

**POLICY COMMITTEE MEETING
AGENDA**

Date: Tuesday, January 23, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Call to Order	
1.1 Opening Prayer (D. Rabenda)	
2. Approvals	
2.1 Approval of Agenda	
2.2 Approval of Minutes (December 12, 2017 Meeting)	1 - 5
3. Action Items	
3.1 Policy I-11 International Students (T. Pinelli, R. Negoï, F. Thibeault)	6 - 11
3.2 Policy I-36 Trustee Code of Conduct (P. Dawson, T. Overholt)	12 - 22
3.3 Policy II-05 Reporting to Parents - Parent Interviews (T. Overholt, B. Browne)	23 - 25
3.4 Policy II-38 Educational Research - Surveys and Pilot Projects (L. Collimore)	26 - 28
3.5 Policy II-41 School Uniform Dress Code – School Dress Code (T. Overholt)	29 - 39
3.6 Policy V-05 School Accidents - Safety (T. Overholt, R. Negoï)	40 - 43
4. Discussion Items	
4.1 Policy Committee Meeting in March 2018	
5. Information Items	
5.1 Administrative Procedure VI-17 International Students (Non-Resident - Visa Students) (T. Pinelli, R. Negoï, F. Thibeault)	44 - 50
5.2 NEW: Administrative Procedure VI-94 International Student Program - Agents of Fee Paying Students (T. Pinelli, R. Negoï, F. Thibeault)	51 - 54
5.3 Administrative Procedure VI-25 Educational Research (L. Collimore)	55 - 58
5.4 Administrative Procedure VI-21 OSBIE Online Incident Reporting (T. Overholt, R. Negoï)	59 - 64
5.5 Community Service Hours (C. McGillicuddy)	65 - 66

5.6 Upcoming Policy Committee Meeting Tentative Agenda Items (February 27, 2018) (T. Overholt)

5.6.1 Policy II-26 Managing Student Risk in Interschool Sports

5.6.2 Policy II-28 Alcohol, Tobacco and Drug Abuse in Schools

5.6.3 Policy III-01 Grievance Procedures - Non-Unionized Group Members

5.6.4 Policy III-09 Human Immunodeficiency Virus (HIV)

5.6.5 Discussion Items

5.6.5.1 NEW - Executive Compensation Policy

5.6.5.2 Policy I-40 Performance Appraisal of Director of Education

5.6.6 Information Items

5.6.6.1 Administrative Procedure VI-58 Parent Notification System

5.6.6.2 Administrative Procedure VI-51 Technological Education Service

5.7 Policy Committee Meeting Work Plan - Policy Review Sept. - Dec. 2017 (T. Overholt)

67 - 67

6. Miscellaneous Information

7. Correspondence

8. In Camera

8.1 Minutes from the December 12, 2017 Policy Committee In-Camera Session

9. New Business

10. Motion to Excuse Absent Committee Members

11. Motion to Adjourn/ Closing Prayer (J.M. Rowe)

MINUTES OF THE POLICY COMMITTEE MEETING

Date: December 12, 2017
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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

Regrets: A. Iantomasi

Staff Present: P. Dawson, Director of Education
T. Overholt, Superintendent of Education, School Services
A. Swinden, Administrator, Strategic Communications
J. O'Hara, Executive Officer, Human Resources Services
C. Cipriano, Superintendent of Education, School Services
R. Negoï, Superintendent, Business Services
R. Merrick, Superintendent, Facility Management Services
Recording Secretary: J. Neuman

1. Call to Order

1.1 Opening Prayer (J. Michael)

P. Dawson called the meeting to order and the meeting began at 7:01 p.m. with a prayer led by J. Michael.

2. Approvals

2.1 Approval of Agenda

The following item will be removed from the agenda

3.3 IH05 Reporting to Parents

P#01/18

Moved by: P. Marai

Seconded by: S. Trites

THAT, the agenda be approved, as amended

UNANIMOUSLY CARRIED

2.2 Approval of Minutes

P#02/18

Moved by: D. Rabenda

Seconded by: S. Trites

THAT, the minutes of the Policy Committee Meeting held on November 28, 2017 be approved, as submitted.

UNANIMOUSLY CARRIED

3. Action Items

3.1 Election of the Chair of the Policy Committee (December 12, 2017 - December 2018) (P. Dawson)

Acting Chair, P. Dawson, reviewed the election process and called for nominations for the position of Chair of the Policy Committee for the period of December 12, 2017 until the first Policy Committee meeting in December 2018.

P#03/18**Moved by:** J. Michael**Seconded by:** J. M. Rowe**THAT,** P. Marai be appointed Chair of the Policy Committee for the period of December 12, 2017 to December 2018.

There were no other nominations

P. Marai accepted the nomination

P#04/18**Moved by:** J. Michael**Seconded by:** J. M. Rowe**THAT,** the nominations be closed.**CARRIED**

P. Marai was declared the Chair of the Policy committee by acclamation.

P. Marai thanked the committee for their nomination and support, and A. Danko for his work as past chair.

P. Marai assumed the responsibility as Chair of the Policy Committee.

3.2 I-44 Strategic Planning Process (Third Reading) (R. Negoi, T. Overholt)**P#05/18****Moved by:** S. Trites**Seconded by:** J. M. Rowe**THAT,** the Policy Committee recommends that Policy I-44 Strategic Planning Process, be forwarded, along with amendments, to the December 19, 2017 Regular Board Meeting for approval at third reading.

Policy I-44 Strategic Planning Process was brought back for third reading

Questions regarding adding specific items to the strategic plan cycle were asked and answered.

Final amendment to include Catholic Ratepayers will be added to the final version of the policy that will be forwarded to the December 19, 2017 Board meeting.

The Chair called for a vote. Recommendation **P#05/18 CARRIED**

In Favor	Abstained
H. Karabela	A. Quinn (by phone)
J. Michael	
A. Iantomasi	
P. Marai	
D. Rabenda	
J. M. Rowe	
S. Trites	

3.3 II-05 Reporting to Parents (T. Overholt)

This item was removed from the agenda

3.4 II-41 School Uniform Dress Code - School Dress Code (T. Overholt)**P#06/18****Moved by:** S. Trites**Seconded by:** H. Karabela**THAT,** the Policy Committee recommends that Policy II-41 School Uniform Dress Code – School Dress Code, be forwarded, along with amendments, to the December 19, 2017 Regular Board Meeting for approval.

Policy amendments were noted regarding the process for consolidated schools and new schools which include changes made following stakeholder feedback.

Questions regarding stakeholder feedback; assistance for parents; school uniform and civvies/spirit ware days; the current uniform supplier; the RFP process; and the stakeholder feedback process were asked and answered.

A. Quinn arrived at 7:15 p.m.

It was noted that an overarching principle should be included in the policy, which includes assistance for parents. As well, wording will be added regarding dress code for civvies/spirit ware days. The amendments will be included in the document that will be forwarded to the December 19, 2018 Board meeting.

The Chair called for a vote. Recommendation **P#06/18 CARRIED**

In Favor	Opposed
H. Karabela	A. Quinn
J. Michael	
A. Iantomasi	
P. Marai	
D. Rabenda	
J. M. Rowe	
S. Trites	

3.5 III-10 Criminal Reference Check Applicants for Employment (T. Overholt, J. O'Hara)

P#07/18

Moved by: A. Quinn

Seconded by: J. Michael

THAT, the Policy Committee recommends that Policy III-10 Criminal Reference Check Applicants for Employment be forwarded to the December 19, 2017 Regular Board Meeting for approval.

The policy was reviewed and it was noted that no changes are required to be made at this time

The Chair called for a vote. Recommendation **P#07/18 UNANIMOUSLY CARRIED**

3.6 Rescind: II-16 Curriculum Writing (T. Overholt, A. Prkacin)

P#08/18

Moved by: J. Michael

Seconded by: J. M. Rowe

THAT, the Policy Committee recommends that Policy II-16 Curriculum Writing be forwarded to the December 19, 2017, Regular Board Meeting to be rescinded.

It was recommended that Policy II-16 Curriculum Writing be rescinded

Questions regarding compensation and documentation were asked and answered.

The Chair called for a vote. Recommendation **P#08/18 UNANIMOUSLY CARRIED**

4. Discussion Items

4.1 Executive Compensation Policy (P. Marai)

The discussion on the proposed Executive Compensation Policy was opened and committee members were asked to review the documents that were included in the Discussion Report.

Timeline for policy development was addressed

It was suggested to continue with the agenda and then move to in-camera to discuss this item further.

4.2 Marijuana on School Property (T. Overholt)

Information was provided regarding the upcoming Cannabis Federal and Provincial Legislation, and the impact on Ontario schools and the HCDSB progressive discipline policy.

Discussion ensued. Current discipline policies were addressed. It was recommended that the policy should envision the ubiquity of the product and preventing possession in students. Ethical questions of possession were raised.

Staff will review related policies and procedures and the new policy will be brought forward with amendments at future meetings.

5. Information Items

5.1 VI-53 Optional French Programs (Extended, Mid-Extended) (T. Overholt)

Changes to the Procedure were noted

Questions were asked and answered

5.2 Rescind - VI-12 Telephones in Schools (T. Overholt)

Senior Staff reviewed Procedure VI-12 Telephones in Schools, and have determined it is no longer necessary; therefore, it was rescinded.

5.3 Upcoming Policy Committee Meeting Agenda Items (January 23, 2018) (T. Overholt)

5.3.1 I-11 International Students

5.3.2 I-36 Trustee Code of Conduct

5.3.3 I-40 Performance Appraisal of Director of Education

5.3.4 II-38 Educational Research - Surveys and Pilot Projects

5.3.5 V-03 Photographs, Advertising and Sales Representatives

5.3.6 Information Item: Secondary Volunteer Hours (C. McGillicuddy)

The upcoming agenda items were noted.

6. Miscellaneous Information

7. Correspondence

8. In Camera

P#08/18

Moved by: A. Quinn

Seconded by: S. Trites

THAT, the meeting move to meeting in camera

The Chair called for a vote, Motion **P#08-18 UNANIMOUSLY CARRIED**

The meeting moved to in camera at 8:08 pm

The meeting moved out of camera at 8:50 pm

9. New Business

10. Motion to Excuse Absent Committee Members

P#08/18

Moved by: H. Karabela

Seconded by: A. Quinn

THAT, Trustee A. Iantomasi be excused.

UNANIMOUSLY CARRIED

11. Motion to Adjourn/ Closing Prayer (A. Quinn)

P#08/18

Moved by: S. Trites

Seconded by: H. Karabela

THAT, *the meeting adjourn.*

UNANIMOUSLY CARRIED

A. Quinn closed meeting with prayer at 8:51 pm

ACTION REPORT

ITEM 3.1

POLICY I-11 INTERNATIONAL STUDENTS

PURPOSE:

To provide for the consideration of the Policy Committee significant revisions and enhancements to Operating Policy I-11 International Students.

COMMENTS:

Over the last four (4) years, the Halton Catholic District School Board has made significant strides in growing its International Student Program (ISP) as it transitioned to more active forms of student recruitment worldwide. In this same period, there have equally been a higher number of inquiries made on how to distinguish varying types of immigration status (e.g. refugee, new immigrant, etc.) from the classification of Fee Paying Students participating in the ISP Program.

Accordingly, Board staff has updated *Policy I-11 International Students* to reflect these trends by making the following changes to the policy:

- 1) Refining the Purpose and Application & Scope sections of the Policy to reflect the Ministry of Education document: Ontario's Strategy for K-12 International Education;
- 2) Underlining the commitment of the Board to offer successful candidates the same educational experience as students of the Board;
- 3) Clarifying the admission process for Fee Paying student attending the program, and the expectations the Board has of students attending the program.

In light of these changes, revisions to *Policy I-11 International Students* should also reflect a name change to *Policy I-11 International Student Admission Requirement (Fee Paying Students)*. The policy is attached for review and consideration by the Policy Committee.

RECOMMENDATION:

MOVED BY:

SECONDED BY:

THAT, the Policy Committee recommends that Policy I-11 International Students name be changed Policy I-11 International Student Admission Requirements (Fee Paying Students), and forwarded, along with amendments, to the February 6, 2018 Regular Board Meeting for approval.

REPORT PREPARED BY:

F. THIBEAULT
SENIOR ADMINISTRATOR, PLANNING SERVICES
T. PINELLI
SUPERINTENDENT OF EDUCATION

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS
(FEE PAYING STUDENTS)****POLICY No.:** I-11**DATE :** OCTOBER 21, 2014**AMENDED:****ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

Operating Policy I-22: Admissions to School, Elementary and Secondary
 Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct –
 Suspensions and Expulsions
 Administrative Procedure VI-17: International Student Admission Requirements (Non-
 Resident)
 Administrative Procedure VI-19: Admissions to School, Elementary and Secondary
Administrative Procedure VI-94: Agents for Fee Paying Student

PURPOSE

~~The Halton Catholic District School Board is a Faith-based institution, offering a wide variety of academic and co-curricular programs in our schools with a highly qualified, expert staff. The Board recognizes that occasionally international students entering Canada as VISA students wish to continue their education in a Catholic school. The presence of such students in our schools can potentially add a cultural dimension to the total educational experience that is offered our resident pupils.~~

To provide guiding principles to regulating the admissions of International Students/Visa Students making application to attend a Halton Catholic District School Board (the Board) school facility.

APPLICATION AND SCOPE

International students entering Canada through the International Student Program wishing to continue their education in a Catholic school based educational system to immerse themselves into the Canadian Culture, and/or prepare for post-secondary pathways.

International students will be permitted to attend ~~Halton Catholic District School~~ the Board schools within the following limitations/conditions:

1. Each ~~International student~~ application will be considered in accordance with existing Board policies.
2. A fee shall be calculated annually in accordance with the Grants for Student Needs (GSN) for that particular school year in accordance with the Education Act and its Regulations.
3. Valid Study Permit (if required) is obtained.

REFERENCESOntario Education Act

1. Subsection 49(6) of the Education Act (Fee Paying Students)
2. Subsection 49(7) of the Education Act (Exemptions)
3. Subsection 49.1 of the Education Act (Persons unlawfully in Canada)

Halton International Student ProgramOntario's Strategy for K-12 International Education

**INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS
(FEE PAYING STUDENTS)**

POLICY No.: I-11
DATE : OCTOBER 21, 2014
AMENDED:

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES: Operating Policy I-22: Admissions to School, Elementary and Secondary
 Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions
 Administrative Procedure VI-17: International Student Admission Requirements (Non-Resident)
 Administrative Procedure VI-19: Admissions to School, Elementary and Secondary
Administrative Procedure VI-94: Agents for Fee Paying Student

DEFINITIONS

1. **Fee Paying Students (also known as: Visa Student; Other Student of the Board; and International Student Program student):** Subsection 49(6) of the Education Act defines a 'Fee Paying Students' as students who are temporary residents on visitor visas or persons who are in possession of study permits. In these events, school boards must charge the student applicable tuition fees.
2. **Fee Exemptions:** Subsection 49(7) of the Education Act outlines a number of situations where notwithstanding Subsection 49(6) of the Education Act, a non-resident of Canada/Ontario can be exempted from tuition fees based on their status as an immigrant and/or refugee.
3. **Unlawful Status in Canada:** Subsection 49.1 a student that is less than eighteen years of age shall not be refused admission because the student or the student's parent or guardian is unlawfully in Canada

PRINCIPLES

1. The presence of such students in our schools can add a cultural dimension to the total educational experience that is offered to our resident pupils, and benefits to current students as well as filling increasing the utilization of the Board's schools.
 - ~~1. International and Out of Province students who have met the legal criteria to attend an elementary or secondary school in Canada will be admitted upon payment of a fee calculated in accordance with the Ontario Education Act and Regulations.~~
 - ~~2. The Halton Catholic District School Board Elementary and Secondary schools are open to international students.~~
2. The Board is committed to extending equal opportunities to Fee Paying Students approved to attend the International Student Program as the Board would for a Regular Pupil of the Board.
3. Fee Paying Students attending the International Student Program will have access to all curricular enhanced programming, co-curricular activities, and school supports.
 - ~~3. The Halton Catholic District School Board provides students with the opportunity to develop their English language skills while working on academic credit courses, learn about a new culture, or prepare for university.~~
 - ~~4. Students can complete high school in Ontario and earn an Ontario Secondary School Diploma (OSSD).~~

**INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS
(FEE PAYING STUDENTS)**

POLICY No.: I-11
DATE : OCTOBER 21, 2014
AMENDED:

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:	Operating Policy I-22: Admissions to School, Elementary and Secondary Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions Administrative Procedure VI-17: International Student Admission Requirements (Non- Resident) Administrative Procedure VI-19: Admissions to School, Elementary and Secondary <u>Administrative Procedure VI-94: Agents for Fee Paying Student</u>
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- ~~International students are able to take part in all curricular enhanced programming and co-curricular activities~~

REQUIREMENTS

- International and Out-of-Province students who have met the legal criteria to attend an elementary or secondary school in Canada will be admitted upon payment of a fee calculated in accordance with the Ontario Education Act and Regulations.
- ~~International students must meet the requirements as set out in Administrative Procedure VI-17 Non-Resident of Canada Students (VISA Students).~~
- ~~International students must meet the requirements as set out in Administrative Procedure VI-19 Admissions to Schools, Elementary and Secondary.~~
- ~~Fee Paying Students must meet all the requirements as set out in Administrative Procedure VI-17 International Student Program Admission Requirements; Operating Policy I-22 Admission to School Elementary and Secondary; and Administrative Procedure VI-19 Admission to School, Elementary and Secondary prior to attending one of the Board's school facilities~~
- Placement ~~Fee Paying Students will be given the opportunity to provide their school selection preference when applying to the Board under the International Student Program. Notwithstanding this, the Superintendent of Education responsible for the program in school is at the discretion of the Board will have the final discretion on selecting the final school based on availability of space, while having regard and considerations will be made based on of the applicant's preference and the address of the guardian/custodian or parent in Halton and is subject to availability of space and school.~~
- When recommending Elementary School options to Fee Paying Students seeking to attend the International Student Program, Staff will first target schools that have available capacity and are in close proximity to the student's Guardian, Custodian, and/or family member.
- When recommending Secondary School options to Fee Paying Students seeking to attend the International Student Program, Staff will target schools that have surplus pupil spaces, and are not projected to have critical enrolment pressures over the long-term.

**INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS
(FEE PAYING STUDENTS)**

POLICY No.: I-11
DATE : OCTOBER 21, 2014
AMENDED:

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:	Operating Policy I-22: Admissions to School, Elementary and Secondary Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions Administrative Procedure VI-17: International Student Admission Requirements (Non- Resident) Administrative Procedure VI-19: Admissions to School, Elementary and Secondary <u>Administrative Procedure VI-94: Agents for Fee Paying Student</u>
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- ~~In the Ontario education system an elementary student is placed in a grade according to age. The Halton Catholic District School Board reserves the right to determine final school and the grade placement of a Fee Paying Student based on their date of birth, and age.~~
- ~~The Halton Catholic District School Board offers high quality ESL instruction. ESL is a credit course in high school. All Fee Paying Students international students are must be assessed for literacy and numeracy levels and placed in an appropriate English as a Second Language level if necessary. Students study English and take regular academic courses at the same time~~
- ~~All Fee Paying Students must provide the Internationals Student Program division with an The Halton Catholic District School Board is open to working with accredited third party home stay providers to be eligible in attending the Board's schools.~~
- Guardians ~~and/~~ Custodians ~~act as are the~~ official contacts for school matters regarding international students, ~~and They~~ are ~~also~~ responsible for the proper care and supervision of students as appropriate. Guardians and Custodians must be Canadian citizens or permanent residents of Canada without exception. Note, if parents are staying in Canada with the Fee Paying Student, they will function as the Custodian and Guardian for the student.
- ~~In the Ontario education system an elementary student is placed in a grade according to age. The Halton Catholic District School Board reserves the right to determine final school and grade placement.~~
- ~~Placement in school is at the discretion of the Board and considerations will be made based on the address of the guardian/custodian or parent in Halton and is subject to availability of space and school.~~
- ~~To receive an Ontario Secondary School Diploma, students need to complete at least 30 credits in secondary school (one credit is normally one course). Students planning to attend university can include the required six preparation courses in their senior level of studies to meet university entrance requirements.~~
- ~~The Halton Catholic District School Board offers high quality ESL instruction. ESL is a credit course in high school. All international students are assessed and placed in an appropriate ESL level if necessary. Students study English and take regular academic courses at the same time.~~
- ~~The Halton Catholic District School Board is open to working with accredited third party home stay providers.~~

**INTERNATIONAL STUDENTS ADMISSION REQUIREMENTS
(FEE PAYING STUDENTS)****POLICY No.:** I-11**DATE :** OCTOBER 21, 2014**AMENDED:****ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

Operating Policy I-22: Admissions to School, Elementary and Secondary
*Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct –
 Suspensions and Expulsions*
*Administrative Procedure VI-17: International Student Admission Requirements (Non-
 Resident)*
Administrative Procedure VI-19: Admissions to School, Elementary and Secondary
Administrative Procedure VI-94: Agents for Fee Paying Student

- All Fee Paying Students are required to have the Board's approved medical insurance prior to attending school.
- The Board reserves the right to demit a Fee Paying Students that is not maintaining a successful academic standing, or is not following the expectations of the "safe schools code of conduct", as per the requirements set out in Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions.
- The Board, on a case by case basis, reserves the right to determine refund eligibility of a Fee Paying Student, and the amount to be refunded. Regard is always given to the circumstances as to why the Fee Paying Students cannot attend, or can no longer continue in the International Student Program.

APPROVED:

Regular Meeting of the Board

Authorized by:

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Chair of the Board

ACTION REPORT

ITEM 3.2

POLICY I-36 TRUSTEE CODE OF CONDUCT

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy I-36 Trustee Code of Conduct*. This policy provides direction and guidelines to trustees and student trustees for their conduct and role in Board Governance.

This policy was first established in October 2011. This is the initial review of the policy with minor amendments being suggested.

The following changes have been made:

- References have been added
- A policy referenced has been replaced as a result of a rescinded policy

COMMENTARY:

The minor changes that have been recommended for *Policy I-36 Trustee Code of Conduct* 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-36 Trustee Code of Conduct*, be forwarded, along with amendments, to the February 6, 2018 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 [Procedural By-Laws](#)
 OPERATING POLICIES & [Operating Policy I-43 Use of Technology and Digital Citizenship](#)
 ADMINISTRATIVE [Operating Policy III-16 Workplace Harassment](#)
 PROCEDURES:

PURPOSE

To provide trustees and student trustees with direction and guidelines for their conduct and role in Board Governance as a member of the Halton Catholic District School Board

APPLICATION & SCOPE

This policy applies to all trustees and student trustees of the Halton Catholic District School Board.

DEFINITIONS

In this Code of Conduct, "Trustee" means a member of the Halton Catholic District School Board of Trustees.

REFERENCES

[Ontario Education Act](#)
[Municipal Conflict of Interest Act](#)
[Municipal Freedom of Information Act and Protection of Privacy Act \(MFIPPA\)](#),
[Criminal Code of Canada](#)

PRINCIPLES

Whereas the aim of Catholic Education is the development of each student toward personal fulfillment and responsible citizenship of each student toward personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the church:

- a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- b) provide an example to the Catholic Community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Church;
- c) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- d) affirm a strong sense of Christian Catholic Community; and
- e) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

The members of the Halton Catholic District School Board of Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional, impartial and Catholic manner.

It is imperative that the Trustees be, and be seen to be, acting in the best interests of the public they serve.

ASSOCIATED	<u>Procedural By-Laws</u>
OPERATING POLICIES &	<u>Operating Policy I-43 Use of Technology and Digital Citizenship</u>
ADMINISTRATIVE	<u>Operating Policy III-16 Workplace Harassment</u>
PROCEDURES:	

Without limiting the generality of the foregoing, a trustee would compromise himself/herself in the discharge of their duties by failing to declare a conflict of interest as required pursuant to the *Municipal Conflict of Interest Act*, by contravening any other law, by disclosing confidential business, personnel or student information, and by misappropriating Board resources.

DEFINITION

~~In this Code of Conduct, "Trustee" means a member of the Halton Catholic District School Board of Trustees.~~

REQUIREMENTS

1. Specific Requirements under Part VI of the *Education Act*

All trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

"A member of a board shall,

- a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the Board's duties under section 169.1;
- b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);
- d) bring concerns of parents, students and supporters of the board to the attention of the board;
- e) uphold the implementation of any board resolution after it is passed by the board;
- f) entrust the day to day management of the board to its staff through the board's Director of Education;
- g) maintain focus on student achievement and well-being (through the development of policies); and
- h) comply with the board's Code of Conduct."

Additional Duties of the Chair:

In addition to the duties of Trustees set out in section 281.1 of the *Education Act*, the Chair of the Board is expected to comply with the additional duties set out in s. 218.4 of the *Act*:

"In addition to any other duties under the Act, the Chair of a Board shall,

- a) preside over meetings of the Board;
- b) conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;

ASSOCIATED	<u>Procedural By-Laws</u>
OPERATING POLICIES &	<u>Operating Policy I-43 Use of Technology and Digital Citizenship</u>
ADMINISTRATIVE	<u>Operating Policy III-16 Workplace Harassment</u>
PROCEDURES:	

- c) establish agendas for Board meetings, in consultation with the Board's Director of Education or the supervisory officer acting as the Board's Director of Education (an Associate Director may act as Secretary to the Board in the absence of the Director);
- d) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- e) act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- f) convey the decisions of the Board to the Board's Director of Education;
- g) provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1;
- h) provide leadership to the Board in maintaining the Board's focus on the Board's Mission and Vision; and
- i) assume such other responsibilities as may be specified by the Board."

2. Catholic Faith, Community and Culture

Each Halton Catholic District School Board Trustee ("Trustee") shall, within the duties prescribed in the *Education Act*, its Regulations, and other applicable legislation, and reflecting a ministry within the Church:

- a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- b) provide an example to the Catholic Community that reflects the teaching of the Church;
- c) work to encourage a sense of Christian Catholic community through interaction with all stakeholders;
- d) provide the best possible Catholic education according to the programs approved by the Assembly of Catholic Bishops of Ontario, and the provincial Ministry of Education;
- e) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- f) respect the confidentiality of the Board with respect to matters dealt with during the closed session (in camera), consistent with Section 4.3.3 of the Board's By-Laws;
- g) ensure the affairs of the Board are conducted with openness, justice, and compassion;
- h) work to improve personal knowledge of current Catholic educational research and practices;
- i) provide support, encouragement, and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

3. Integrity and Dignity of Office

- Trustees are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-Laws and Policies, and any other Act or Regulation that may be applicable to the Trustees' duties.
- Trustees will act, and be seen to act, in the best interests of the public they serve. Trustees are elected to represent all stakeholders in the Halton Catholic District School Board by articulating and

ASSOCIATED	<u>Procedural By-Laws</u>
OPERATING POLICIES &	<u>Operating Policy I-43 Use of Technology and Digital Citizenship</u>
ADMINISTRATIVE	<u>Operating Policy III-16 Workplace Harassment</u>
PROCEDURES:	

supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the Board's resources.

- Trustees will provide direction, oversight and evaluation to ensure the development and delivery of quality education programs in order to maximize the achievement and well-being of all students.
- Trustees inform and influence public perceptions and provincial education law and policy. As community leaders, Trustees engage with the public to build understanding, guidance, and active support for publicly funded Catholic education.

4. Civil Behaviour

- Trustees shall, at all times, act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the HCDSB community, as well as the public.
- As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate Expectations.

This includes, but is not limited to:

- Trustees shall respect and comply with all applicable federal, provincial, and municipal laws;
 - Trustees shall demonstrate honesty and integrity;
 - Trustees shall respect differences in people, their ideas, and their opinions;
 - Trustees shall treat one another with dignity and respect at all times, and especially when there is disagreement;
 - Trustees shall respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
 - Trustees shall respect the rights of others.
- Trustees shall be prepared for meetings, avoid disrupting the process, and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board, and at all other times that would discredit or compromise the integrity of the Board.
- In performing their duties as trustees, and in all matters of communication, including email, telephone, and face-to-face meetings with staff, parents, and other stakeholders, appropriate language and professionalism are expected. Trustees must adhere to ~~Policy I-27 Acceptable Use of Electronic Assets~~, [Policy I-43 Use of Technology and Digital Citizenship](#), as well as *Policy III-16 Workplace Harassment*, as required under Bill 168. Trustees are bound to uphold and abide by all pertinent Board policies.
- Subject to the duty of a Trustee under section 218.1 (e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may comment on, or disagree with, a decision taken by the Board. A Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing such comment or disagreement or speculate on the motives of a Trustee or a group of Trustees, or staff.

ASSOCIATED

[Procedural By-Laws](#)

OPERATING POLICIES &

[Operating Policy I-43 Use of Technology and Digital Citizenship](#)

ADMINISTRATIVE

[Operating Policy III-16 Workplace Harassment](#)

PROCEDURES:

- Any trustee who fails or refuses to comply with the procedural By-Laws of the Board and/or the Trustee Code of Conduct, uses offensive language, disobeys the decisions of the Chair of the Board on points of order, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the minutes of the meeting. Section 207 (3) of the *Education Act* addresses the exclusion of persons from board meetings. It provides: *"The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting."*

5. Complying with Legislation

All Trustees shall comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

- The Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interest of the Board without the express knowledge and consent of the Board of Trustees, shown through resolution.
- Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.
- All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*.

"A member of a board shall,

- carry out his or her responsibilities in a manner that assist the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including, but not limited to the board's duties under section 169.1;
- attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- consult with parents, students, and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);
- use appropriate communication protocols to bring concerns of parents, students and supporters of the board to the attention of the board;
- uphold the implementation of any board resolution after it is passed by the board;
- entrust the day-to-day operations and management of the board to its staff through the board's Director of Education;
- maintain focus on student achievement and well-being through the development of policies.

6. Upholding Decisions

- Trustees must:
 - accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;

ASSOCIATED	<u>Procedural By-Laws</u>
OPERATING POLICIES &	<u>Operating Policy I-43 Use of Technology and Digital Citizenship</u>
ADMINISTRATIVE	<u>Operating Policy III-16 Workplace Harassment</u>
PROCEDURES:	

- b) uphold the implementation of any Board resolution after it is passed by the Board;
- c) comply with Board Policies and Procedures; and
- d) refrain from speaking on behalf of the Board unless authorized to do so.

7. Avoidance of Personal Advantage and Conflict of Interest

- All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act* which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.
- Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the Act provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse....or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”
- Where a Trustee, either on his or her own behalf, or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is subject of consideration, the Trustee shall:
 - a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
 - b) not take part in the discussion of, or vote on any question in respect of the matter;
 - c) not discuss the issue with any other person;
 - d) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
 - e) leave the meeting or the part of the meeting during which the matter is under consideration, if the meeting is closed to the public.
- Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board attended by the Trustee after the meeting referred to above.
- When the meeting is open to the public, every declaration of interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest shall be recorded in the minutes of the next meeting of the Board that is open to the public, and in the minutes of the closed session (in-camera).
- No Trustee shall use his or her position, authority, or influence for personal, financial, or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend, and/or business association.

ASSOCIATED

[Procedural By-Laws](#)

OPERATING POLICIES &

[Operating Policy I-43 Use of Technology and Digital Citizenship](#)

ADMINISTRATIVE

[Operating Policy III-16 Workplace Harassment](#)

PROCEDURES:

- Every Trustee shall uphold and enhance all Board business operations by:
 - a) maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
 - b) fostering the highest standard of professional competence amongst those for whom they are responsible;
 - c) complying with and being seen to comply the letter and spirit of:
 - the laws of Canada and the Province of Ontario
 - Contractual obligations applicable to the Board, and
 - d) rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.
- A Trustee shall not use or her position, authority, or influence to give any person or organization special treatment that might, or might be perceived to, advance the interest of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.
- A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend, or business associate may have a financial, commercial, or business interest.
- All Trustees shall disclose a conflict of interest and/or the general nature of the interest, to the Board of Trustees.

8. Lobbying

- Trustees must not communicate with any individual attempting to exert influence during a procurement process, and must not attempt to use their influence to gain or advance the interests of any particular party during a procurement process.

9. Respect for Confidentiality

- Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* (Canada).
- Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal

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ADMINISTRATIVE	<u>Operating Policy III-16 Workplace Harassment</u>
PROCEDURES:	

and/or educational information of Board employees and their families that may come to the attention of the Trustee.

10. Board Resources

- No Trustee shall use Board resources for personal gain.
- No Trustee shall permit relatives, friends, and/or business associates to use Board resources for personal gain.
- All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.

11. Enforcement of Code of Conduct and the *Municipal Conflict of Interest Act*

In accordance with the provisions of section 218.3 of the *Education Act*, a breach of this Code of Conduct by a Trustee may be dealt with by the following procedures (in the following manner):

- A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board.
- If an alleged breach is brought to the attention of the Board, the Board shall make enquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.
- If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions:
 - i. Censure of the Trustee.
 - ii. Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
 - iii. Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.
- If the Board determines that a Trustee has breached this Code of Conduct, the following shall apply:
 - i. The Board shall give the Trustee written notice of the determination and of any sanction imposed by the board;
 - ii. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the Trustee;
 - iii. A Trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid.

ASSOCIATED	<i>Procedural By-Laws</i>
OPERATING POLICIES &	<i>Operating Policy I-43 Use of Technology and Digital Citizenship</i>
ADMINISTRATIVE	<i>Operating Policy III-16 Workplace Harassment</i>
PROCEDURES:	

- iv. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the submissions are received.
 - v. Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:
 - a) the security of the property of the Board;
 - b) the disclosure of intimate, personal, or financial information with respect to a Trustee or committee, an employee or prospective employee of the Board, or a student or his or her parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiations with employees of the Board, or litigation affecting the Board.
 - vi. The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:
 - o Make a determination that a Trustee has breached this Code of Conduct.
 - o Impose a sanction on a Trustee for a breach of this Code of Conduct.
 - o Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
 - o Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.
 - vii. A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.
 - viii. If the Board confirms a determination, the Board may confirm, vary, or revoke the sanction.
 - ix. If the Board revokes a determination, any sanction imposed by the Board is revoked.
- A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.
 - In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

12. Guidelines for Gifts and Hospitality

- Trustees shall not use their position for improper gain or benefit, and shall not under any circumstances accept gifts or hospitality of more than \$100.00.

ASSOCIATED [Procedural By-Laws](#)
OPERATING POLICIES & [Operating Policy I-43 Use of Technology and Digital Citizenship](#)
ADMINISTRATIVE [Operating Policy III-16 Workplace Harassment](#)
PROCEDURES:

APPROVED: Regular Meeting of the Board

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

ACTION REPORT

ITEM 3.3

POLICY II-05 REPORTING TO PARENTS

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy II-05 Reporting to Parents*.

COMMENTARY:

This policy provides direction to staff and information to parents/guardians on the reporting of the academic achievement and learning skills of students. The following changes have been recommended:

- Additional References specifically related to assessment and learning
- The addition of Application and Scope
- The addition of a main Principle

Specific information related to alternative report cards was also added to ensure all types of reporting to parents is included in the policy.

Revisions to *Policy II-05 Reporting to Parents* should also reflect a name change to *Policy II-05 Reporting Student Achievement to Parents/Guardians*.

The minor changes that have been recommended for the policy are 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 II-05 Reporting to Parents* name be changed to *Policy II-05 Reporting Student Achievement to Parents/Guardians*, and be forwarded, along with amendments, to the February 6, 2018 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

**REPORTING STUDENT ACHIEVEMENT TO
PARENTS/GUARDIANS –
PARENT INTERVIEWS**

POLICY No.: II-05
DATE : OCTOBER 23, 1973
AMENDED: JULY 30, 1991
AMENDED: JUNE 5, 2007
AMENDED: DECEMBER 16, 2014

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

–PURPOSE

~~To to outline ensure t~~ Teachers ~~shall~~ report on the academic achievement and learning skills of their students in accordance with Ministry and Board evaluation policy and reporting periods and in the prescribed formats.

~~Parent teacher interviews shall be offered to all parents/guardians in accordance with the time lines established by Academic Council. Other periodic interviews and discussions may be arranged by mutual consent of teachers and parents, or as convened by the school principal.~~

–APPLICATION AND SCOPE

~~This policy applies to all Halton Catholic District School Board, Administrators, Teachers and Designated Early Childhood Educators (DECE)(s) educators.~~

–REFERENCES

- Education Act of Ontario
- Learning for All - 2013
- Growing Success - 2010
- Reporting Student Learning – Guidelines For Effective Teacher-Parent-Student Communication 2010
- Guide to the Provincial Report Card, Grades 1-8 - 1998
- Guide to the Provincial Report Card, Grades 9–12 - 1998

PRINCIPLES

- The Halton Catholic District School Board and the Ministry of Education recognizes that report cards support assessment for learning and assessment as learning and provides an opportunity to:
 - establish a positive relationship between teachers, parents/guardians, and students;
 - involve parents/guardians as partners in a conversation about learning and assessment, and what they can do to support their child's learning;
 - identify concerns about student progress early in the school year and develop strategies to improve student learning.

REQUIREMENTS

- ~~Parent-teacher interviews shall be offered to all parents/guardians in accordance with the time lines established by Academic Council HCDSB Senior Staff. Other periodic interviews and discussions may be arranged by mutual consent of teachers and parents/guardians, or as convened by the school principal.~~

**REPORTING STUDENT ACHIEVEMENT TO
PARENTS/GUARDIANS –
PARENT INTERVIEWS**

POLICY No.: II-05
DATE : OCTOBER 23, 1973
AMENDED: JULY 30, 1991
AMENDED: JUNE 5, 2007
AMENDED: DECEMBER 16, 2014

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

ELEMENTARY:

- Schools will use the Elementary Provincial Report Card twice a year. The first provincial report card will be sent home between January 20 and February 20 of the school year, and the second will be sent home towards the end of June.
- Schools will use the Elementary Progress Report Card between October 20 and November 20 of the school year.
- Although there are three formal reporting periods, communication with parents/guardians and students about student achievement should be continuous throughout the year, by means such as parent-teacher or parent-student-teacher conferences, portfolios of student work, student-led conferences, interviews, phone calls, checklists, and informal reports. Communication about student achievement should be designed to provide detailed information that will encourage students to set goals for learning, help teachers to establish plans for teaching, and assist parents/guardians in supporting learning at home.
- The achievement of students identified with special needs who do not access the Ontario Curriculum, either in whole or in part, will be reported on through an alternative report card.

SECONDARY:

- In addition to a progress report - semestered schools will use the Provincial Report Card, Grades 9–12, for formal written reports to parents/guardian, or student who has withdrawn from parental control, two times a semester. Non-semestered schools will use the Provincial Report Card, Grades 9–12, for formal written reports to parents/guardians a minimum of three times a year. The first report must be issued during the fall. Schools that offer a combination of semestered and non-semestered courses should develop a combined reporting schedule that provides for two written reports for semestered courses and three written reports for non-semestered courses.
- Although there are two formal reporting periods for a semestered course and three formal reporting periods for a non-semestered course, communication with parents/guardians and students about student achievement should be continuous throughout the course, by means such as parent-teacher or parent-student-teacher conferences, portfolios of student work, student-led conferences, interviews, phone calls, checklists, and informal reports. Communication about student achievement should be designed to provide detailed information that will encourage students to set goals for learning, help teachers to establish plans for teaching, and assist parents/guardians in supporting learning at home.
- The achievement of students identified with special needs who do not access the Ontario Curriculum, either in whole or in part, will be reported on through an alternative report card.

APPROVED: Regular Meeting of the Board

Authorized by:
 Chair of the Board

ACTION REPORT

ITEM 3.4

POLICY II-38 EDUCATIONAL RESEARCH – SURVEYS AND PILOT PROJECTS

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy II-38 Educational Research – Surveys and Pilot Projects*.

COMMENTARY:

This policy provides direction to staff and external individuals who wish to conduct research at the HCDSB. The following modifications were made:

- The purpose along with the application and scope sections were changed so that they are representative of all of the types of research activities conducted at HCDSB.
- References were added to the policy.
- Definitions were added and removed from the policy. The removed definition is no longer applicable, while the additions help standardize what is meant by the different types of research.
- The second principle was reworded.
- The fourth principle became a requirement.
- The fifth principle was removed, as the Board does not typically receive applications that fit this description.
- Requirements were added.

In light of these changes, revisions to *Policy II-38 Educational Research – Surveys and Pilot Projects* should also reflect a name change to *Policy II -38 Educational Research*. The policy is attached for review and consideration by the Policy Committee.

RECOMMENDATION:

Moved by:

Seconded by:

THAT, the Policy Committee recommends that *Policy II-38 Educational Research – Surveys and Pilot Projects* name be changed to *Policy II -38 – Educational Research*, and be forwarded, along with amendments, to the February 6, 2018 Regular Board Meeting for approval

REPORT PREPARED BY:

L. COLLIMORE
CHIEF OFFICER & MISA LEADER, RESEARCH AND DEVELOPMENT SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

EDUCATIONAL RESEARCH – ~~SURVEYS AND PILOT PROJECTS~~**POLICY NO.:****II-38****DATE :**

DECEMBER 4, 2006

AMENDED:**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**[Administrative Procedure VI-25 Educational Research](#)**PURPOSE**

~~To provide trustees with input on the distribution of surveys as they relate to procedures described in Administration Procedure VI-25 “Educational Research”.~~

~~To support and encourage internal and external research activities in our Catholic learning environment that contribute to the growth of educational knowledge.~~

APPLICATION AND SCOPE

~~This policy applies to surveys that are initiated by either internal or external individuals or groups and that may be considered morally contentious by members of the Board’s Research Advisory Committee. For the purposes of this policy and Administrative Procedure VI-25, “morally contentious” is defined as any questions with reference or inference to the representation of values which may be inconsistent with the official teachings of the Catholic Church.~~

~~This policy applies to all Board employees and external agencies and/or individuals who wish to conduct research at the Halton Catholic District School Board.~~

REFERENCES[Ontario Education Act](#)

~~Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2014.~~

DEFINITIONS

~~**External Research** is described as when an external agency/individual/institution wants to do research in a school or board. This includes requests from a Board employee collaborating with a non-Board agency or educational institution, and requests from a Board employee wanting to do research outside his/her own area of responsibility for the purposes of completing a professional course or program of study.~~

~~**Internal Research** is described as a central office, school or classroom research project that is related to Board or Ministry initiatives, conducted by any Board employee. It also includes a Board employee who conducts research within his/her own work environment to promote professional growth (e.g., AQ course).~~

PRINCIPLES

- ~~The Board acknowledges the potential benefit of [engaging in external and internal research activities using surveys and pilot projects](#) as a means to gather data for educational [and](#) research purposes.~~
- ~~The Board expects all educational research surveys to be compatible with the Faith-centered learning environment provided to all staff, students and other stakeholders in our Catholic communities.~~

EDUCATIONAL RESEARCH – SURVEYS AND PILOT PROJECTS**POLICY NO.:****II-38****DATE :**

DECEMBER 4, 2006

AMENDED:

ASSOCIATED [Administrative Procedure VI-25 Educational Research](#)
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:

- The Board promotes and endorses the gathering of data for research purposes in keeping with the core values of the Catholic Church and that is consistent with the values, traditions and distinctiveness of Catholic schools.
- All research activities shall be consistent with HCDSB mission and values, policies, procedures, and strategic directions.
- ~~The Board expects that all educational research proposals adhere to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS).~~
- ~~Surveys that may be considered morally contentious in nature by the Board's Research Advisory Committee will be brought to the attention of the Board's Catholicity Advisory Steering Committee (CASC) for review.~~

REQUIREMENTS

~~In accordance with Administrative Procedure VI-25 "Educational Research", the Board's Research Advisory Committee will provide any potential survey and pilot projects, that by the definition above may be considered morally contentious, to the Board's CASC. A rubric is used to assist evaluators in this determination. The Chairperson of the CASC or designate, will provide information about the potentially morally contentious issue to trustees in a timely manner for the purpose of further input before distributing to the appropriate stakeholders.~~

~~See Administrative Procedure VI-25 "Educational Research" point #7 under Requirements. Additional information may also be found in the document entitled "HCDSB Research Guidelines and Application" (November 2007) found on Staffnet.~~

- All research activities that involve our staff and/or students requires review and approval from the HCDSB Research Advisory Committee before the research is started. A checklist is used to assist the committee with the review process.
- The Board expects that all educational research proposals adhere to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2).
- All research activities shall be in accordance with Administrative Procedure VI – 25 Educational Research and the Education Act, where applicable.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by:
Chair of the Board

ACTION REPORT**ITEM 3.5****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.

At the November 28, 2017 Policy Meeting, it was approved for the proposed amended policy be sent out for stakeholder feedback. As of December 6, 2017, a total of 102 responses were received. Of those responses, there were 8 comments that were directly related to the proposed changes. There was a variety of responses, some in favour of the amendments, one addressing a school where grade 8 students would be divided in regards to having uniforms, and another 2 addressing the length of grandfathering. The stakeholder feedback comments are provided.

One additional amendment made is related to the RFP process and CPIC members having input in establishing the criteria of the RFP.

The revised *Policy II-41 School Uniform Dress Code – School Dress Code* is attached for review and consideration by the Policy Committee.

If the policy committee decides not to approve the amendments related to School Closures/Consolidations, staff will be requesting an exemption to the policy, at the Regular Board Meeting on February 6, 2018 so that the affected school communities going through consolidation for the 2018 – 2019 school year will be able to address school uniforms prior to students entering the new consolidated building. Transition committees are meeting regularly in order to plan so that these communities come together as one community. Having inconsistent school dress at the consolidated schools would have a great impact on that goal.

RECOMMENDATION:

After review of the stakeholder feedback 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, along with amendments, to the February 6, 2018 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

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

AMENDED:

DECEMBER 5, 2017

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 wellbeing of all individuals, and believes that a school uniform dress code supports such environments.

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
AMENDED: DECEMBER 5, 2017

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:**

- The Board endorses and encourages the adoption of a school uniform dress code in our elementary schools, consistent with the values, traditions and distinctiveness of Catholic schools as an effective strategy to build inclusive Catholic communities and encourage a sense of belonging for all students.
- The Board affirms a role for parents to determine, through democratic vote conducted in accordance with this policy, whether or not to adopt and implement a school uniform dress code for elementary school communities.
- The Board requires the adoption of a student dress code, consistent with the values, traditions, distinctiveness of Catholic schools, and the requirements of this policy, in each elementary school community that votes not to adopt and implement a school uniform dress code.
- The Board requires the adoption and implementation of a school uniform dress code in each secondary school, consistent with the values, traditions and distinctiveness of Catholic schools.
- The Board recognizes there is a shared 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 that circumstances may require schools to access assistance for individual families with the purchase of uniforms.
- 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.

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.

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****AMENDED:****DECEMBER 5, 2017****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:**

All secondary schools shall adopt a School Uniform Dress Code.

A school uniform assistance program shall be in place, in each school, to ensure that access to discreet and confidential assistance, through the School Principal, is available for families that have difficulty purchasing the uniform due to financial hardship.

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

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****AMENDED:****DECEMBER 5, 2017****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:**

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 process of voting on the adoption of a school uniform dress code. Elementary schools considering the adoption of a school uniform dress code shall:
 - a. inform the appropriate Superintendent;
 - b. 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.
 - c. 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 method 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 At~~ least three (3) members of CPIC (Catholic Parent Involvement Committee) will be involved in establishing the criteria for the RFP process.
- 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

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****AMENDED:****DECEMBER 5, 2017****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:**

of any kind on school uniforms is prohibited.

- Any clothing item worn under uniform pieces, but still visible must be in compliance with school dress codes, and generally, will be in the school uniform colours or white (i.e. undershirts, tights or socks).
- No student will be denied access to school as a result of inability to afford appropriate clothing required by a school's uniform dress code policy. A process must be in place to address this issue.
- A school's approved uniform pieces shall be reviewed / monitored every 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:
 - Type and styles of clothing from the chosen uniform provider;
 - 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

SCHOOL UNIFORM DRESS CODE/SCHOOL DRESS CODE

POLICY No.: II-41
 DATE : APRIL 14, 2009
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ASSOCIATED
 OPERATING POLICIES &
 ADMINISTRATIVE
 PROCEDURES:

[Operating Policy I-31 Apparel Purchases and Fair Labour Practices](#)
[Operating Policy II-39 Progressive Discipline and Safety in Schools](#)

solely by a student will be considered a void ballot.

- No proxy voting.
- It is recommended that the voting process be completed by March 30th in order for successful implementation in the following school year and include all families registered at the school for September of the next school year.
- The voting process must not exceed two (2) calendar weeks but cannot be completed sooner than one (1) week following the community information night.

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

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
 - **IN THE INITIAL YEAR, GRADE 8 STUDENTS WILL HAVE THE OPTION OF WEARING THE SCHOOL UNIFORM**
 - 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

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****AMENDED:****DECEMBER 5, 2017****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:****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:
 - a. safety conditions
 - b. maintenance of proper decorum
 - c. modesty
 - d. cleanliness
 - e. neatness
 - f. appropriateness in relation to the activity in keeping with Catholic values

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

- a. sexual content
 - b. substance abuse
 - c. violence
 - d. profanity
 - e. inappropriate references to nationality, race or gender
3. Parents are encouraged to be involved and active in the decision-making process through their Catholic School Councils in consultation with the principal and school staff.
 4. Each school will annually review the school's dress code. This review process shall include consultation with students, school staff, parents and other stakeholders as appropriate.
 5. A copy of the school's dress code will be included annually in the school's 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.

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****AMENDED:****DECEMBER 5, 2017****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:**

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.

C. 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.
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.
- 4.5. The Board recognizes the necessity of a school dress code for those times when students are not in uniform (i.e. civvies day). 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).
- 5.6. On days when students are not in uniform (i.e. civvies day), Principals will ensure that a school dress code is communicated and applied to all students.
- 6.7. 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

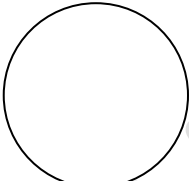
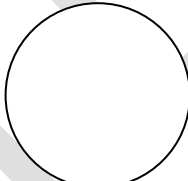
AUTHORIZED BY:_____
Chair of the Board



SCHOOL UNIFORM BALLOT

SCHOOL NAME: _____ BALLOT # _____

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

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

Parent/Guardian: _____
(Please print your name)

Child's(ren) Name and Grade:

Signature: _____

Date: _____

Please share your comments: _____

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

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

(On School Letterhead)

ACTION PLAN TEMPLATE

ELEMENTARY SCHOOL UNIFORM DRESS CODE

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

Principal

Catholic School Council members

Students

Other *(identify)*

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

1. COMMUNICATION PLAN:

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

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

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

- a) Components (list types of clothing)
- b) Colours
 - i. Navy Blue/White combinations
 - ii. Acceptable 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 3.6****POLICY V-05 SCHOOL ACCIDENTS - SAFETY****PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy V-05 School Accidents - Safety*.

COMMENTARY:

Policy V-05 School Accidents - Safety was developed to ensure that proper safeguards were in place for the health and welfare of students and staff and how to proceed when there is an injury or ill individual while on school premises or on school-sponsored field trips or excursions. The policy was last amended in November 2014.

Policy V-05 School Accidents - Safety has been updated and revised to address the Ministry initiative on Ontario Student Injury Prevention. The following amendments and additions have been made:

One of the key aspects of the policy refers to preventative measures to minimize the possibility of accidents. The purpose was also revised to reflect this.

Definitions and references were added and requirements were amended to describe strategies used to assist in creating a safe environment for all individuals, and to provide details on the proper reporting to the Ontario School Boards' Insurance Exchange (OSBIE) and to Board personnel should an accident occur involving a student, visitor, or volunteer, on a Halton Catholic District School Board Site.

In light of these changes, revisions to *Policy V-05 School Accidents - Safety* should also reflect a name change to *Policy V-05 School Accidents - Prevention and Safety*. The policy is attached for review and consideration by the Policy Committee.

The revised *Policy V-5 School Accidents - Safety* 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 V-05 School Accidents - Safety*, name be changes to *Policy V-05 School Accidents – Prevention and Safety*, and be forwarded, along with amendments to the February 6, 2018 Regular Board Meeting for approval.

REPORT PREPARED

T. OVERHOLT. OVERHOLT
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

SCHOOL ACCIDENTS – PREVENTION & SAFETY**POLICY No.:** V-05**DATE :** SEPTEMBER 24, 1974**AMENDED:** JULY 31, 1991**AMENDED:** OCTOBER 6, 2009**AMENDED:** NOVEMBER 18, 2014**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

[Operating Policy II-31 Risk Management – First Aid Policy](#)
[Administrative Procedure VI-21 – OSBIE On-line Incident Reporting](#)
[Administrative Procedure VI-71 – Concussion Protocol](#)
[Administrative Procedure VI-74 - First Aid Procedure](#)

PURPOSE

~~The Principal of each school is responsible for establishing and implementing procedures which will safeguard the health and welfare of students and staff who are injured or taken ill while on school premises or on school-sponsored field trips or excursions.~~

~~To ensure that processes are established to safeguard the health and well-being of students, staff members, volunteers, and visitors and to provide the appropriate response in the event of accident or injury to students, staff members, volunteers and visitors while on Halton Catholic District School Board premises or on school-sponsored field trips or excursions.~~

APPLICATION AND SCOPE

~~This policy applies to all Board sites, as well as to (same as first aid policy) + volunteers and visitors within the jurisdiction of the Halton Catholic District School Board and where employees, students, volunteer and visitors are on Board related business and/or activities.~~

REFERENCES

[OSIP – Ontario Student Injury Prevention](#)
[Workplace Hazardous Materials Information System \(WHMIS\) - 2015](#)
[OSBIE - Ontario School Boards' Insurance Exchange](#)

DEFINITIONS

Critical Injury - is defined by the Ministry of Labour ~~OL~~ as an injury that: Places life in jeopardy. Produces unconsciousness. Results in substantial blood loss. Involves the fracture of a leg or arm. Involves the amputation of a leg, arm, hand or foot. Consists of burns to a major portion of the body. Causes the loss of sight in an eye.

PRINCIPLES**REQUIREMENTS**

- ~~The Halton Catholic District School Board recognizes Tthe health and well-being of student and staff members is as a priority; and recognizes that proactive strategies, guidelines and training are essential to minimize injuries/accidents~~

- In accordance with the Education Act, the ~~Principal, Vice-Principal, Principal School Administrator,~~ or designate and teacher has the right and responsibility of a judicious parent and will act in accordance with the expectations of a parent.
- All partners in education have important roles to play in promoting student and staff health and safety and in fostering and maintaining healthy and safe environments in which students learn.
- The Halton Catholic District School Board recognizes that timely and appropriate communication with all stakeholders is required to effectively address accidents

Procedure:

REQUIREMENTS

1. School Administrators will annually review required policies and procedures related to- with staff members, student, visitors and volunteers, related to health, safety and wellness.
 2. School Administrators will make available all staff aware of the their requirements to be knowledgeable with and follow the appropriate safety guidelines, protocols, resources and training each year related to safety and well-being so staff members are aware and knowledgeable ...follow.
 3. Staff members will acknowledge receipt and understanding of High Priority Policies and Procedures, and protocols and sign off.
 - 4.4. School Administrators and appropriate Board Staff, or approved agencies, will ensure that regular inspections and maintenance of facilities and equipment and are documented.
 5. School Administrators will address the student body on an bi-annual basis to review the school ...meet with students...code of code of conduct, and policies and procedures pertinent to health, safety and wellness..
 - 2-6. School Administrators will ensure that parents/guardians are aware of student code of conduct
 - 3-7. Upon knowledge of an injury that occurs at a board Board site or board/school sponsored activity, Standard standard first aid treatment shall be given immediately.
- 4-8. If the accident or illness appears to be of a serious nature, including any injury to the head and/or the loss of consciousness, which may require diagnosis and/or treatment by a qualified medical practitioner, the following procedures shall apply in the following order:
- a) an ambulance shall be called immediately (using the emergency number 911) to transport the accident victim to a hospital. The parent/guardian or emergency contact shall be informed.
 - b)a) if an ambulance is not available immediately, then a taxi shall be called. The accident victim must be accompanied by a staff member. A staff member must accompany the accident victim. The parent or emergency contact shall be informed.
if an ambulance or taxi is not immediately available, then a staff member's car should be used to transport the accident victim to a hospital. Another staff member shall accompany the accident victim to the hospital. The parent or emergency contact shall be informed.
 - e)b) Should an ambulance not be available, follow the direction given by the 911 dispatcher
- 5-9. A staff member, teacher, or employee, shall report any accident or injury to the Principal School Administrator, or designate, as soon as possible. In the case of head injuries, not only is it mandatory to report it to administration, it is necessary to refer to and to follow It is mandatory for all head injuries to be reported. Refer to the Halton Catholic District School Board's Concussion Protocol as appropriate.
- 6-10. If a Cconcussion is suspected or diagnosed after receiving medical attention, the proper Cconcussion forms must be provided to the parents and followed according to Administrative Procedure VI-71 – Concussion Protocol.
- 7- The parent or guardians (or in the case of a staff member, the next of kin) shall be notified as soon as possible.

~~8.11.~~ If the Principal School Administrator or his/her delegate designate believes that the injury or illness may not be of a serious nature, the parents (or next of kin) should be informed and their instructions acted upon. Basic first aid measures should be applied in order to ensure the health, safety, and comfort of the victim. Under no circumstances, in an accident considered serious, should the victim be moved.

~~12.~~ ~~A student accident report in duplicate-~~ The An OSBIE Online Incident Report shall be completed on any incident/injury that submitted to by the Principal or his/her delegate for an incident/injury sustained to- occurs to a student, volunteer, or visitor to the school and it is believed that medical attention is required, or where damage has been caused to property owned by the School Board.;

~~9.a.~~ ~~An e-copy of the OSBIE report will also be sent to the Board, to the school Superintendent when all information is available.~~ Online reporting is available from OSBIE at www.osbie.on.ca.

~~40.13.~~ An Accident/Incident Report is to be completed by the Supervisor/Administrator (or designate) if an incident/injury occurs to a staff member requiring more than minor first aid or a Critical Injury of any person (including students) on Board property or while performing Board duties.

~~44.14.~~ Each school should have at least one staff member who has qualified for an approved First Aid Certificate. The number of designated First Aid Providers is dependent on the number of staff and students at each work site. The ratio of First Aid Providers in each school is indicated in Operating Policy II-31 Risk Management – First Aid.

~~42.15.~~ If an injury to a student, volunteer, or visitor has occurred while at school, but has not been discovered until a later time, the Principal School Administrator, when informed of such injury, shall complete an OSBIE Online Incident Report once they have been made aware of the injury. ~~submit an accident report (OSBIE); an e-copy of the OSBIE report will also be sent to the Board., forthwith to the school Superintendent.~~

APPROVED: Regular Meeting of the Board

Authorized by:

Chair of the Board

**INTERNATIONAL STUDENT ADMISSION
REQUIREMENTS (NON-RESIDENT)****ADMINISTRATIVE PROCEDURE No.: VI-17**

DATE: JULY 29, 1999
AMENDED: FEBRUARY 18, 2003
AMENDED: JUNE 10, 2004
AMENDED: FEBRUARY 5, 2007
AMENDED: JUNE 25, 2008
AMENDED: JUNE 27, 2011
AMENDED: JUNE 18, 2013
AMENDED: OCTOBER 6, 2014
AMENDED: January 15, 2018

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

Operating Policy I-11 International Student Admission Requirements (Fee Paying Student)
[Operating Policy I-22 Admissions to School, Elementary and Secondary](#)
[Operating Policy II-39 Progressive Discipline and Safety in Schools Code of Conduct –
 Suspensions and Expulsions](#)
[Administrative Procedure VI-19 Admissions to School, Elementary and Secondary](#)
 Administrative Procedure VI-94 Agents for Fee Paying Student

PURPOSE

To provide a standard procedure for the processing and management of the admission of Non-Resident of Canada International Students into the schools under the jurisdiction of the Halton Catholic District School Board.

REFERENCES

[Ontario Education Act](#)

1. [Subsection 49\(6\) of the Education Act \(Fee Paying Students\)](#)
2. [Subsection 49\(7\) of the Education Act \(Exemptions\)](#)
3. [Subsection 49.1 of the Education Act \(Persons unlawfully in Canada\)](#)

[Halton International Student Program](#)

[Ontario's Strategy for K-12 International Education](#)

DEFINITIONS

1. **Fee Paying Students:** Subsection 49(6) of the Education Act defines a 'Fee Paying Students' as students who are temporary residents on visitor visas or persons who are in possession of study permits. In these events, school boards must charge the student applicable tuition fees.
2. **Fee Exemptions:** Subsection 49(7) of the Education Act outlines a number of situations where notwithstanding Subsection 49(6) of the Education Act, a non-resident of Canada/Ontario can be exempted from tuition fees based on their status as an immigrant and/or refugee.
3. **Unlawful Status in Canada:** Subsection 49.1 a student that is less than eighteen years of age shall not be refused admission because the student or the student's parent or guardian is unlawfully in Canada.

**INTERNATIONAL STUDENT ADMISSION
REQUIREMENTS (NON-RESIDENT)****ADMINISTRATIVE PROCEDURE No.: VI-17**

DATE: JULY 29, 1999
AMENDED: FEBRUARY 18, 2003
AMENDED: JUNE 10, 2004
AMENDED: FEBRUARY 5, 2007
AMENDED: JUNE 25, 2008
AMENDED: JUNE 27, 2011
AMENDED: JUNE 18, 2013
AMENDED: OCTOBER 6, 2014
AMENDED: January 15, 2018

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

Operating Policy I-11 International Student Admission Requirements (Fee Paying Student)
[Operating Policy I-22 Admissions to School, Elementary and Secondary](#)
[Operating Policy II-39 Progressive Discipline and Safety in Schools Code of Conduct –
 Suspensions and Expulsions](#)
[Administrative Procedure VI-19 Admissions to School, Elementary and Secondary](#)
 Administrative Procedure VI-94 Agents for Fee Paying Student

SCOPE AND OBJECTIVE

1. This procedure applies to all Fee Paying Students making application for admission into the Board's International Student Program
2. The objective of this procedure is to provide protocols and guidelines to Board and School administrative staff on the process of admitting Fee Paying Students, as defined in Subsection 49(6) of the Ontario Education Act.
3. Note that in all instances pertaining to other non-resident status applicants seeking to attend the Board's Administrative Procedure VI-19: Admissions to School, Elementary Secondary.

PRINCIPLES

- International Students who have met the legal criteria to attend an elementary or secondary school in Canada will be admitted upon payment of a fee calculated in accordance with the Ontario Education Act and Regulations.
- The Halton Catholic District School Board elementary and secondary schools are open to International Students.
- The Halton Catholic District School Board provides students with the opportunity to develop their English language skills while working on academic credit courses, learn about a new culture, or prepare for post-secondary pathways.
- International Students are able to take part in all curricular enhanced programming and co-curricular activities.

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ASSOCIATED Operating Policy I-11 International Student Admission Requirements (Fee Paying Student)
OPERATING POLICIES & [Operating Policy I-22 Admissions to School, Elementary and Secondary](#)
ADMINISTRATIVE [Operating Policy II-39 Progressive Discipline and Safety in Schools Code of Conduct –](#)
PROCEDURES:: [Suspensions and Expulsions](#)
[Administrative Procedure VI-19 Admissions to School, Elementary and Secondary](#)
Administrative Procedure VI-94 Agents for Fee Paying Student

REQUIREMENTS

APPLICATION PROCESS

All applicants, including approved Agents acting on behalf of a student applicant, must submit the below listed application materials to the International Student Program Staff of the Planning Services Department.
Incomplete applications will not be processed.

- 1. Application Form** Applicants must complete an *Application for School Admission (International Students) form*. This form can be found online via <http://isp.hcdsb.org>.
- 2. Transcripts/Report Card** Applicants must attach a copy of their most recent notarized and/or signed official report card or official transcript of grades, and academic standing. The transcript must be translated into English by a certified translator, or it will not be accepted.
- 3. Baptismal Certificates** **ELEMENTARY ONLY** – Applicants must provide proof of a Catholic Baptismal Certificate of the student, or one of the student's parent or legal guardian. If not available, request can be made to the Director of Education to attend as a Non-Catholic.
- 4. Application Fee** Application Fees must be paid in full to the Board electronically prior to staff processing the application.
- 5. Approval** Once the Application Package (Form, Transcripts, and Fees) is received by the International Student Program Staff, the same will forward the package to the Superintendent of School Services responsible for the International Student Program portfolio for review and final approval or denial.

A student who is applying to transfer from another Ontario School Board is required to provide their Credit Counselling Summary, and completed "Permission to Contact" form.

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Administrative Procedure VI-94 Agents for Fee Paying Student

6. Denial

Applicants who do not meet the minimum academic performance requirements and that are not approved into the program will subsequently receive correspondence from staff outlining the reason for the denial of acceptance.

**7. Conditional Letter of
Acceptance (CLOA)**

Applicants who receive approval from the assigned Superintendent of School Services will receive a signed Conditional Letter of Acceptance (CLOA) providing instruction on how to pay the admission fee, inclusive of tuition and medical insurance. The letter includes an offer acceptance deadline.

8. Admission Fees

Admission fees, for Day School, include both the prescribed Tuition Rate and one (1) year mandatory Medical Insurance Rate. The Admission Fee, for Day School must be paid in full by the prescribed deadline to receive the Letter of Acceptance.

Additional Admission Fees will be prescribed for all other programs [i.e. Summer Credit Courses, Night School, Remedial Program(s), etc.] accordingly.

**9. Letter of Acceptance
(LOA)**

Applicants who have paid their Admission Fees will be issued a signed Letter of Acceptance required for the student applying for a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC) in the applicant's country of residence.

The Letter of Acceptance will also include the date for the student's assessment, which is mandatory for each applicant.

10. Admissions Package

Following the submission of the LOA, the International Student Program Staff will forward the Admissions Package to the student, which must be completed in full as per the prescribed deadline noted in the package. The package will include the following documents:

- A. Registration Form / Electronic Registration Instructions
- B. Birth Certificate/Passport
- C. Consent and Disclosure Package
- D. Notarized Custodianship Declaration (if available)
- E. Homestay Information (if available)

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11. Assessment Date

The student must attend their prescribed assessment date appointment prior to the beginning of the semester. If they cannot or do not attend, the student will be deferred to the following semester.

REGISTRATION REQUIREMENTS – FIRST TIME STUDENT

Once an applicant is accepted into the International Student Program, they are required to submit the following registration documents to the International Student Staff prior to their assessment.

The inability to complete the following requirements at the required deadline, will result in the applicant being denied the ability to begin school, and will be deferred to the following intake period.

1. Tuition/Insurance

The tuition fee and medical insurance fee paid in full via Western Union/Global Pay OR by certified cheque/bank draft if paying from within Canada in order to receive an LOA and assessment appointment.

Effective March 31, 1994, the Ministry of Health no longer covers International Students under the Ontario Health Insurance Plan. The Board includes, as part of the Tuition Fee, Medical Insurance Coverage for Fee Paying Students.

2. Registration/Consent

Completed and signed registration and consent forms (parent or guardian must complete and sign).

3. Guardianship

Fee Paying Students under the age of 18 must be living in Halton and have provided the International Student Program Staff with a signed and notarized Custodianship Declaration, and have an appropriate Homestay.

4. Study Permit

On arrival to Canada students will receive a study permit from Canada Border Officials at the airport.

5. Verification of age

Students must be age appropriate for JK to Grade 12, which means they must be less than 18 years old on December 31st of the current year. If they are older, they will be directed to an Adult Learning/Continuing Education Centre or not accepted into the International Student Program.

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REGISTRATION REQUIREMENTS – RETURNING STUDENT

Returning International Students are not required to fill out a new *Application for School Admission (International Students)* form, submit report cards or transcripts, and are not required to pay an additional application fee.

Returning students must provide the following (4) registration documents prior to March 31st. The inability to complete the following requirements at the prescribed time, will result in the applicant being denied the ability to begin school, or will delay their admission to the school.

- 1. Letter of Acceptance** A new *Letter of Acceptance* will be necessary each time a student needs to obtain an updated Valid Student Authorization (study permit). The letter will be issued upon review of a returning student's academic progress and school attendance.
- 2. Tuition/Insurance** The tuition fee and medical insurance fee paid in full via Western Union/Global Pay OR by certified cheque/bank draft.

Effective March 31, 1994, the Ministry of Health no longer covers International Students under the Ontario Health Insurance Plan. The Board is now includes, as part of the Tuition Fee, Medical Insurance Coverage for Fee Paying Students.
- 3. Guardianship** If the student has a new guardian, an updated notarized Custodianship Agreement must be completed and signed if the student is still under 18 years of age.
- 4. Study Permit** An updated or current Study Permit from Immigration, Refugees and Citizenship Canada.

REFUNDS

In accordance with Operating Policy I-11: International Student Admission Requirements (Non-Resident), tuition fees for the present semester will not be refunded once a Fee Paying Student has begun their semester.

If an extraneous situation occurs that prevents the Fee Paying Student from continuing their studies, the Board may refund the student partial tuition, prorated to the amount of time spent in school with a minimum

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\$500 processing fee.

A full refund will be issued to the original payee, if the student is denied a Study Permit by Immigration Refugees and Citizenship Canada (IRCC) and is unable to travel to Canada. The original Refusal Letter must be provided to the International Student Program Staff to process the refund.

If a student contravenes any policy of the Board, is expelled under the parameters of Operating Policy II-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions, is convicted of breaking or contravening any Provincial or Federal laws, the Board will expel the student without any compensation/refund. No exceptions.

Approved: Regular Meeting of the Administrative Council

Authorized By:

 Director of Education and Secretary of the Board

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:	Operating Policy F-11 International Student Admission Requirements (Fee Paying Student) Administrative Procedure VI-17 International Student Admission Requirements (Fee Paying Student)
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PURPOSE

To provide a standard procedure for the processing and management of Agents/Agencies for the International Student Program at the Halton Catholic District School Board, under the auspices of Planning Services, School Services and Business Services.

REFERENCES

[Halton International Student Program](#)

DEFINITIONS

1. **Fee Paying Students:** Subsection 49(6) of the Education Act defines a 'Fee Paying Students' as students who are temporary residents on visitor visas or persons who are in possession of study permits. In these events, school boards must charge the student applicable tuition fees.
2. **Agents:** Refers to an organization and or individual offering services for a fee to facilitate the admissions process for International Students in to register and attend and elementary or secondary school program at the Board. The Agent is paid by the family of the students.
3. **Commission Payments and Rates:** Refers to a pre-established contractual rate that is paid to the Agent once an International Student is successfully admitted to an elementary or secondary school of the Board. The Rate is representative of a percentage of the total tuition fee charged by the Board, based on the number of years the International Student in question has been attending the program.

SCOPE AND OBJECTIVE

This procedure applies to all Agents/Agencies seeking pre-approval and on-going approval to:

1. Submit International Student Application packages on behalf of students to the Halton Catholic District School Board's International Student Program;
2. Publicize the Halton Catholic District School Board and its International Student Program in the Agent/Agency's respective country;
3. To facilitate the screening of Agents/Agencies, HCDSB staff will remain a member of the Canadian Association of Public Schools – International (CAPS-I) and will attend International ICEF supported Agent Fairs to meet with pre-approved, qualified Agents;
4. Receive payment of commission for successfully referring International Students.

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:	Operating Policy F-11 International Student Admission Requirements (Fee Paying Student) Administrative Procedure VI-17 International Student Admission Requirements (Fee Paying Student)
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REQUIREMENTS

APPLICATION PROCESS

All Agents that wish to act on behalf of the Board for the purpose of Fee Paying Student recruitment, must submit the below listed application materials to the International Student Program Staff of the Planning Services Department. **Incomplete applications will not be processed.**

1. Application Form

All Agents/Agencies must complete an Agency Application form. This form can be found online via <http://isp.hcdsb.org>.

2. Application Form Submission

The Application form may be submitted via email, regular mail or in person to the International Student Program. Documentation and forms that are not complete will not be processed.

3. Approval

Completed Agency Application forms are forwarded to the Superintendent of Education, School Services, responsible for the International Student Program for final approval.

Approved Agents/Agencies are provided with access to a password protected webpage on the International Student Program website <http://isp.hcdsb.org> that will provide approved Agents/Agencies with electronic marketing materials and related documents to assist them in publicizing the Halton Catholic District School Board and its' international Student Program.

CONTRACT AND COMMISSION RATE DETERMINATION

Once an Agent is accepted, they are required to submit the following documents to the International Student Staff to finalize their contract. Contracts are to be re-negotiated annually.

1. Preliminary Contract

After an Agent/Agency is approved, a preliminary contract is prepared by the International Student Program Staff, and Reviewed by the Superintendent of Education, School Services, responsible for the International Student Program.

This preliminary contract is for one (1) year and features a commission rate of 10% per student, with an opportunity to receive 15% for the eleventh (11+) student and onward.

The student must be registered in school as part of the International Student Program.

2. Contract Approval

The preliminary contract is forwarded to the Superintendent of Education, School Services, for final approval, and forwarded to the Superintendent of Business Services for records.

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:	Operating Policy I-11 International Student Admission Requirements (Fee Paying Student) Administrative Procedure VI-17 International Student Admission Requirements (Fee Paying Student)
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- 3. Contract Negotiations** In certain circumstances, negotiations may take place on an individual basis by the Superintendent of Education, School Services, responsible for the International Student Program. Negotiated commission rates are situational and may vary.
- 4. Contract Renewal** Contracts will be reviewed and automatically renewed (or terminated) after one (1) year at the discretion of the International Student Program Staff and the Superintendent of Education, School Services, responsible for the International Student Program.
- If the Agency was successful in gathering a significant number of students for the Board, and demonstrated an exceptional working relationship, an increase in commission to the preferred rate can be negotiated.
- 5. Contract Termination** Contracts can be terminated at any time by the Superintendent of Education, School Services, responsible for the International Student Program if there are any concerns related to an Agent/Agency, or the same is not performing to the agreed upon conditions.

COMMISSION RATES FOR AGENCIES

The Board has the discretion of providing approved Agents/Agencies of the Board with a commission payment for all Fee Paying Students that were successfully admitted to school. The following are the two Commission Rates that are typically negotiated with Agencies.

- 1. Preferred Agencies:** Agents with preferred status will receive a commission rate of:
- A) 15% tuition rate of students attending their first year
 - B) 10% tuition rate for students attending their second year
 - C) 5% tuition rate for students attending subsequent years thereafter
- 2. New Agencies** New agencies will receive a commission rate of:
- A) 10% tuition rate for their first 10 Fee Paying Students attending their first year at the Board
 - B) 15% tuition rate for the 11th Fee Paying Student and onward, attending their first year at the Board
 - C) 5% tuition rate for Fee Paying Students attending their second year, and all subsequent years thereafter

ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:	Operating Policy F-11 International Student Admission Requirements (Fee Paying Student) Administrative Procedure VI-17 International Student Admission Requirements (Fee Paying Student)
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COMMISSION PAYMENT PROCESS

Agents/Agencies do not receive payment of commission from the Halton Catholic District School Board until the International Student they have referred has been successfully registered at their respective school as part of the International Student Program.

If an International Student does not successfully complete the registration process, and does not attend school, the respective Agent/Agency will not receive a payment of commission. There are no exceptions.

- | | |
|--|---|
| 1. September Intake:
October Payments | Agents/Agencies will receive their agreed upon commission payment for International Students who were successfully admitted to school in September, at the beginning of the school year, for their entire two (2) semester tuition commission rate. |
| 2. February Intake: March
Payments | Agents/Agencies will receive their agreed upon commission payment for Fee Paying Students who were successfully admitted to school in February, in second semester, at the one (1) semester tuition rate. |

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board

EDUCATIONAL RESEARCH

ADMINISTRATIVE PROCEDURE NO.: VI-25

DATE: June 6, 2002

AMENDED: June 23, 2003

AMENDED: August 29, 2005

AMENDED: December 4, 2007

AMENDED: January 15, 2018

ASSOCIATED [Operating Policy I-07 Protection of Privacy](#)
 OPERATING POLICIES & [Operating Policy II-37 Volunteers in Catholic Schools](#)
 ADMINISTRATIVE [Operating Policy II-38 Educational Research](#)
 PROCEDURES: [Administrative Procedure VI-81 Privacy Procedure](#)

PURPOSE

To outline the procedures for conducting educational research* within the Halton Catholic District School Board (HCDSB). It is understood that educational research proposals need to be compatible with the Christ-centred learning environment provided to all students within the HCDSB.

REFERENCES

[The Education Act](#)

[Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2014.](#)

DEFINITIONS

Research is defined as an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation” (Tri Council Policy Statement, 2014, p. 5)

External Research is described as when an external agency/individual/institution wants to do research in a school or board. This includes requests from a Board employee collaborating with a non-Board agency or educational institution, and requests from a Board employee wanting to do research outside his/her own area of responsibility for the purposes of completing a professional course or program of study (e.g., graduate degree).

Internal Research is described as a central office, school or classroom research project that is related to Board or Ministry initiatives, conducted by any Board employee. It also includes a Board employee who conducts research within his/her own work environment to promote professional growth (e.g., AQ course).

SCOPE AND OBJECTIVE

This procedure applies to all individuals seeking approval to conduct research (external or internal*) within the HCDSB community. This procedure will ensure that research with human subjects (i.e., staff and/or students) conducted within the HCDSB meets high scientific, ethical, and professional standards that respect and protect potential participants. As such, all research involving human subjects (i.e., staff and/or students) conducted within the HCDSB must be approved by the HCDSB Research Advisory Committee (RAC) before it starts.

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REQUIREMENTS

1. Anyone seeking to conduct educational research will be referred to either the Board website or to StaffNet to consult our policy, administrative procedure, and obtain a copy of necessary application forms.
2. The applicant will complete the appropriate form (e.g., the Internal or External Research Request form, or the Program Evaluation form) and submit it to Research and Development Services for consideration.

FOR EXTERNAL APPLICANTS ONLY: Applicants are required to complete the appropriate form. In the case of wanting to conduct a research study, an external research request application is required. In the case of wanting to conduct a program evaluation, the program evaluation form is required. Submissions must include a signed and completed electronic form and all supporting documents, including the research proposal, sample consent letters, copies of any surveys, and interview or focus group guides. The form and supporting documents should be submitted by the application deadline dates, which are posted on the Board website. Completed applications should be emailed to research@hcdsb.org. Alternatively, eight (8) paper copies of the completed application and all supporting documents may be submitted by mail to the attention of the Chief Officer, Research and Development Services. Please note that research proposals must be approved by the appropriate ethics committee of the researcher's institution before the application will be considered by the HCDSB RAC. A copy of the sponsoring institution's Ethics approval should be attached to the application.

FOR INTERNAL APPLICANTS ONLY. A completed Internal Research Project Form should be completed and forwarded to Research and Development Services. Research activities conducted by HCDSB employees that are not part of their ordinary job responsibilities and authority require the permission of the appropriate Superintendent. Some projects may require a review by the HCDSB Research Advisory Committee. If applicants are unsure, please consult with the Chief Officer, Research and Development Services.

All research proposals must be reviewed for ethical and methodological consideration and approved by the HCDSB RAC *before* the research can be initiated in the schools. Approval by the RAC is valid for one school year. If the study is not finished, or the external research wishes to continue the project in the following year, s/he must contact the Chief Officer, Research and Development Services, for an extension, and must, of course, also connect with those who are participating in the study.

3. Depending on the nature of the study, external researchers may be required to provide a Vulnerable Sector Screening Criminal Reference Check* *before* being granted permission to enter school sites to conduct research. See Policy II-37 *Volunteers in Catholic Schools*.
4. All research applications will be vetted by the Chair of the HCDSB RAC to ensure that it complies with HCDSB mission, values, and strategic priorities. Note that there may be some applications whereby vetting is not possible, and yet the Board will participate (e.g., the EQAO student questionnaire is an example of

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such a case) Applications will then be reviewed at the upcoming HCDSB RAC meeting. The HCDSB RAC is comprised of staff members from various service departments, including but not limited to Research and Development, Curriculum, Special Education, and School Services, as appropriate (see Note below for a complete list).

5. The HCDSB RAC meets four (4) times a year: September, November, February, and May. Applicants will receive a written response from the Chair of the HCDSB RAC approximately six- eight weeks after each deadline. Successful applicants from the May meeting are expected to begin their projects in following school year. External researchers must refrain from conducting research in our school community during Quiet Period , as well as September, June, or over the summer period. All research proposals must make such provisions as are practical for limiting any disturbance of the daily instruction of pupils. All proposals are evaluated on this criterion by the HCDSB RAC.
6. Approval from the HCDSB RAC does not guarantee participation of a particular school and/or staff members and students in the research study. If the research project interferes with the educational process in a school, the Principal may request that his or her school be excluded from the study.
7. Informed consent is required for all research activities that are not conducted under the authority of the Education Act. The form of this consent may vary across projects, but it should be obtained from participants before the study begins. Consent must be voluntary, informed, and an ongoing process.
8. When students participating in the study are under the age of 18, consent must be obtained from a parent/guardian.
9. Student assent is an expression of approval and is also required for all research activities. Researchers will ensure that it is made clear to students that they are being invited to participate in the study, that their participation is voluntary, and that they can withdraw at any time.
10. All persons conducting research within the HCDSB must guarantee anonymity of the individual students, schools, and school personnel in reporting the results, unless written approval is obtained from those involved in the research study and/or Research and Development Services.
11. Under the authority of the Education Act, personal information can be collected and used for research purposes by staff of Research and Development Services, who are supporting internal research activities. The information will be used, disclosed, and retained in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
12. All researchers must submit a copy of their written report (or an executive summary, infographic etc.) to the Chief Officer, Research and Development Services upon study completion.
13. All researchers should engage in knowledge exchange/mobilization efforts with participating schools/staff members/students upon study completion.

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NOTE:

- a) Membership on the Research Advisory Committee is composed of (when applicable):
- i. Board's Chief Research Officer (CHAIR)
 - ii. Superintendent of Education
 - iii. Superintendent of Curriculum Services
 - iv. Superintendent of Special Education
 - v. Chief Social Worker/Mental Health Leader/Chief Speech and Language Pathologist/Chief Psychologist
 - vi. Curriculum Consultant
 - vii. Special Education Consultant

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board

OSBIE ONLINE INCIDENT REPORTING (ONTARIO SCHOOL BOARD INSURANCE EXCHANGE)**ADMINISTRATIVE PROCEDURE No.: VI-21****DATE:****December 11, 2000****AMENDED:****August 27, 2001****AMENDED:****March 22, 2010****AMENDED:****January 15, 2018****ASSOCIATED**[Operating Policy V-05 School Accidents – Safety](#)**OPERATING POLICIES &**[Operating Policy II-31 Risk Management – First Aid](#)**ADMINISTRATIVE**[Administrative Procedure VI-74 First Aid](#)**PROCEDURES::**[Administrative Procedure VI-71 Concussion Protocol](#)**PURPOSE**

To provide a standard procedure for the completion of the Ontario School Board Insurance Exchange (OSBIE) Online Incident Report used to record student, volunteer and visitor accidents.

The purpose of this procedure is to provide guidelines to clarify when the OSBIE Online Incident Report is to be completed.

REFERENCES

[Ontario School Board Insurance Exchange \(OSBIE\) Online Incident Reports](#)

DEFINITIONS

Serious Injury: when the injured party requires hospital admission (excluding minor outpatient treatment).

Critical Injury - is defined by the Ministry of Labour as an injury that: Places life in jeopardy. Produces unconsciousness. Results in substantial blood loss. Involves the fracture of a leg or arm. Involves the amputation of a leg, arm, hand or foot. Consists of burns to a major portion of the body. Causes the loss of sight in an eye.

School Board Contact: This is the main contact for OSBIE and the Board. For HCDSB, it is the Superintendent of Business Services.

SCOPE AND OBJECTIVE

The completion of the OSBIE Online Incident Report applies to all accidents involving a student, volunteer and visitor accident (all non-Board staff).

PRINCIPLES

- The OSBIE Online Incident Report should be broader than the reporting of only those cases where hospitalization and/or serious medical attention is required (see "When to Complete an OSBIE Online Incident Report" below).

OSBIE ONLINE INCIDENT REPORTING (ONTARIO SCHOOL BOARD INSURANCE EXCHANGE)**ADMINISTRATIVE PROCEDURE No.: VI-21****DATE:****December 11, 2000****AMENDED:****August 27, 2001****AMENDED:****March 22, 2010****AMENDED:****January 15, 2018****ASSOCIATED**[Operating Policy V-05 School Accidents – Safety](#)**OPERATING POLICIES &**[Operating Policy II-31 Risk Management – First Aid](#)**ADMINISTRATIVE**[Administrative Procedure VI-74 First Aid](#)**PROCEDURES::**[Administrative Procedure VI-71 Concussion Protocol](#)

- The OSBIE Online Incident Report provides a factual record of what took place and who was involved. It should also establish who was responsible for the student at the time of the incident, what process was in place to supervise the student(s) and what was done to assist the injured student, volunteer or visitor.

REQUIREMENTS

Incident Reporting

The OSBIE Incident Report is available at www.osbie.ca

School Principals must ensure that an OSBIE Online Incident Report is completed on any matter that gives rise to injury requiring medical attention to a student, volunteer or visitor to the school site or where damage has been caused to property not owned by the School Board. Injuries to employees must be reported to the Health and Safety Officer. **Reporting of a Serious Injury, Critical Injury or Fatality**

In the event that a serious injury, critical injury or fatality occurs on school premises or during an off-site school activity, the school Principal must follow the procedures under "Immediate Reporting" below.

Immediate Reporting

In addition to placing a call to OSBIE when an incident meets the criteria under "When to Call OSBIE" in Appendix A, you must also immediately place a call to your school superintendent, the Health and Safety Officer and the Superintendent of Business Services at the Education Centre. In each of these circumstances, the school Principal should ensure that an OSBIE Online Incident Report has been fully and properly completed

Based on the details provided during the telephone call, the Claims Examiner will determine an appropriate course of action. If the incident has the potential to develop into a serious claim, an Adjuster will be appointed promptly.

The Claims Examiner will advise the Principal and the School Board contact (Superintendent of Business Services) the name of the adjusting firm who will investigate the accident on behalf of OSBIE and the School Board. It is important that all School Board personnel cooperate with OSBIE and its representatives during the investigation and refrain from providing information to any other parties (except police) not acting on behalf of OSBIE.

When to Complete the OSBIE Online Incident Report

There will be a variety of incidents that do not involve "formal" medical attention but should still be documented with an OSBIE Online Incident Report.

- If the teacher in charge or the first-aid provider has applied ice to reduce the potential of serious bruising or has treated a deep cut or large abrasion.

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- Whenever there is even a potential for a concussion, torn ligaments or tendons, broken limbs, broken or damaged teeth or an indication that sutures could be needed.
- Whenever it is deemed appropriate to call the parent to advise that an incident has occurred.
- If there is the possibility of cosmetic scarring, some parents are especially concerned and this should also be taken into consideration when deciding whether to complete an Online Incident Report.
- When someone receives medical/dental attention.
- “When in doubt, fill it out”
- If an injury to a student has occurred while at school, but has not been discovered until a later time, the Principal, when informed of such injury, shall complete an OSBIE Incident Report.
- If an injured person has been treated with First Aid, and the injury has later been deemed as more serious, an OSBIE form must be completed as soon as possible.

Incidents Away from School

The OSBIE Online Incident Report must still be completed if the injury to the student occurred away from the school on a field trip or while visiting another school and notification must be made to the Principal and/or designate at the school. The OSBIE Online Incident Report is to be completed by the staff member in charge of the student at the time of the occurrence upon his/her return to the school.

Further Action to be Taken

Please note that in some instances, further action beyond the completion of the incident form is required. The requirements for further action are described under the heading *Further Action to be Taken* on the directions - *Appendix A, Completion of OSBIE Online Incident Report Form*.

Legal Notices

Should a Principal, teacher or staff member receive, or anticipate, any legal communication/action, the Principal/Designate must call the School Superintendent and Superintendent, Business Services, immediately to advise of the situation. Where the communication is in the form of a lawyer's letter, Statement of Claim, or other legal document, a copy of the original document should be forwarded to the Superintendent of Business Services immediately who will forward it to OSBIE's Claims Manager. The original document should be sent to the Superintendent of Business Services as soon as possible. The Superintendent of Business Services will forward the original to OSBIE. OSBIE will act to protect the interests of the School Board, its employees and of OSBIE itself.

Speed is important in these cases as there is a limited time period for OSBIE to respond to these documents.

Where the communication is a telephone call or personal visit from a lawyer representing a person's who has sustained injury or property damage, the Principal, teacher or staff member should refrain from discussing details of the incident with the claimant's lawyer. Discussion may jeopardize OSBIE's defense

OSBIE ONLINE INCIDENT REPORTING (ONTARIO
SCHOOL BOARD INSURANCE EXCHANGE)

ADMINISTRATIVE PROCEDURE No.: VI-21

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January 15, 2018

ASSOCIATED

[Operating Policy V-05 School Accidents – Safety](#)

OPERATING POLICIES &

[Operating Policy II-31 Risk Management – First Aid](#)

ADMINISTRATIVE

[Administrative Procedure VI-74 First Aid](#)

PROCEDURES::

[Administrative Procedure VI-71 Concussion Protocol](#)

of the liability claim. Refer the lawyer to the OSBIE School Board contact (Superintendent, Business Services) or to the OSBIE Claims Department. Should you receive a request for a copy of the OSBIE Online Incident Report, **please do not provide one**. Refer the person to OSBIE.

If you are in doubt as to how to proceed in such cases, call OSBIE and ask for the Claims Manager at 1 (800) 668-6724.

For further information, refer to OSBIE's website www.osbie.on.ca.

Communication

Where the OSBIE Claims Manager determines that an incident requires an investigation, the School Board contact and the School will be notified of the intention to investigate the incident and will be requested to assist as appropriate. **No information regarding the incident is to be provided to anyone other than an OSBIE representative or Police.**

A letter or e-mail will be sent to the School Board contact and Principal advising which adjusting firm has been assigned to investigate the loss on behalf of the Board and OSBIE.

APPROVED:

Regular Meeting of the Administrative Council

AUTHORIZED BY:_____
Director of Education and Secretary of the Board

Completion of OSBIE Online Incident Report Form

The information on the Online Incident Report form is collected to create province-wide statistics on high-risk activities or locations. It is also used by OSBIE to assist in the investigation a claim on behalf of a School Board. Even if an accident does not appear to be serious, it is still important to complete an Online Incident Report form.

When to be Completed:

- When someone receives medical/dental attention. All OSBIE forms must be completed and submitted online within 24 hours of the incident taking place.

Who is to Complete:

- To be completed by **SCHOOL/BOARD PERSONNEL ONLY**.
- **NOT** to be completed by injured party or parent.
- This is **NOT** a Student Accident Insurance form nor a Workers Compensation form.

How to Complete:

Ensure ALL information is included.

All forms are to be completed online and submitted using the Board's sign-in credentials. Sign-in credentials can be found on Staffnet under the main webpage for Business Services, or through the office of the Superintendent of Business Services.

Details of Incident:

The date and time is imperative. If you are unsure about the exact time, provide an estimate. Also obtain any witness details including address and phone number.

Nature of the Injury:

Describe the severity of the injury or damage. Indicate what part of the body was injured and provide a detailed description of the injury—be specific. If you describe the victim as sustaining a head injury, when the student scraped his/her forehead, it creates an inaccurate description of the seriousness of the injury—BE AS CLEAR AS POSSIBLE.

Nature of Incident:

If the incident was a result of a SPORT INJURY, please identify the name of the sport (i.e. baseball). If the incident does not fit in the suggested categories, indicate the OTHER field and specify briefly (i.e. collision or playing).

How/Where Incident Occurred:

It is also very important to fully describe how the incident happened. Here are some suggestions:

- Describe how the accident happened.
- Was any first aid applied?
- Were the parents or guardian informed of the accident?
- Do not express personal opinions about the lack of Board procedures or improper policies. This can be interpreted as an admission of liability. Leave all conclusions up to the investigators. Just the facts please.

Example: *"Billy was walking in the back of the playground and slipped on the snow that had accumulated after a recent snowfall. He landed on his elbow causing a scrape and bruising. Teacher in charge took Billy to the office where ice was applied. Informed mom of incident. Parent took Billy to doctor."*

When to Call OSBIE:

- Upon death or critical injury.
- When the injured party has been admitted (not treated and released) to hospital.

- When parents are upset or angry with the school staff.
- Any mention of the injured party obtaining a lawyer.
- Any mention of the injured party looking for compensation.
- When someone, other than a parent, an OSBIE or Board representative, asks questions about the incident or attends the school to take pictures after the incident/accident has occurred.
- If anyone asks for a copy of the Online Incident Report.
- If any form of assistance is required by school staff.

Further Action to be Taken:

1. Pictures of the incident location should be taken by school personnel when:
 - i. Physical evidence of the location could change; i.e. snow and ice could melt, bare cement could be covered by snow the next day, equipment set up could change, etc.
 - ii. When the injury sustained is a serious one, such as broken limb, severed fingers, loss of consciousness, situations where an ambulance is called to attend to the injured person. People who suffer severe injuries are more likely to present a claim for their damages.
2. Details of an accident/incident should only be discussed with Board or OSBIE representatives.
3. Preserve physical evidence, i.e. broken glass, push sticks, stock being worked on, permission forms, attendance records, etc.

Community Involvement Activity PROPOSED ACTIVITY

Students are reminded to verify with the Guidance Department that the proposed activities are eligible for Community Involvement hours as outlined on the back of this page.

Student: _____

Name of Community Sponsor: _____

Location/Address: _____

Estimated hours: _____

Proposed activities: _____

Parent Signature (if student under 18): _____

PROPOSED ACTIVITY **MUST BE** APPROVED BY YOUR COUNSELLOR **PRIOR** TO STARTING YOUR HOURS.

Counsellor Signature: _____

COMMUNITY INVOLVEMENT ACTIVITY COMPLETED

Completion Date: _____ Total Hours: _____

Confirmation from Sponsor MUST BE Attached

Student Signature: _____

Parent Signature: _____

Sponsor Signature: _____

School Official initials confirming hours have been recorded: _____

Date: _____

For further information about Community Involvement Activities please consult with your Guidance Counselor or the Halton Catholic District School Board website at www.hcdsb.org

ELIGIBLE ACTIVITIES ARE ONES THAT:

- Are of benefit to the community
- Supports a not-for-profit agency, institution or foundation that conforms to the ethical standards of the Halton Catholic District School Board and the Ministry of Education requirements.
- Supports clubs, religious and environmental organizations, arts or cultural associations, or political organizations that seek to make a positive contribution to the community.

Specific Areas of Involvement in the above listed activities may include:

Fundraising – includes canvassing, walk-a-thons, celebrity games, gift wrapping, gala events, bingo, and sales for charitable purposes;

- ✓ **Sports/Recreation** – includes coaching, helping to organize winter carnivals, parades and summer fairs;
- ✓ **Community Events** – includes helping to organize special meets and games, and volunteering as a leisure buddy or pool assistant;
- ✓ **Community Projects** – includes participating in organized food drives, or support services for community groups;
- ✓ **Environmental Projects** – includes participating in community clean-ups, flower/tree planting, recycling and general beautification projects and activities;
- ✓ **Volunteer Work with Seniors** – includes assisting at seniors' residences (e.g. serving snacks, helping with activities or portering, or participating in visiting and reading programs);
- ✓ **Committee Work** – includes participation on advisory boards, neighbourhood associations and regional associations;
- ✓ **Religious Activities** – includes participation as a volunteer in programs for children, child minding, Sunday School assistance, special events and clerical tasks;
- ✓ **Youth Programs** – includes volunteer assistance with the operation of youth programs such as 4H, Scouts, Guides, drop-in centres, breakfast programs, March Break programs, Leaders in Training, summer playground activities and camps;
- ✓ **Office/Clerical Work** – includes volunteer activity in reception, computer work and mailings for individuals or groups providing charitable or general community benefit;
- ✓ **Work with Animals** – includes volunteer involvement with animal care, horseback riding programs, or volunteer assistance at a local zoo or petting farm;
- ✓ **Arts and Culture** – includes volunteer assistance at a gallery, performing arts production or program, or in a community library program;
- ✓ **Activities for Individuals** – Must be pre-approved by your guidance counselor includes any volunteer activity that assists someone who requires assistance for shopping, structured tutoring programs, light snow removal (no use of snow blower), housekeeping, writing letters or transcribing, or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy;
- ✓ **School Community Service** – may include service within the school community that provides benefit to others that takes place outside the regular school day. The school Principal must approve these activities in advance of the commencement of the activity.

Ineligible Activities

The Ministry of Education has developed a list of activities that may **not** be chosen as community involvement activities and that are therefore

Ineligible activities. An ineligible activity is an activity that:

- Is a requirement of a class or course in which the student is enrolled (e.g. Cooperative Education, job shadowing, work experience).
- Takes place during school hours, except during the student's lunch break or spare periods.
- Takes place in a logging or mining environment, if the student is under 16.
- Takes place in a factory, if the student is under 15.
- Takes place in a workplace other than a factory, if the student is under 14 and is not accompanied by an adult.
- Would normally be performed for wages by a person in the workplace.
- Involves the operation of a vehicle, power tools, or scaffolding (e.g. snow blower, power mower, hedge trimmers, etc.)
- Involves the administration of any type or form of medication or medical procedure to other persons.
- Involves the handling of substances classed as "designated substances" under the Occupational Health and Safety Act (e.g. asbestos, lead, dangerous chemicals, toxic materials, etc).
- Requires the knowledge of a tradesperson whose trade is regulated by the provincial government.
- Involves banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables.
- Consists of duties normally performed in the home or personal recreational activities.
- Involves activities for a court-ordered program (e.g. community-service program for young offenders, probationary program).

The Halton Catholic District Board has determined that the following are also ineligible activities, in addition to those that the Ministry of Education has listed:

1. **Any activity that provides direct financial benefit or gain to the students or to the student's immediate family.**
2. **Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of the Ministry of Education, and the Halton Catholic District School Board.**
3. **Simple membership in a school or community club**
4. **Part of a Community Service Day or Activity during regularly scheduled class time (i.e. Terry Fox Walk).**

Policy Committee Work Plan 2017-2018

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
September 12, 2017													
I-19 Occupational Health and Safety		✓				✓						2017/09/20	annually
I-38 School Board Trustee Elections Guidelines		✓ (DEFEATED)											2020-2021
~NEW POLICY~ I-44 Strategic Planning Process	✓				2017/09/19	✓		2017/09/21	2017/10/12	2017/11/28		2017/09/20	2020-2021
III-05 Employee Assault		✓				✓						2017/09/20	annually
III-06 Harassment		✓				✓						2017/09/20	annually
III-15 Workplace Violence		✓				✓						2017/09/20	annually
October 10, 2017													
II-09 Opening and Closing Exercises		✓				✓						2017/10/23	2020-2021
II-34 Participation in Programs and Courses of Study in Catholic Religious Education		✓				✓						2017/10/23	2020-2021
V-12 Blessing and Official Opening of a New School		✓				✓						2017/10/23	2020-2021
V-13 Blessing and Rededication of a Major Addition to a School		✓				✓						2017/10/23	2020-2021
November 28, 2017													
I-22 Admission to Schools, Elementary and Secondary		✓				✓						2017/12/11	2020-2021
~NEW POLICY~ I-44 Strategic Planning Process		✓									2 nd Reading 2017/12/05		2020-2021
II-06 Lunch Supervision				✓			✓					2017/12/11	
II-21 Cross Panel Sharing of Student Information				✓			✓					2017/12/11	
II-41 School Uniform Dress Code - School Dress Code		✓	✓							2018/12/12			2020-2021
III-03 Teacher Performance Appraisal		✓				✓						2017/12/11	2020-2021
December 12, 2017 (Inaugural Policy Committee Meeting)													
~NEW POLICY~ I-44 Strategic Planning Process		✓				✓					3 rd Reading 2017/12/19	2018/01/03	2020-2021
II-16 Curriculum Writing				✓			✓					2018/01/03	2020-2021
II-41 School Uniform Dress Code - School Dress Code		✓	✓							2018/01/23			2020-2021
III-10 Criminal Reference Check Applicants for Employment		✓				✓						2018/01/03	2020-2021