission of Catholic Non-Resident Students Form</i>. The initial application is submitted to the School Superintendent for approval. The student must be Catholic. The application must be submitted annually, to the school Principal. Annual renewal of requests must be made no earlier than January of the preceding school year. Transportation will not be provided to any students that are approved for Non-Resident admission. For further information, see Board <i>Policy No. I-4</i>.</p> |
| <b>Catholic Student resides in Halton, parent(s) reside within Ontario but outside of Halton.</b>                                                 | <p>Register child after adult in Halton has custody of child. Student then registers in home school of legal guardian.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Catholic Student and parent(s) reside within Ontario, but outside of Halton and require Special Education services.</b>                        | <p>Registration must have the prior approval of the Superintendent of Special Education Services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Catholic student resides in Halton, parent(s) reside within Ontario but outside of Halton and student requires Special Education services.</b> | <p>Register child after adult in Halton has custody of child. Student then registers in home school of legal guardian.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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PROCEDURES.:

| Registration of Elementary School Students                                                           |                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category/Description of Student                                                                      | Process                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Catholic Student resides in Halton, parent(s) are public school supporters.</b>                   | Parents must fill out an <i>Application for Direction of School Support Form</i> to indicate a change to separate school supporter.                                                                                                                                                                                                                                                      |
| <b>Non-Catholic Student resides in Halton, parent(s) are public school supporters.</b>               | Non-Catholic students shall not be admitted to any Junior Kindergarten to Grade 8 program unless one of their parents is baptized Catholic. The parents and/or the students are to be made aware of the principles and requirements under the <i>Admission to Schools Policy I-22</i> . Special circumstances will be reviewed by the Director and/or designate on a case by case basis. |
| <b>Catholic Student resides in Halton and parent(s) reside outside of Ontario but within Canada.</b> | Register child after adult in Halton has custody of child. Student then registers in home school of legal guardian.                                                                                                                                                                                                                                                                      |
| <b>Catholic Student resides in Halton and parent(s) reside outside of Canada.</b>                    | Register child after adult in Halton has custody of child and student meets all other registration criteria. Contact Planning Services for assistance with student's immigration status. Student then registers in home of legal guardian.                                                                                                                                               |
| <b>Non-Resident of Canada (VISA) student</b>                                                         | <i>Application for School Admission of Non-resident of Canada (VISA) Student</i> must be approved prior to admission into any school. Refer to the requirements in Administrative Procedure VI-17.                                                                                                                                                                                       |
| <b>Catholic student resides in Halton, and is a Crown Ward.</b>                                      | Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.                                                                                                                                                                                                                                                          |

-----

| Registration of Secondary School Students                                       |                                                                                                                       |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Category/Description of Student                                                 | Process                                                                                                               |
| <b>Student and parent(s) reside in Halton.</b>                                  | Register student in home school.                                                                                      |
| <b>Catholic Student resides in Halton, and is registered at an HCDSB School</b> | No student may be simultaneously registered with both the public and separate Catholic board, for regular Day School. |



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[Operating Policy I-22 Admission to Schools, Elementary and Secondary](#)

ADMINISTRATIVE

[Administrative Procedure VI-17 International Students \(Non-Resident - Visa Students\)](#)

PROCEDURES::

| Registration of Secondary School Students                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category/Description of Student                                                                                                          | Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Student resides with parent(s) within Halton but outside of your school boundaries.</b>                                               | Parent(s)/Guardian(s) of student(s) or adult student requesting admission into a Catholic Secondary School outside their designated school attendance area, must complete an <i>Annual Application for Cross Boundary School Attendance Form</i> . The initial application is submitted to the School Superintendent for approval. The application must be submitted annually, to the school Principal. Transportation will not be provided to any students that are approved for Cross Boundary school attendance. For further information, see Board <i>Policy No. I-4</i>                                                                                                                                                                   |
| <b>Student and parent(s) reside within Ontario, but outside of Halton.</b>                                                               | Parent(s)/Guardian(s) of student(s) or adult student(s) requesting admission into a Catholic Secondary School within the Halton Catholic District School Board and whose residence is outside the Region of Halton must complete an <i>Annual Application for Admission of Catholic Non-Resident Students form</i> . The initial application is submitted to the School Superintendent for approval (subject to availability of course selection and space in the school). The application must be submitted annually to the school Principal. Annual renewal of requests must be made no earlier than January of the preceding school year. Transportation will not be provided to any students that are approved for Non-Resident admission. |
| <b>Student and parent(s) reside within Ontario, but outside of Halton and require Special Education services.</b>                        | Registration must have the prior approval of the Superintendent of Special Education Services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Student resides in Halton, parent(s) reside within Ontario but outside of Halton.</b>                                                 | <b>Students under 18:</b><br>Register student after adult in Halton has custody of child. Student then registers in home school of legal guardian.<br><b>Students 18 and over</b><br>Register student in school/class/program designated as having space. The Principal must approve registration.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Student resides in Halton, parent(s) reside within Ontario but outside of Halton and student requires Special Education services.</b> | Register child after adult in Halton has custody of child. Student then registers in home school of legal guardian.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

ADMISSION TO SCHOOLS, ELEMENTARY AND  
SECONDARY

ADMINISTRATIVE PROCEDURE NO.:

VI-19

DATE:

APRIL 3, 2000

AMENDED:

JUNE 9, 2003

NOVEMBER 20, 2012

FEBRUARY 24, 2014

NOVEMBER 20, 2017

ASSOCIATED

[Operating Policy I04 Cross Boundary School Attendance](#)

OPERATING POLICIES &amp;

[Operating Policy I-22 Admission to Schools, Elementary and Secondary](#)

ADMINISTRATIVE

[Administrative Procedure VI-17 International Students \(Non-Resident - Visa Students\)](#)

PROCEDURES::

| Registration of Secondary School Students                                                              |                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category/Description of Student                                                                        | Process                                                                                                                                                                                                                                                                                                 |
| Student resides in Halton, parent(s) are Public school supporters.                                     | <b>Do not</b> request that parents change school support.                                                                                                                                                                                                                                               |
| Student resides in Halton and parent(s) reside outside of Ontario but within Canada.                   | <b>Students under 18:</b><br>Register student after adult in Halton has custody of child. Student then registers in home school of legal guardian.<br><b>Students 18 and over:</b><br>Register student in school/class/program designated as having space. The Principal must approve the registration. |
| Non-Resident of Canada (VISA) student                                                                  | <i>Application for School Admission of Non-resident of Canada (VISA) Student</i> must be approved prior to admission into any school. Refer to the requirements in Administrative Procedure VI-17.                                                                                                      |
| Student 16 years of age or older has withdrawn from parental control                                   | Register student on proof of address, written notification of that they have withdrawn from parental control, along with required documentation provided (Appendix A).                                                                                                                                  |
| Student is 18 years of age or older, does not reside with parent(s), and has recently moved to Halton. | Register student in school/class/program designated as having space unless student has resided in Halton for the 12 months immediately before admission to school in which case the student may be registered in their home school.                                                                     |
| Student resides in Halton, and is a Crown Ward.                                                        | Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.                                                                                                                                                                         |
| Student is 21 years of age or older as of December 31 <sup>st</sup> of that school year.               | Student should be directed to one of the campuses of the Adult Learning Centre in Halton Region.                                                                                                                                                                                                        |

**Custody Issues**

1. All students under the age of 18 **must** live with a parent or legal guardian. Custody must either have been awarded by Family Court or a Guardianship Agreement form has been completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the

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approval of the School Superintendent on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the School Superintendent.

2. Staff should not encourage or suggest that students who reside outside of Halton become Halton students by having a relative or friend take out legal custody. It is most important to remember that a custody application is a serious undertaking which can involve the Family Court with a hearing before a judge. Even the simpler guardianship form carries serious legal obligations related to acceptance of custody. The person applying for custody is taking full legal responsibility for the child. There is no such thing as custody solely for educational purposes.
3. Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order both parents have equal access rights.
4. Students in the process of being adopted - A student may be registered if:
  - a) the school has received proof that adoption proceedings have been initiated; and
  - b) a letter of intent is completed.

### Adult Students

1. All adult students ages 18, 19, and 20 should have a consultation meeting with the school principal prior to registering for classes.
2. Adult students ages 18, 19 and 20, who have not met the required number of credits for graduation, may attend regular secondary school credit programs and may access Night and Summer School programs with home school approval. Such students may wish to consider the Adult Learning Centre.
3. Students who turn 21 after December 31<sup>st</sup> of a school year, and have not met the required number of credits for graduation, shall be encouraged to attend the Adult Learning Centre or may register at their local secondary school for credit courses for the full school year, including both first and/or second semester.
4. Students who turn 21 before December 31<sup>st</sup> of a school year can only attend one of the two campuses of the Adult Education Centre.

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5. Adult Students ages 18, 19, 20 and 21 who have met the requirements for graduation shall be directed to the Adult Education Centre.

### Students with Immigration Documents

Schools registering students holding the following types of documentation should contact Planning services for guidance on the registration process in these particular cases:

- Applicants for Landing/Approval in Principle (sponsorship within Canada);
- Minister's Permits (and/or Extension thereof);
- Student Authorization (accompanying dependents of work permit holder);
- Visitor's Visa.

Halton Catholic District School Board staff members are *not* to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been determined by Planning Services.

### Non-Resident Of Canada (Visa) Students

The following is a summary of the procedures for the admission of Non-Resident of Canada (VISA ) Students.

The procedure and process will be administered through Planning Services, in consultation with the Superintendent of the school for which admission is being sought. The schools will not independently approve admission of any VISA students.

Any new Non-Resident of Canada students requesting information or admission to a school in the Halton Catholic District School Board should be directed to Planning Services.

The Superintendent will review the request of the student with the Principal and will determine whether or not a space /pupil place is available in the school to accommodate the Non-Resident of Canada (VISA) student. If space is available, Planning Services will then forward an application form to the student or person requesting admission.

- The completed application forms will be returned to Planning Services.
- A Letter of Acceptance addressed to Citizenship and Immigration Canada will not be issued by the School Superintendent until Planning Services is in receipt of the following documents:
  - Completed Application for School Admission Form (Non-resident Students)
  - Education Documents (Report Card/Transcripts)
  - Application Fee (certified cheque or money order)
- Upon arrival to Canada with a valid Student Authorization issued by Citizenship and Immigration Canada, the student must supply the Halton Catholic District School Board's Planning Services with the following:
  - Personal Documentation, including valid student authorization, verification of age and Halton address where student will be living.

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- If under 18 years of age, and is residing with guardians, a Parental Consent & Guardianship Agreement must be completed and signed. This agreement does not have to be renewed annually unless there is a change in guardianship. Proof of Court Ordered Guardianship is also acceptable.
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
- Proof of purchase of private health insurance coverage that will provide access to the health care system.
- Tuition fees, either certified cheque or money order.
- It should be noted that returning Non-Resident of Canada students must also request **annually** an Application for School Admission. This application must also include the appropriate application fee and attach the most recent transcript/report card. The School Superintendent will review the request from the returning student and will determine in consultation with the Principal whether or not a space /pupil place is available in the school to accommodate the Non-Resident of Canada student. If space is available, a Letter of Acceptance will be issued by the School Superintendent in order that a Valid Student Authorization can be requested from Citizenship and Immigration Canada.
- Upon arrival to Canada, the returning student must provide to Planning Services a valid student authorization, tuition fees (certified cheque or money order), proof of up to date Health Insurance, and a Halton address where the student will be living. A new Parental Consent and Guardianship Agreement must be completed and validated in the event that the guardian(s) have been changed.
- All appropriate documentation for new and returning students must be provided to Planning Services prior to the end of August, in order that sufficient opportunity is given to process the application. Once the completed form, associated documentation and fees have been received by Planning Services, copies of all documents are forwarded to the school where the student will be attending and an appointment for registration at the school will be made. The school is not to allow admission of these students until such time that approval has been received. Also, the school is not to accept any cheques for tuition fees from these students.

### Refugee/Convention Claimants

Schools registering student holding Refugee Claimant Status should contact Planning Services for Guidance on the registration process.

- student authorization from Citizenship and Immigration Canada
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against

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mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis

- Evidence must be presented of enrollment in the Interim Federal Health Program (IFHP) or private Health Insurance. Requests for Residency/Reference Letters

Schools may receive requests from parents or legal guardians and/or adult students, to issue letters indicating current attendance at school for purposes of establishing residency to:

- a) qualify for Ontario Health Insurance coverage,
- b) for travel purposes,
- c) or in the case of refugee claimants for their refugee hearing process.

The following process is suggested for students already appropriately registered to ensure a consistent approach within the system:

- The School Superintendent shall indicate the student's name, date of birth and date of registration;
- Attach a copy of the most recent report card (where appropriate);
- Release this information to the parent or legal guardian and/or adult student.

### **Student without Status or Illegal Immigrant Students**

Minor dependents of a person without status or "illegal immigrant" shall be registered at the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the Board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to Tuberculosis. Proof of immunization must also be provided to the Board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
4. The Board shall require proof of application with Citizenship and Immigration Canada within one week of the date of registration; in the absence of proof the Board may file a report with Citizenship and Immigration Canada.

Minor students without status or minor students who are "illegal immigrants" who are the dependent of a person with status shall be registered within the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the Board prior to registration.

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2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to Tuberculosis. Proof of immunization must also be provided to the Board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the Board prior to admission.
4. The Board shall require proof of application with Citizenship and Immigration Canada within one week of the date of registration; in the absence of proof the Board may file a report with Citizenship and Immigration Canada.

### Exchange Students

A student who is a participant in a board approved educational exchange program which is in compliance with the Ministry of Education's requirements, may be registered at a school without the payment of fees, subject to the following:

1. That a reciprocal agreement has been signed with a board, authority, or agency whereby a pupil of the Halton Catholic District School Board is also scheduled to attend a school outside of Canada without the payment of a fee.
2. That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: adequate medical insurance coverage, confirmation of inoculations as required by the Ontario Ministry of Health, as these pertain to school- aged students, confirmation of the last grade successfully attended by the student, confirmation by way of completing the Board's official letter, stating that there isn't a custody issue related to the student.
3. That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.

APPROVED:

Regular Meeting of the Administrative Council

AUTHORIZED BY:

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 Director of Education and Secretary of the Board

*Withdrawal from Parental Control Sample letter:*

(Student's name and full current address)

(Principal's name and full school address)

(date)

**Re: Withdrawal from Parental Control**

Dear Principal \_\_\_\_\_,

My name is \_\_\_\_\_. My date of birth is \_\_\_\_\_.

I am writing this letter to inform you of my decision to withdraw from parental control, so that the school can provide appropriate supports, if I need them, and so that the school can respect my rights under the Education Act.

I am living separately and independently of my parents:

NAME (parent #1)

Address

and

NAME (parent #2). (delete parent #2- if only one parent)

Address

since \_\_\_\_\_.  
(date)

I have made an independent decision to attend your school. I would ask that you respect my withdrawal from parental control, and recognize that I now have authority to sign any legal school related documents. Please do not share any information about me with anyone else.

Sincerely,

*(student signature)*

Student Name

*c.c. Student's OSR*



**REGISTRATION CHECKLIST**

**Upon registration, the following must be completed prior to admitting a student to class**

| <b>Student Legal Name:</b>                                                                                                                                                                                                                             | <b>Date of Birth:</b> | Yes | No | Not Applicable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----|----|----------------|
| • Student lives in catchment area - Proof of Address verification required                                                                                                                                                                             |                       |     |    |                |
| • Annual Application for Cross Boundary School Attendance Form provided and completed if wanting to register and not in the boundary area (Family of Schools Superintendent Approval Required [new request])                                           |                       |     |    |                |
| • Annual Application of Catholic Admission of Catholic Non-Resident Students provided and completed if living outside of the Halton Region (Family of Schools Superintendent Approval Required [new request])                                          |                       |     |    |                |
| • Copy of any court of legal documentation related to custodial agreements are copied and filed in OSR                                                                                                                                                 |                       |     |    |                |
| • Student 16 years of age or older and withdrawn from parental control provides proof of new address and a <i>Withdrawal from Parental Control Letter</i> (Procedure VI-19 Admission to Schools Elementary and Secondary - Appendix A - sample letter) |                       |     |    |                |
| • Verification of required documentation provided :                                                                                                                                                                                                    |                       |     |    |                |
| ○ Proof of age (i.e. Birth Certificate, Official Birth Registration Card, Passport, Citizenship Card or Certificate                                                                                                                                    |                       |     |    |                |
| ○ Landed immigrants – Record Of Landing (FORM IMM 1000) or Confirmation Of Permanent Residence (FORM IMM 5292)                                                                                                                                         |                       |     |    |                |
| • Proof of Immunization                                                                                                                                                                                                                                |                       |     |    |                |
| ○ Completion of a Regional Health Form: Immunization Records for new registration and the attachment of a copy of the Immunization Record Card or immunization documentation from another Province or Country                                          |                       |     |    |                |
| <b>Or</b>                                                                                                                                                                                                                                              |                       |     |    |                |
| ○ Complete and signed medical exemption form                                                                                                                                                                                                           |                       |     |    |                |
| • If child or parents do not provide proof of Roman/Eastern Rite baptismal certificate and wishes to register the following process is shared with parents:                                                                                            |                       |     |    |                |
| ○ Letter of support required from pastor of the parish (Catholic Church)                                                                                                                                                                               |                       |     |    |                |
| ○ Letter submitted to the Director of Education for determination of approval                                                                                                                                                                          |                       |     |    |                |
| • Students transferring from another Ontario School must have:                                                                                                                                                                                         |                       |     |    |                |
| ○ Student Transfer Form                                                                                                                                                                                                                                |                       |     |    |                |
| ○ Secondary students – Ontario Student Transcript and Report Card                                                                                                                                                                                      |                       |     |    |                |
| • Elementary registrants confirm they are Catholic school supporters:                                                                                                                                                                                  |                       |     |    |                |
| ○ Proof of school support documentation                                                                                                                                                                                                                |                       |     |    |                |
| <b>Or</b>                                                                                                                                                                                                                                              |                       |     |    |                |
| ○ A completed Application for Direction of School Support form, and if required, a Separate School Assessment Lease (available on the HCDSB website → Board → Taxes and School Support → <a href="#">Tax Eligibility Information</a> )                 |                       |     |    |                |
| • Secondary registrants must confirm school support, public or separate                                                                                                                                                                                |                       |     |    |                |
| • Special Education Package provided – including SE 13 (B) &/or SE14                                                                                                                                                                                   |                       |     |    |                |
| • Kindergarten Questionnaire Provided                                                                                                                                                                                                                  |                       |     |    |                |
| • Medical Conditions identified and appropriate Parent Package provided                                                                                                                                                                                |                       |     |    |                |

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|                                                                        |                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ASSOCIATED OPERATING POLICIES &amp; ADMINISTRATIVE PROCEDURES::</b> | <a href="#">Operating Policy I02 Records and Information Management</a><br><a href="#">Operating Policy I07 Protection of Privacy</a><br><a href="#">Administrative Procedure VI-81 Privacy Procedure</a><br><a href="#">Administrative Procedure VI-82 Records and Information Management Procedure</a> |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**PURPOSE**

The Halton Catholic District School Board is committed to provide schools with information and directions regarding the sharing of personal student information between elementary and secondary schools within the same school Board.

**REFERENCES**

- [\*Municipal Freedom of Information and Protection of Privacy Act, \(MFIPPA\)\*](#)
- [\*Personal Health Information Protection Act \(PHIPA\)\*](#)
- [Privacy and Information Management \(PIM \) Toolkit – developed by the PIM taskforce](#)
- [Ontario Student Record Guidelines, OSR – Ministry of Education](#)

**SCOPE AND OBJECTIVE**

This policy applies to all staff in the Halton Catholic District School Board who are required, or are requested, to provide information about individual students between the elementary and secondary panels within the same school Board.

**PRINCIPLES**

- The Halton Catholic District School Board acknowledges that students’ information is collected, stored and maintained, on an individual basis for the improvement of instruction, and for the well-being of the student.
- The Halton Catholic District School Board understands that the sharing, interpretation and application of personal student information between the elementary and secondary panels will enhance the practical provision of educational services, which will ultimately benefit student learning.
- The Halton Catholic District School Board recognizes that a safe and welcoming environment is most conducive to learning, and will therefore seek to foster a Christ-centred, positive school climate, free from discriminatory behaviour.
- The Halton Catholic District School Board recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code.

## CROSS PANEL SHARING OF STUDENT INFORMATION

ADMINISTRATIVE PROCEDURE No.: VI-93

DATE:

AMENDED:

|                      |                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------|
| ASSOCIATED           | <a href="#">Operating Policy I02 Records and Information Management</a>                     |
| OPERATING POLICIES & | <a href="#">Operating Policy I07 Protection of Privacy</a>                                  |
| ADMINISTRATIVE       | <a href="#">Administrative Procedure VI-81 Privacy Procedure</a>                            |
| PROCEDURES::         | <a href="#">Administrative Procedure VI-82 Records and Information Management Procedure</a> |

- The Halton Catholic District School Board expects that the cross panel sharing, interpretation, and application of personal student information will be done in a manner that is respectful of an individual student's rights to privacy and free from all forms of discrimination.

|                     |
|---------------------|
| <b>REQUIREMENTS</b> |
|---------------------|

In accordance with OSR guidelines, [Policy I07 Protection of Privacy and Policy I02 Records Management](#):

- Students and parent/guardians must be ~~informed through a clear notice of this policy notified in accordance with MFIPPA~~ when information is required or requested about individual students between elementary and secondary panels. The notice must describe the personal information ~~being shared~~, explain the purpose of the sharing and provide a contact person's information. This need only be done once on an annual basis. Notice must also be provided to new students upon registration
- The Board shall ensure that clear notice of this information is included on the Board's "Family Information/Consent Form" located on the Board's StaffNet site.
- Once the notice of Information Collection, located on the "Family Information/Consent Form" is signed by a parent/guardian, the following information may be shared under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the *Education Act*.
  - Student information provided to a secondary school in advance of a student's arrival:
    - STUDENT ATTENDANCE**
    - STUDENT DEMOGRAPHICS:**
      - Student Name
      - Gender
      - Date of Birth
      - Board Student Number
      - Ontario Education Number (OEN)
      - Current Grade
      - Home Room
      - Special Education Status/Identification/Program Placement
      - ELL/ELD stage or level/Program Delivery
    - STUDENT ACHIEVEMENT:**
      - ~~Report Card Achievement~~
      - ~~Report Card Learning Skills~~
      - ~~Progress Report Card~~
      - ~~Provincial Report Card~~
      - CTCS (Canadian Test of Cognitive Skills) [up to 2016]
      - CCAT7 (Canadian Cognitive Assessment Test 7) [2017 on]

**STUDENT ATTENDANCE****iv. OTHER INFORMATION:**

- Suspensions/Expulsions
- Country of Birth
- Language Spoken at Home

**CROSS PANEL SHARING OF STUDENT  
INFORMATION****ADMINISTRATIVE PROCEDURE No.: VI-93****DATE:****AMENDED:****ASSOCIATED**[Operating Policy I02 Records and Information Management](#)**OPERATING POLICIES &**[Operating Policy I07 Protection of Privacy](#)**ADMINISTRATIVE**[Administrative Procedure VI-81 Privacy Procedure](#)**PROCEDURES::**[Administrative Procedure VI-82 Records and Information Management Procedure](#)

- b) Aggregate information about a student's performance in secondary school provided to the former elementary school:
- EQAO Grades 9 and 10 Results
  - Report Card Achievement Data
  - Credit Accumulation
  - Course Selection
4. The sharing of elementary data with the secondary panel shall be consistent with the completion of the secondary registration form and/or the course selection form indicating the student's intention to attend a specific school.

**APPROVED:** Regular Meeting of the Administrative Council**AUTHORIZED BY:** \_\_\_\_\_*Director of Education and Secretary of the Board*