

**POLICY COMMITTEE MEETING  
AGENDA**

Date: Tuesday, February 27, 2018  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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|   | <b>Pages</b> |
|---|--------------|
| <b>1. Call to Order</b>   |              |
| 1.1 Opening Prayer (S. Trites)  |              |
| <b>2. Approvals</b>   |              |
| 2.1 Approval of Agenda  |              |
| 2.2 Approval of Minutes (January 23, 2018 Policy Committee Meeting)                         | 1 - 5        |
| <b>3. Action Items</b>  |              |
| 3.1 Policy II-26 Managing Student Risk in Interschool Sports (A. Prkacin)                   | 6 - 11       |
| 3.2 Policy II-28 Alcohol, Tobacco and Drug Abuse in Schools (T. Overholt)                   | 12 - 14      |
| 3.3 Policy III-01 Grievance Procedures - Non-Unionized Group Members (J. O'Hara)            | 15 - 17      |
| 3.4 Rescind - Policy III-09 Human Immunodeficiency Virus (HIV) (T. Overholt)                | 18 - 25      |
| <b>4. Discussion Items</b>  |              |
| 4.1 Executive Compensation Policy   |              |
| 4.2 Policy I-40 Performance Appraisal of Director of Education                              | 26 - 34      |
| <b>5. Information Items</b>   |              |
| 5.1 Tentative Upcoming Agenda Items (April 10, 2018)  |              |
| 5.1.1 Policy II-15 International Languages Elementary Program (A. Prkacin, C. McGillicuddy) |              |
| 5.1.2 Policy II-31 Risk Management - First Aid (T. Overholt, K. George)                     |              |
| 5.1.3 Policy II-33 Safe Arrival at School Program (School Services)                         |              |
| 5.1.4 Policy II-38 Educational Research - Surveys and Pilot Projects (L. Collimore)         |              |

- 5.1.5 Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students (A. Prkacin)
- 5.1.6 Discussion Items (possible Action Items)
  - 5.1.6.1 Executive Compensation Policy
  - 5.1.6.2 Policy I-40 Performance Appraisal of Director of Education
- 5.1.7 Information Items
  - 5.1.7.1 Administrative Procedure VI-25 Educational Research (L. Collimore)
  - 5.1.7.2 Administrative Procedure VI-58 Parent Notification System (A. Swinden)

- 6. **Miscellaneous Information**
- 7. **Correspondence**
- 8. **In Camera**
- 9. **New Business**
- 10. **Motion to Excuse Absent Committee Members**
- 11. **Motion to Adjourn/ Closing Prayer (A. Danko)**

## MINUTES OF THE POLICY COMMITTEE MEETING

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

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

Regrets: P. Dawson, Director of Education  
D. Rabenda

Staff Present: T. Overholt, Superintendent of Education, School Services  
A. Swinden, Administrator, Strategic Communications  
R. Negoï, Superintendent, Business Services  
T. Pinelli, Superintendent of Education, School Services  
F. Thibeault, Senior Administrator, Planning Services

Recording Secretary: J. Neuman

### 1. Call to Order

#### 1.1 Opening Prayer

The meeting began at 7:02 p.m. with a prayer led by J. Michael.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#12/18**

**Moved by:** J. Michael

**Seconded by:** A. Iantomasi

**That,** the agenda be approved.

**UNANIMOUSLY CARRIED**

#### 2.2 Approval of Minutes (December 12, 2017 Meeting)

**P#13/18**

**Moved by:** J. Michael

**Seconded by:** A. Quinn

**That,** the minutes of the Policy Committee Meeting held on December 12, 2017 be approved, as submitted.

**UNANIMOUSLY CARRIED**

### 3. Action Items

#### 3.1 Policy I-11 International Students (T. Pinelli, R. Negoï, F. Thibeault)

Revisions to Policy I-11 were reviewed. Changes made to keep abreast of current practices and reflect language in the Ministry Document: Ontario's Strategy for K-12 International Education. The revisions are in alignment with Board and Provincial expectations

**P#14/18**

**Moved By:** A. Iantomasi

**Seconded By:** A. Quinn

**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.

Questions regarding student study permits; visitor status; competitive fees; homestay program; student recruits; extra-curricular and regular programming available; and requests for the AP and IB programs were asked and answered.

The Chair called for a vote. Recommendation **P#14/18 UNANIMOUSLY CARRIED.**

The Administrative Procedures related to this policy were noted. Further question regarding home stay process were asked for clarification.

### 3.2 Policy I-36 Trustee Code of Conduct (P. Dawson, T. Overholt)

Revisions to Policy I-36 were reviewed. Minor amendments were pointed out; references added; deletion of reference to a rescinded policy.

**P#15/18**

**Moved by:** J. M. Rowe

**Seconded by:** A. Iantomasi

**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.

Discussion followed regarding honorarium guideline.

The Chair called for a vote. Recommendation **P#15/18 CARRIED.**

| In Favor     | Opposed  |
|--------------|----------|
| H. Karabela  | A. Danko |
| A. Iantomasi |          |
| J. Michael   |          |
| S. Trites    |          |
| J. M. Rowe   |          |
| A. Quinn     |          |

### 3.3 Policy II-05 Reporting to Parents - Parent Interviews (T. Overholt, B. Browne)

Revisions to Policy II-05 were reviewed. Several additions were noted and it was recommended to change the name of the policy to better reflect the content.

**P#16/18**

**Moved by:** J. Michael

**Seconded by:** H. Karabela

**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.

Discussion followed regarding ways to communication with parents.

The Chair called for a vote. Recommendation **P#16/18 UNANIMOUSLY CARRIED**

### 3.4 Policy II-38 Educational Research - Surveys and Pilot Projects (L. Collimore)

Policy II-38 was reviewed. Amendments were noted.

**P#17/18**

**Moved by:** H. Karabela

**Seconded by:** S. Trites

**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.

Discussion followed regarding use of external researchers and access to students and schools.

**P#18/18****Moved by:** A. Quinn**Seconded by:** H. Karabela

**THAT**, the policy be amended to include, under Principles: *The Board requires the gathering of data for research purposes will be in keeping with the core values of the Catholic Church.*

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

Further discussion regarding the Administrative Procedure followed. Active consent and passive consent was clarified.

The chair returned to the main motion and called for a vote. Recommendation **P#17/18** was **DEFEATED**.

| In Favor     | Opposed     |
|--------------|-------------|
| A. Iantomasi | A. Danko    |
| J. Michael   | H. Karabela |
|              | S. Trites   |
|              | J. M. Rowe  |
|              | A. Quinn    |
|              |             |

The Policy will be brought back to an upcoming Policy Committee Meeting for further review.

**3.5 Policy II-41 School Uniform Dress Code – School Dress Code (T. Overholt)**

The Chair requested that the discussion focus on amendments made regarding consolidation and closure of schools and new schools.

It was noted that the amendment to RFP process has been included.

**P#19/18****Moved by:** A. Iantomasi**Seconded by:** J. Michael

**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.

Trustee Quinn proposed the following amendment that the line “elementary schools must use the board’s supplier” be removed from the policy.

A point of order was raised that the motion to amend was out of order.

Discussion ensued regarding the cancellation clauses in the contract with the uniform supplier.

The chair ruled the Point of Order was well taken, and the amendment was ruled out of order.

A. Danko recommended that the policy be brought back as a policy exception, not as an amendment.

The Chair called for a vote, A. Quinn requested a recorded vote. Recommendation **P#19/18 CARRIED**.

| In Favor     | Opposed  |
|--------------|----------|
| H. Karabela  | A. Danko |
| A. Iantomasi | A. Quinn |
| J. Michael   |          |
| S. Trites    |          |
| J. M. Rowe   |          |

**3.6 Policy V-05 School Accidents - Safety (T. Overholt, R. Ngoi)**

The recent Student Injury Prevention Initiative (SIPI) was noted and is reflected in the amendments to Policy V-05. A name change was recommended to reflect the amendments.

**P#20/18****Moved by:** A. Iantomasi**Seconded by:** S. Trites

**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.

The Chair called for a vote. Recommendation **P#20/18 UNANIMOUSLY CARRIED.**

**4. Discussion Items****4.1 Policy Committee Meeting in March 2018**

Following review of policy plan the Chair recommended a policy committee meeting to review new policies. Suggested dates were March 8, 2018 or March 22, 2018. Email will be sent to survey committee meeting and a date will be determined.

**5. Information Items****5.1 Administrative Procedure VI-17 International Students (Non-Resident - Visa Students) (T. Pinelli, R. Negoï, F. Thibeault)****5.2 NEW: Administrative Procedure VI-94 International Student Program - Agents of Fee Paying Students (T. Pinelli, R. Negoï, F. Thibeault)****5.3 Administrative Procedure VI-25 Educational Research (L. Collimore)****5.4 Administrative Procedure VI-21 OSBIE Online Incident Reporting (T. Overholt, R. Negoï)****5.5 Community Service Hours (C. McGillicuddy)**

C. McGillicuddy clarified the requirements of students to obtain their 40 hours of Community Service.

**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)**

The Policy Committee Work plan was shared with committee members.

**6. Miscellaneous Information**

There was no miscellaneous information.

**7. Correspondence**

There was no correspondence.

**8. In Camera****8.1 Minutes from the December 12, 2017 Policy Committee In-Camera Session****P#21/18****Moved by:** S. Trites**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee Meeting move to in camera at 8:14 p.m.

The meeting moved out of camera at 8:16 p.m.

**9. New Business**

There was no new business.

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

**P#22/18**

**Moved by:** A. Danko

**Seconded by:** A. Quinn

**That** *Trustee D. Rabenda be excused.*

**UNANIMOUSLY CARRIED**

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

**P#23/18**

**Moved by:** J. Michael

**Seconded by:** A. Iantomasi

**That** *the meeting adjourn.*

**UNANIMOUSLY CARRIED**

J. M. Rowe closed meeting with prayer at 8:18 p.m.

**ACTION REPORT**

**ITEM 3.1**

**POLICY II-26 MANAGING STUDENT RISK IN INTERSCHOOL SPORTS**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy II-26 Managing Student Risk In Interschool Sports*.

**COMMENTARY:**

*Policy II-26 Managing Student Risk in Interschool Sports Elementary and Secondary Schools* was developed to ensure the consistent protocols and guidelines were in place for the health and welfare of student athletes.

This policy has been updated and revised to specifically include current practices and requirements that all coaches/teachers must follow when schools are participating on interschool sports teams, such as:

- Interschool Sports Safety Guidelines;
- Completion of proper documentation prior to the first try-out;
- Awareness of medical/health conditions or any other physical limitation;
- Education and/or training for students prior to participating;
- Awareness of the process of monitoring environmental factors to determine appropriate action
- Attendance of at least one coach from each school at pre-season coaches meetings.

With the establishment of the Halton Catholic Athletic Association (HCAA), the policy was updated to replace the reference to the Halton Secondary School Athletic Association (HSSAA) with the HCAA.

The revised *Policy II-26 Managing Student Risk in Interschool Sports* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

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

Moved by:

Seconded by:

**THAT,** the Policy Committee recommends that *Policy II-26 Managing Student Risk in Interschool Sports*, be forwarded to the March 6, 2018 Regular Board Meeting for approval.



**REPORT PREPARED BY:**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**MANAGING STUDENT RISK IN INTERSCHOOL SPORTS  
ELEMENTARY AND SECONDARY SCHOOLS**

**POLICY No.:** II-26  
**DATE :** SEPTEMBER 1, 1989  
**AMENDED:** SEPTEMBER 24, 1991  
**AMENDED:** SEPTEMBER, 1993  
**AMENDED:** SEPTEMBER 30, 1997  
**AMENDED:** SEPTEMBER, 2000  
**AMENDED:** APRIL 15, 2008  
**AMENDED:** MARCH 24, 2015  
**AMENDED:**

**ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:** [Operating Policy II-31 Risk Management - First Aid](#)  
[Operating Policy II-39 Progressive Discipline & Safety in Schools Code of Conduct - Suspensions & Expulsions](#)  
[Operating Policy II-42 Medical Conditions](#)  
[Operating Policy V-05 School Accidents - Prevention and Safety](#)  
[Administrative Procedure VI-21 OSBIE Online Incident Reporting](#)  
[Administrative Procedure VI-39 Inclement Weather Safety](#)  
[Administrative Procedure VI-71 Concussion Protocol](#)  
[Administrative Procedure VI-74 Risk Management – First Aid](#)

**PURPOSE**

To provide ~~assiduous~~ thorough attention to the health and safety of student athletes participating in Halton Catholic District School Board sponsored and/or sanctioned interschool athletic activities.

**APPLICATION AND SCOPE**

This policy applies to all Board and school sponsored and/or sanctioned interschool athletic activities taking place on Board sites or on sites located outside the jurisdiction of the Board.

**REFERENCES**

HCDSB medical conditions

**PRINCIPLE**

- The Halton Catholic District School Board believes that the safety and well being of student athletes are of primary concern and recognizes that certain policies and procedures must be established and implemented by all instructors/coaches and participants in order to promote safe activities and a safe playing environment for the athletes.
- In accordance with the Education Act, the 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.

**REQUIREMENTS**

The following minimum standards for dealing with athletic risk management will be implemented:

- Adherence to the Halton Catholic District School Board Interschool Sports Safety Guidelines specifically:
  - Equipment
  - Clothing/Footwear

**MANAGING STUDENT RISK IN INTERSCHOOL SPORTS  
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**AMENDED:**
**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**
[Operating Policy II-31 Risk Management - First Aid](#)
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[Operating Policy II-42 Medical Conditions](#)
[Operating Policy V-05 School Accidents - Prevention and Safety](#)
[Administrative Procedure VI-21 OSBIE Online Incident Reporting](#)
[Administrative Procedure VI-39 Inclement Weather Safety](#)
[Administrative Procedure VI-71 Concussion Protocol](#)
[Administrative Procedure VI-74 Risk Management – First Aid](#)

- [Facilities](#)
- [Special Rules/Instructions](#)
- [Supervision](#)
- [Coaching Certification](#)

- Completion of appropriate (elementary or secondary) CONSENT TO PARTICIPATE AND MEDICAL INFORMATION FORM (which outlines potential injury risk) prior to the athlete's first practice try-out for each sport in which the student is a participant.
- Coaches shall have access to the completed Interschool Completed Consent To Participate and Medical Information Forms at all practices and competitions.
- Completion of an appropriate elementary or secondary RETURN TO PHYSICAL ACTIVITY NON-CONCUSSION MEDICAL ILLNESS/INJURY FORM where a student is returning to play after missing a practice or game due to an injury or illness requiring medical attention.
- Adherence to the Halton Catholic District School Board Medical Condition Policy and Concussion Protocols and Procedures.
- An appropriate means of communication on site, and a list of emergency contacts;
  - An appropriate means of transportation on site;
  - The availability of an appropriate first aid kit;
  - The identification of an IN-CHARGE PERSON, at all interschool athletic competitions, who will manage in the event of injury;
  - The in-charge person at all identified "**higher** risk activities" wherever they occur will be certified with a valid St. John Ambulance Standard First Aid certificate, or equivalent. The First Aid provider must be in attendance for the entire athletic event.
- Teachers/Coaches are to be aware of the medical/health conditions and physical limitations of their student athletes. This includes, but not limited to, knowledge of conditions such as heart disorders, asthma, diabetes, anaphylaxis, seizure disorder, and previous concussions.
- Teacher/Coaches must follow the appropriate HCDSB protocol based on the student athlete's medical/health condition, as well as student injury/suspected injury for the duration of the sporting event.the student athlete's medical condition.
- Prior to the instructor/coach teaching the skills of the activity, the instructor/coach will:
  - outline the possible risks of the activity (warnings of possible danger);
  - demonstrate how to minimize the risks;

**MANAGING STUDENT RISK IN INTERSCHOOL SPORTS  
ELEMENTARY AND SECONDARY SCHOOLS**

**POLICY No.:** II-26  
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**AMENDED:**

**ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:**

- [Operating Policy II-31 Risk Management - First Aid](#)
- [Operating Policy II-39 Progressive Discipline & Safety in Schools Code of Conduct - Suspensions & Expulsions](#)
- [Operating Policy II-42 Medical Conditions](#)
- [Operating Policy V-05 School Accidents - Prevention and Safety](#)
- [Administrative Procedure VI-21 OSBIE Online Incident Reporting](#)
- [Administrative Procedure VI-39 Inclement Weather Safety](#)
- [Administrative Procedure VI-71 Concussion Protocol](#)
- [Administrative Procedure VI-74 Risk Management – First Aid](#)

- set procedures and rules for safe practice of skills;
- adhere to the safety procedures, rules of safe play, and parameters located within the Halton Catholic District School Board **Interschool Sport** Safety Guidelines; and
- provide the appropriate supervision required by the activity.
- Concussion information: – Prior to participating in the activity students must receive Concussion Protocol information or training on the following:
  - the definition and the seriousness of a concussion of how to identify the signs and symptoms of a suspected concussion
  - the importance of reporting a suspected concussion to teacher/parents
  - prevention techniques for the activity
  - Students must not participate in the activity until this instruction has been received.
  -
- In activities requiring protective equipment, either supplied by the Board or by the individual participant, such equipment must meet the minimum safety standards as established by the Provincial Sport Governing Body and/or the ~~Halton Secondary School Athletic Association (HSSAA)~~ Halton Catholic Athletic Association (HCAA)/Golden Horseshoe Athletic Conference (GHAC)/Ontario Federation of School Athletic Associations' (OFSAA) playing regulations for the sport and confirmed by the coaching staff.
- Environmental factors (e.g. thunder and lightning, high winds, extreme temperatures and inclement weather) must be taken into consideration in terms of site appropriateness and/or cancellation/postponement.
- Each season, at least one coach from each school must attend (HCAA and Elementary) Coaches meetings to obtain important information about the upcoming season and safety updates.
- The Halton Catholic District School Board provides opportunities for instructors/coaches to participate actively in Coaching Clinics and First Aid Programs in adherence to the Halton Catholic District School Board Out of Classroom Safety Guidelines.
- Provisions must be made for health care insurance, Extended Blue Cross or equivalent, for each participant involved in athletic activities which occur out of province/country.

**MANAGING STUDENT RISK IN INTERSCHOOL SPORTS  
ELEMENTARY AND SECONDARY SCHOOLS****POLICY No.: II-26****DATE :** SEPTEMBER 1, 1989**AMENDED:** SEPTEMBER 24, 1991**AMENDED:** SEPTEMBER, 1993**AMENDED:** SEPTEMBER 30, 1997**AMENDED:** SEPTEMBER, 2000**AMENDED:** APRIL 15, 2008**AMENDED:** MARCH 24, 2015**AMENDED:****ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**[Operating Policy II-31 Risk Management - First Aid](#)[Operating Policy II-39 Progressive Discipline & Safety in Schools Code of Conduct - Suspensions & Expulsions](#)[Operating Policy II-42 Medical Conditions](#)[Operating Policy V-05 School Accidents - Prevention and Safety](#)[Administrative Procedure VI-21 OSBIE Online Incident Reporting](#)[Administrative Procedure VI-39 Inclement Weather Safety](#)[Administrative Procedure VI-71 Concussion Protocol](#)[Administrative Procedure VI-74 Risk Management – First Aid](#)

- 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 & Safety in Schools Code of Conduct - Suspensions & Expulsions* ~~“Progressive Discipline and Safety in Schools.”~~
- Secondary school athletics follow procedures outlined by the [Halton Catholic Athletic Association \(HCAA\)](#) ~~Halton Secondary School Athletic Association (HSSAA)~~.
- Elementary school athletics follow procedure outlined in the Elementary Interschool Guideline Handbook.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: ~~Board Members, Administration, Principals & Staff~~Authorized by: .....  
Chair of the Board

**ACTION REPORT**

**ITEM 3.2**

**POLICY II-28 ALCOHOL, TOBACCO AND DRUG EDUCATION IN SCHOOLS**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy II-28 Alcohol, Tobacco and Drug Education in Schools*.

**COMMENTARY:**

This policy provides information on the delivery of education of Alcohol, Tobacco and Drugs for our students.

Minor amendments have been recommended to the policy, specifically, the inclusion of electronic cigarettes, the addition of references as well as up to date wording of a referenced policy.

The amended *Policy II-28 Alcohol, Tobacco and Drug Education in Schools* 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 II-28 Alcohol, Tobacco and drug Education in Schools*, be forwarded, along with amendments, to the March 6, 2018 Regular Board Meeting for approval.

**REPORT PREPARED BY:**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**ALCOHOL, TOBACCO AND DRUG EDUCATION AND ABUSE  
IN SCHOOLS**

**POLICY No.:** II-28  
**DATE :** FEBRUARY 18, 1992  
**AMENDED:** JUNE 1994  
**AMENDED:** JUNE 5, 2007  
**AMENDED:** APRIL 15, 2008  
**AMENDED:** MAY 19, 2015  
**AMENDED:**

**ASSOCIATED OPERATING POLICIES & ADMINISTRATIVE PROCEDURES:** [Operating Policy II-39 Progressive Discipline and Safety in Schools - Code of Conduct – Suspensions and Expulsions](#)  
[Operating Policy I-14 Smoking Ban](#)  
[Administrative Procedure VI-44 Progressive Discipline and Safety in Schools](#)

**PURPOSE**

The Halton Catholic District School Board has an interest in the social, personal, legal, spiritual and healthy well-being of its students. It recognizes that the consumption of alcohol, tobacco (which includes electronic cigarettes), and drugs can impair an individual student's well-being and can also interfere with their ability to learn and to function in society. In addition, the Board acknowledges that student alcohol, tobacco, and drug use, either on its property or at its events, interferes with the legitimate academic and extra-curricular interests of other students and staff.

**APPLICATION AND SCOPE**

This policy applies to all students of the Halton Catholic District School Board on school property, at school or board authorized activities, while using school authorized transportation services or in other venues or locations where an inappropriate act is considered by the principal to be detrimental to the moral tone, physical or mental well being of the school.

**REFERENCES**

~~Refer to Halton Catholic District School Board Policy II-39 Progressive Discipline and Safety in Schools and Administrative Procedure VI-44 Progressive Discipline and Safety in Schools.~~

- [Smoke-Free Act](#)
- [Making Healthier Choices Act](#)
- [Electronic Cigarettes Act](#)
- [Canadian Centre on Substance Abuse](#)
- [About Marijuana](#)
- [Health risks of marijuana use](#)
- [How does marijuana affect health?](#)

**PRINCIPLES**

1. The Halton Catholic District School Board will take proactive measures to educate students about the potential negative impacts of alcohol, tobacco and drugs on their social, personal, legal, spiritual and healthy well-being.
2. Appropriate training for Board personnel will continue to be provided as necessary so that they may have the knowledge and the skills to promote healthy lifestyles;
3. Preventative Drug Education Programs and counselling will be provided to students concerning their decisions about alcohol, tobacco and drug use;
4. Community partnerships will be encouraged in order to achieve a collaborative approach to alcohol, tobacco and drug education and intervention;

**ALCOHOL, TOBACCO AND DRUG EDUCATION AND ABUSE  
IN SCHOOLS**

**POLICY No.:** II-28  
**DATE :** FEBRUARY 18, 1992  
**AMENDED:** JUNE 1994  
**AMENDED:** JUNE 5, 2007  
**AMENDED:** APRIL 15, 2008  
**AMENDED:** MAY 19, 2015  
**AMENDED:**

**ASSOCIATED** [Operating Policy II-39 Progressive Discipline and Safety in Schools - Code of Conduct –](#)  
**OPERATING POLICIES &** [Suspensions and Expulsions](#)  
**ADMINISTRATIVE** [Operating Policy I-14 Smoking Ban](#)  
**PROCEDURES:** [Administrative Procedure VI-44 Progressive Discipline and Safety in Schools](#)

5. The possession of alcohol or drugs, or the use of alcohol, tobacco or drugs on school property, at school or board authorized activities, while using school authorized transportation services or in other venues or locations where an inappropriate act is considered by the principal to be detrimental to the moral tone, physical or mental well being of the school, will not be tolerated;
6. Consequences for tobacco, alcohol and drug infractions will be provided according to the Safe Schools Act and Board Code of Conduct. The application 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 – Code of Conduct – Suspensions and Expulsions*.
7. Students with tobacco, alcohol and/or drug problems shall be considered for referral, in consultation with parents where appropriate, to appropriate community agencies.
8. During the first term/semester, the Principal shall inform all students and parents/guardians of the Board's Alcohol, Tobacco and Drug Education and Abuse in Schools Policy, including its preventive procedures as well as its intervention and disciplinary procedures.

APPROVED: Regular Meeting of the Board

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



**ACTION REPORT**

**ITEM 3.3**

**POLICY III-01 GRIEVANCE PROCEDURES - NON-UNIONIZED EMPLOYEE GROUP MEMBERS**

**PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy III-01 Grievance Procedures - Non-Unionized Employee Group Members*.

**COMMENTARY:**

Human Resources Services management staff have reviewed *Policy III-01 Grievance Procedures - Non-Unionized Employee Group Members*.

Changes to the Policy include minor grammatical changes, the addition of an Application and Scope and Principles

The revised *Policy III-01 Grievance Procedures - Non-Unionized Employee Group Members* is attached for review and consideration by the Policy Committee.

**RECOMMENDATION:**

*Moved by:*

*Seconded by:*

***THAT***, the Policy Committee recommends that *Policy III-1 -Grievance Procedures Non-Unionized Employee Group Members* be forwarded to March 6, 2018 Regular Board Meeting for approval.

**REPORT PREPARED & SUBMITTED BY:**

J. O'HARA,  
EXECUTIVE OFFICER, HUMAN RESOURCES

**REPORT APPROVED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**GRIEVANCE PROCEDURES –  
NON-UNIONIZED EMPLOYEE GROUP MEMBERS**

**POLICY No.:** III-01  
**DATE :** MAY 16, 1972  
**AMENDED:** JULY 30, 1991  
**AMENDED:** FEBRUARY 5, 2008  
**AMENDED:**

**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:****PURPOSE**

It is the policy of the Board to promote good Human Resources practices and one of these is to ensure that all legitimate complaints and grievances are brought to the attention of the ~~griever's~~ ~~grievor's~~ ~~supervisor~~ ~~superior~~ and/or higher levels of organization so that action, if possible, can be taken to correct the problem. The Board also recognizes that good Human Resources practices dictate that the person's immediate supervisor should, ~~out of common courtesy~~, be given the opportunity to address/correct the complaint before it is carried to higher authorities.

**APPLICATION AND SCOPE**

This Policy applies to all Halton Catholic District School Board non-unionized employees.

**PRINCIPLES**

- The HCDSB recognizes that our school communicates exists to foster and exemplify Catholic values centred on the person of Jesus Christ
  - The HCDSB is committed to providing a safe and welcoming working environment in which all employees are treated with dignity and respect
- The HCDSB values collaborative, open communication between all staff

**REQUIREMENTS**

A complaint must first be mentioned verbally to the individual's immediate ~~supervisor~~ ~~superior~~. If the ~~supervisor~~ ~~superior~~ involved is unable or unwilling to find a solution to the legitimate problem after one week, the ~~griever~~ ~~grievor~~ may forward the complaint to the next level up in the organization, and continue until resolution.

Employees who bring complaints/concerns directly to a Superintendent and/or the Director will be redirected to their immediate ~~supervisor~~ ~~superior~~ whenever appropriate.

Employees who work under the terms of a Collective Agreement will follow the procedures outlined in the Agreement.

APPROVED: Regular Meeting of the Board

~~DISTRIBUTION: Board Members, Administration, Principals & Staff~~

**OPERATING POLICY****HALTON CATHOLIC DISTRICT SCHOOL BOARD****GRIEVANCE PROCEDURES –  
NON-UNIONIZED EMPLOYEE GROUP MEMBERS**

**POLICY No.:** **III-01**  
**DATE :** MAY 16, 1972  
**AMENDED:** JULY 30, 1991  
**AMENDED:** FEBRUARY 5, 2008  
**AMENDED:**

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**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

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

**ACTION REPORT****ITEM 3.4****POLICY III-09 HUMAN IMMUNODEFICIENCY VIRUS (HIV)****PURPOSE:**

To provide for the consideration of the Policy Committee that *Policy III-09 Human Immunodeficiency Virus (HIV)* be rescinded.

**COMMENTARY:**

*Policy III-09 Human Immunodeficiency Virus (HIV)* was created in February 1994 and this is the first time it has been reviewed. Since that time, there has been tremendous advancement in research, knowledge, understanding and treatment of this infection.

Human Immunodeficiency Virus (HIV) is an infection and a long term chronic condition. It is not a reportable disease, however, it is a virus that can lead to a condition called Acquired Immunodeficiency Syndrome (AIDS). AIDS is a reportable disease for the Halton Region Health Department.

The Halton Catholic District School Board recognizes that, at times, students and staff do contract illnesses and diseases. Staff of HCDSB also recognize that each individual has specific rights and privacy related to their personal health. A process is currently in place where specific diseases are required to be reported to the Halton Region Health Department, who in turn would provide school administrators with the appropriate course of action that would be required if needed.

The current policy speaks about the rights of employees, students and parents. As with any health condition or disability, the rights of an individual would be protected under various legislations and Human Rights.

The *Personal Health Information Protection Act* was enacted in 2002, eight years after this policy was created, and has been amended annually. Public health is the agency that collects this type of medical information. The Board must know a student has a communicable disease such as HIV, TB, etc., however, we do not have right to limit or treat a student differently and/or discriminate against a student because a student has a communicable disease.

The same applies to staff members who have a communicable disease.

It is recommended that this policy be rescinded as the content of the policy is redundant based on legislation that employers and workplaces must already comply with as well, a process is in place with the Halton Region Health Department that captures reportable diseases with appropriate communication taking place to ensure the safety and health of all individuals.

**RECOMMENDATION:**

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

Moved by:  
Seconded by:

**THAT**, the Policy Committee recommends that *Policy III-09 Human Immunodeficiency Virus (HIV)* be forwarded to the March 6, 2018, Regular Board Meeting to be rescinded.

**REPORT PREPARED BY:**

T. OVERHOLT  
SUPERINTENDENT OF EDUCATION

**REPORT SUBMITTED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**SUBJECT: HUMAN IMMUNODEFICIENCY VIRUS (HIV) INCLUDING  
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY AND  
PROCEDURES**

**POLICY NO.: III - 9 (C)**

**DATE: February 22, 1994**

**AMENDED:**

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**POLICY STATEMENT:**

**WHEREAS** the Halton Roman Catholic School Board

- recognizes that pupils infected with Human Immunodeficiency Virus (HIV/AIDS) have the right to education
- recognizes the need to give assiduous attention to the health and safety of all staff and students within the Board's jurisdiction;
- recognizes that the identity of a student or staff member with HIV/AIDS infection is a confidential matter;
- recognizes that a staff member infected with HIV/AIDS infection has the right not to be discriminated against pursuant to the Ontario Human Rights Code.

**THEREFORE STUDENTS WITH HIV/AIDS:**

- shall have the right to attend their regular classes, subject to the following;
- shall have their identity protected.

**ALTERNATIVE INSTRUCTION FOR STUDENTS WITH HIV/AIDS:**

- Where the physical condition or behaviour of a student infected with HIV/AIDS poses a health risk to students and/or staff, as identified by the Medical Officer of Health, alternative instruction shall be provided.
- Decisions regarding alternative instruction shall be made on a case-by-case basis with appropriate Board officials in consultation with the Medical Officer of Health.

**STAFF WITH HIV/AIDS:**

- The identity of a staff member with HIV/AIDS shall be protected.
- A staff member with HIV/AIDS shall have the right to employment.
- Where a staff member with an HIV/AIDS - related illness can no longer perform their duties, full access to sick leave, long-term disability and medical benefits shall be in accordance with the Sick Leave Policy.

**DEFINITION AND CARRIAGE OF AIDS AND HIV INFECTION:** *Prepared by the Halton Regional Health Department, July 1993*

- AIDS stands for Acquired Immune Deficiency Syndrome. AIDS is caused by a virus called HIV (Human Immunodeficiency Virus) which
- attacks and seriously disrupts the body's immune system. Without the protection of their immune system, people with AIDS can develop life-threatening infections and cancers.
- A person may be infected with HIV and remain perfectly healthy for many years. This is because the virus can lie dormant for long periods of time and then become active. Some people with HIV have gone for more than ten years without developing AIDS. It is possible that some people with HIV infection will never develop AIDS. As the virus weakens the immune system, a person with HIV may experience a variety of symptoms. Eventually, the immune system may become severely damaged and the person may begin to experience the signs and symptoms which lead doctors to make a diagnosis of AIDS. As treatment methods improve, HIV infection is becoming a long-term or chronic illness.
- It is part of the nature of HIV infection and AIDS that a person can experience periods of illness followed by periods when the person is relatively healthy. Most people with HIV infection are perfectly able to carry on with normal activities, including work. Many individuals diagnosed with AIDS are fully capable of working.
- HIV is a fragile virus. It survives only a short time outside the human body, where common disinfectant such as **alcohol or bleach will destroy the virus. HIV is difficult to spread.** It has been transmitted in very specific ways:
  1. through unprotected sexual intercourse with a person who is infected;
  2. by sharing needles or syringes with an infected person;
  3. from an infected woman to her infant in the womb or during the birth process;
  4. through transfusions or injections of infected blood or blood products.

- Since November 1985, all blood donations are being screened, and all blood products are being treated, so it is very unlikely HIV could spread in this fashion today.
- HIV **cannot** be transmitted in the course of the usual, interpersonal contact occurring in the workplace. Nor can it be transmitted by casual contact with an infected person, through insect bites, by handling food prepared by an infected person, by swimming in the same pool as an infected person, by donating blood, by embracing an infected person, etc.
- An individual infected with HIV is often referred to as being HIV+ or seropositive.

### **PROCEDURES:**

The Halton Roman Catholic School Board, with the assistance of the Medical Officer of Health, will respond to the presence of any reportable communicable disease in staff or students under the following guidelines in accordance with:

- The Education Act 1993; Section 265, Subsection (K); Section 266, Subsection (2.1)
- Health Protection and Promotion Act, 1983; Section 28; Section 38
- Freedom of Information and Individual Privacy in Municipalities and Local Boards Act, 1992
- Occupational Health and Safety Act, Revised 1993
- Any other relevant requirement (as determined)

### **DISCLOSURE:**

**1.1** No staff person, no adult student and no parent(s)/guardian of a student (minor) on behalf of the student is required to disclose the fact to anyone that he/she has or may have tested positive to the HIV virus or that he/she has any stage of HIV/AIDS.

**1.2** All persons in the employ of the Board must maintain strict confidentiality with reference to any knowledge or opinion regarding the presence of HIV/AIDS in a student or staff member.

### **REPORTING:**

With respect to a student, a staff member and any other person in a school.

**2.1** The principal of a school who has reason to suspect the existence of any reportable communicable disease shall promptly report to the Medical Officer of Health.

**2.2** The principal shall upon request by the Medical Officer of Health give identifying information which include name, address, telephone number, and in the case of a student (minor), name of parent(s)/guardian.

**2.3** The principal shall promptly report to the Board through the appropriate Superintendent of School Services.

**2.4** With respect to the obligation to report to the Board of Trustees, only the use of non-identifying information shall be transmitted subject to the provisions of the Education Act, 1993 or as amended.

**2.3** The principal shall promptly report to the Board through the appropriate Superintendent of School Services.

**2.4** With respect to the obligation to report to the Board of Trustees, only the use of non-identifying information shall be transmitted subject to the provisions of the Education Act, 1993 or as amended.

#### **RESPONSE OF AND TO THE MEDICAL OFFICER OF HEALTH:**

It is recognized in these guidelines that the Medical Officer of Health has a key role to play and that the Board and its officials will co-operate fully with him/her in the discharge of his/her duties as required in the Acts and Regulations.

**3.1** The Medical Officer of Health may or may not know of the presence of HIV/AIDS in any staff member or pupil because of options in reporting procedures for this disease.

**3.2** According to the Health Protection and Promotion Act, the Medical Officer of Health has considerable responsibility to investigate and act to reduce or eliminate the risk to health. This includes the giving of such orders to the school board, the school, the principal or others within the school system, parent(s)/guardian of one or more students, or any one else described in that order to accomplish his/her mandate.

**3.3** Except as to communication of information necessary to carry out his/her duties, it is not expected that the Medical Officer of Health will confirm to any person within or outside the school system, the presence of HIV/AIDS in any staff person or student, except as otherwise provided by law.

#### **CONFIDENTIALITY AND PRIVACY:**

It is the intention of this policy and these guidelines to recognize the right of the person with any reportable communicable disease to privacy and confidentiality except as specifically required by Statute, Regulations or this Policy.



**4.1** In general, only persons who cannot safely discharge the duties of the office they hold have a right to know when HIV/AIDS is present.

**4.2** In the absence of particular duties or laws requiring their knowledge, pupils, Board employees, supervisory officers, parent(s)/guardian and the public at large have no need nor right to know of the presence of HIV/AIDS in a staff person or in a student.

**4.3** Except to the extent that a report required to be made under the Education Act, 1993 (Section 265, Subsection K) or as amended, is brought before them, or the information is necessary for them to carry their duties and responsibilities, trustees have no need nor right to know of the presence of HIV/AIDS in a student or a staff member.

### **RIGHTS OF EMPLOYEES:**

Except as to the action taken by the Medical Officer of Health with respect to his/her mandate, and except for the normal duties and rights of the Board with respect to any employee's ability to perform his/her duties, the employee with HIV/AIDS has the right to expect fair treatment which includes privacy, confidentiality and support from the Board and its employees.

**5.1** The staff person has the right to expect that all reasonable accommodations and/or alternatives to the current work environment will be explored and attempted as long as the person wishes to work and is able to work.

**5.2** The staff person with HIV/AIDS continues to have the right to all of the benefit plans that are available to the group of which the person is a part and in which the employee is enrolled.

**5.3** The staff person with HIV/AIDS has the right to expect that his/her condition will be kept strictly confidential except if he/she chooses to divulge it and discuss it.

**5.4** The staff person with HIV/AIDS shall be accorded to all the support and pastoral care which the Board can offer.

**5.5** The Board will give assiduous attention to the health and safety of employees and students within the system, in compliance with the Education Act, 1993, Section 265, Subsection (J) or as amended.

### **RIGHTS OF STUDENTS AND PARENTS:**

Except as to the action taken by the Medical Officer of Health with respect to his/her mandate, and except for the duties of the Board with respect to a student's rights to attend school, the student and his/her parent(s)/guardian have the right to expect fair treatment which includes the right to privacy, confidentiality and support from the Board and its employees. Except as provided otherwise by this Policy, no student will be excluded from attendance at school merely because he/she has HIV/AIDS.

**6.1** The student has the right to continue to attend school on a full-time basis if he/she wishes to do so except when, if ever:

- he/she, in the case of an adult student, or his/her parent(s)/guardian, in the case of a student (minor) request alternative instruction. This will be provided as far as it is within the Board's power to provide;
- in the opinion of the appropriate Board personnel in consultation with the Medical Officer of Health and with other appropriate persons, the degree of illness makes it impossible or highly unlikely that the student is able to continue to attend school. In that event, alternatives will be offered to provide an education to the student;
- the risk to the student with HIV/AIDS or to others, as determined by the Medical Officer of Health requires modification of the school environment, including the provision of Home Instruction for the student with HIV/AIDS.

**6.2** The Board will endeavour to provide appropriate support and pastoral care.

**6.3** The Board will give assiduous attention to the health and safety of employees and students within the system, in compliance with the Occupational Health and Safety Act, (Revised 1993), and any other legal obligation.

**6.4** No person has the right to demand that a person with HIV/AIDS be withdrawn from the classroom or other work environment, except as otherwise provided by this Policy.

## **EDUCATION:**

**7.1** School principals shall be responsible for initiating staff awareness and for implementing Board Policy and Procedures.

**7.2** School principals shall be responsible for initiating awareness of the Catholic Church teaching regarding HIV/AIDS. (Appendix 1 and 2).

**7.3** School principal shall be responsible for ensuring that the Institute of Catholic Education Program (I.C.E.), Aids Education as approved by the Ontario Conference of Catholic Bishops is implemented in Grade 8 and 9 classrooms. (Appendix 3).

**7.4** The principal shall maintain an HIV/AIDS resource file and inform all staff of its contents and location.

**7.5** Universal Blood and Body Fluid Precautions and First Aid Procedures shall be posted and implemented in all schools as standard health practices for all staff members. (Appendix 4).

**INFORMATION RESOURCE: Health Line Halton 825-6060**

**APPROVED:** Regular Meeting of the Board, February 22, 1994

**DISTRIBUTION:** Board Members, Administrative Staff, Principals, Teachers, Association of Professional Student Services Personnel, Staff.

**AUTHORIZED BY:** Chair of the Board - I. McCauley

RESCIND

**PURPOSE**

The Halton Catholic District School Board believes that a performance appraisal process for the Director of Education, provides a forum for constructive dialogue and exchange of information between the Director and the Board of Trustees, further that such process is an opportunity for both the Board and the Director to clarify expectations and goals, to review past accomplishments, and to agree on needs and priorities of the system. The end result provides clear objectives for the coming year.

**APPLICATION AND SCOPE**

This policy applies to the Director of Education and the elected trustees at the Halton Catholic District School Board, and sets a process to be undertaken on an annual basis.

**PRINCIPLES**

The Halton Catholic District School Board shall adopt a program of performance appraisal which:

1. Is consistent with the Mission and beliefs of the Halton Catholic District School Board.
2. Builds upon and improves the Director of Education's performance by establishing a formal process and mechanism by which to provide feedback and to discuss and monitor expectations and standards of performance.
3. Sets measurable goals, objectives and directions for the Director that directly relate to the Board's Mission and Strategic Plan
4. Ensures that the Halton Catholic District School Board's expectations and priorities are being effectively addressed by the Director.
5. Is completed annually by the Board of Trustees with all trustees participating in the evaluation process.
6. Provides for professional growth of the Director and ensures accountability.
7. Shall be based on duties as assigned in provincial statutes, regulations, policies and guidelines for the position of Director of Education.
8. Is led by the Chair of the Board.

**REQUIREMENTS**

1. The annual performance review for the Director of Education shall be initiated by the Chair of the Board in April.
2. The Director will submit a report which reviews activities and accomplishments for the year, to the Chair of the Board who will forward it to the trustees.
3. The Chair will meet with the Director to review the appraisal process for the coming year, including a review of previous years' goals and identify goals for the next year.
4. The Executive Assistant will circulate, to trustees, all forms, the Director's Report and a summary of the process. Trustees will be asked to complete the survey (*Appendix A*) and return it to the Chair at the April Board Meeting.
5. The Chair and Vice-Chair of the Board shall review the data collected and the Chair and the Vice-Chair shall prepare a written appraisal report based on the data collected. This appraisal report will be reviewed by the trustees and then submitted to the Director of Education by May 31 each year.
6. The Director of Education shall then respond and the appraisal report and Director's response shall be received by the Board for review, approval and disposition by the final Board meeting in June.
7. The Director shall file an annual report identifying areas of focus for attention for the upcoming school year at the September Board meeting. The report shall consider any recommendations arising out of the appraisal report and the Director's response from the previous school year.
8. The appraisal report and response of the Director shall be filed in the office of the Chair, with a copy provided to the Director of Education.

DISTRIBUTION: Board of Trustees, Administration, Principals and Staff

AUTHORIZED BY .....  
Chair of the Board

## Halton Catholic District School Board

## PERFORMANCE APPRAISAL DIRECTOR OF EDUCATION

**TIME PERIOD:**


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This form is designed to obtain your perceptions of the performance of our Director for the above mentioned time period. Your personal opinions and observations are important, so please respond candidly to each item. Your responses will remain anonymous. A summary of all the responses will be compiled for all the trustees.

As you read through the following list, circle the appropriate number

- (1) Does not meet expectations
- (2) Meets expectations
- (3) Exceeds expectations
- (4) Unknown

and submit any additional comments in the space provided.

**1. Catholic Leadership**

- Promotes and integrates Gospel values throughout the system
- Leads prayer and liturgy at meetings
- Articulates Catholic values to community
- Demonstrates a strong understanding of and maintains a positive working relationship with the deaneries and related parishes

- (1) Does not meet expectations
- (2) Meets expectations
- (3) Exceeds expectations
- (4) Unknown

Comments:

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## 2. Cultural Leadership

- Builds commitment to Board's Mission, beliefs and strategic commitments
- Maintains culture of respect through the system
- Creates a focus on education excellence

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## 3. Communications

- Provides written and verbal reports to the Board of Trustees
- Regularly corresponds to the system
- Responds to media/general correspondence
- Responds to inquiries in a timely fashion
- Provides timely information on Ministry initiatives that may affect the system
- Maintains open and meaningful communication with the Board

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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#### 4. Staff Relations

- Builds respectful relationships with employee groups
- Takes a problem-solving approach to issues
- Creates a culture of learning that allows staff to engage in continuous learning
- Is recognized as a professional leader
- Seen as approachable and a builder of relationships with trustees, staff and community
- Integrates feedback for trustees, staff and the community into positive action
- Creates atmosphere of trust and collaboration when working with trustees, staff and community

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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#### 5. Community and Public Relations

- Represents the Board in a positive and professional manner
- Strengthens inter-board cooperation
- Enhances the system profile

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## 6. Vision of System: Present and Future

- Articulates and promotes Mission and beliefs of system
- Understand system design and change process
- Articulates how system and school planning need to align and support system mission and the Board's strategic commitments

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## 7. General System Leadership

- Leads by example – is seen as instructional leader
- Takes forward thinking approach to anticipate change
- Inspires confidence in the system
- Interprets and communicates policy, procedures, legislation and regulations to others (staff and trustees) to increase understanding all
- Maintains a clear and consistent sense of direction
- Handles tough situations well and manages difficult personnel issues successfully

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## 8. Organizational Leadership

- Deals directly with difficult issues
- Defines clearly issues/problems
- Takes problem-solving approach/involves others in discussions
- Provides clear roles and high expectations for senior staff

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## 9. Fiscal Leadership

- Ensures that budget planning process reflects accountability, planning and economic political realities
- Ensures budget allocations reflect articulated goals of system are department/planning process
- Ensures financial management of the Board is consistent with legal and Ministry requirements

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## 10. Personal and Professional Attributes

- Participates in professional peer organizations and is active
- Demonstrates ethical principles in management activities
- Demonstrates professional attitudes and attributes

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

(4) Unknown

Comments:

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## SUMMARY OF BOARD RESPONSE:

After Board members have reviewed and discussed the Director of Education's report, the Chair and Vice Chair will summarize the points by completing this form.

The Director of Education does a competent job in these areas:

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The Director of Education could develop in these areas:

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Summary Statement:

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Comments from the Director of Education:

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Signature of Chair:

Date:

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Signature of Director of Education

Date:

***The Director of Education's signature merely indicates that the completed form has been read and does not necessarily imply agreement with the performance evaluation.***

***A copy of this document will be placed in the Director of Education's personnel file.***