

**POLICY COMMITTEE MEETING  
AGENDA**

Date: Tuesday, May 8, 2018  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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5.2.5.2	Administrative Procedure VI-48 Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals (PPM 149)	
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10.	<b>Motion to Excuse Absent Committee Members</b>	
11.	<b>Motion to Adjourn/ Closing Prayer (J. Michael)</b>	

## **POLICY COMMITTEE MEETING MINUTES**

Date: April 10, 2018  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

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

Regrets:

Staff Present: P. Dawson, Director of Education  
T. Overholt, Superintendent of Education, School Services  
C. Cipriano, Superintendent of Education, School Services  
L. Collimore, Chief Officer, Research and Development  
R. Merrick, Superintendent, Facility Management Services  
C. McGillicuddy, Superintendent of Education, School Services  
R. Negoï, Superintendent, Business Services  
J. O'Hara, Executive Officer, Human Resources  
T. Pinelli, Superintendent of Education, School Services  
A. Prkacin, Superintendent of Education, Curriculum Services  
A. Swinden, Administrator, Strategic Communications  
S. Saevil, Indigenous Education Advisor

Also Present:

Recording Secretary: J. Neuman

### **1. Call to Order**

#### **1.1 Opening Prayer (A. Iantomasi)**

The meeting began at 7:00 p.m. with a prayer led by A. Iantomasi

### **2. Approvals**

#### **2.1 Approval of Agenda**

**P#31/18**

**Moved by:** J. Michael

**Seconded by:** S. Trites

**THAT**, the agenda be approved

**CARRIED**

#### **2.2 Approval of Minutes**

**P#32/18**

**Moved by:** A. Iantomasi

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

**THAT**, the minutes of the Policy Committee Meeting held on Feb 27, 2018 be approved, as submitted.

**CARRIED**

### **3. Action Items**

#### **3.1 Policy V-04 School Fundraising Activities (T. Overholt)**

**P#33/18**

**Moved by:** S. Trites

**Seconded by:** A. Iantomasi

**THAT,** the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and that the solicited views be presented in a staff report for discussion at a future board meeting.

Policy V-04 was reviewed. Amendments were made specific to Resolution #61/18 and Resolution #91/18 As Amended. Language and definitions were added to clarify the intent of the policy to ensure the resolution is clearly defined within.

Changes to Administrative Procedure VI-59 School Fundraising Activities were also noted.

The following amendment to the policy was moved by A. Iantomasi and seconded by D. Rabenda, that the words “abortion related” be inserted prior to every reference of embryonic stem cell research in the policy

Chair called for a vote and the amendment was *DEFEATED*.

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

Discussion ensued regarding the Stakeholder consultation process.

The following references will be added to the policy: Resolution #61/18; Education Act; Education Act Fundraising Regulation 612 Guidelines.

Discussion ensued, and the following amendment to the policy was moved by H. Karabela and seconded by A. Quinn, that, in the first bullet of the Principles section, the words “sanctity of life as a Catholic value embraced the school community” be replaced with “the truth that human life is sacred from the moment of conception until natural death as a principle tenet of the Catholic faith”.

The Chair called for a vote and the amendment *UNANIMOUSLY CARRIED*.

The following amendment to the policy was moved by H. Karabela and seconded by S. Trites that the following changes be made in the first bullet of the Requirements section:

School and/or board fundraising efforts shall not be ~~directed to~~ *provided or facilitated* for any registered charity and non profit (including subsidiaries, affiliates and associates ) ~~where the donation will~~ whose activities support advocacy, programs, financing or material support for abortion, contraception, sterilization, euthanasia, or human embryonic stem cell research.

The Chair called for a vote and the amendment *CARRIED*.

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

It was noted that the wording in the recommendation was updated to include Resolution #91/18 As Amended.

**P#33/18 (Amendment - 1)**

**Moved by:** D. Rabenda

**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting.

Discussion ensued regarding stakeholder feedback submission date.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 1) UNANIMOUSLY CARRIED.**

**P#33/18 (Amendment - 2)**

**Moved by:** A. Iantomasi

**Seconded by:** D. Rabenda

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018, and that the solicited views be presented in a staff report to then go back to a newly created ad hoc committee comprised of trustees, stakeholders and staff for discussion at a future board meeting.

The Chair called for a vote. Recommendation **#33/18 (Amendment -2) was DEFEATED**

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

Discussion ensued and the following amendment to the policy was moved by A. Danko and seconded by S. Trites, that a section be added to the Policy titled Transparency and Public Participation and include:

1. The Director of Education will publish a list of approved charities and non-profits on the HCDSB website as a sign of the school board's commitment to the social good and charitable activities by June 1, 2018;
2. The Director of Education will publish on the HCDSB website, in a clear and organized fashion, all documents discovered during research by staff which prove the charity's or non-profit's compliance with Resolution #61/18.
3. The Director of Education will publish on the HCDSB website, in a clear and organized fashion, all documents discovered by staff in relation to Resolution #61/18 which may undermine the approval of any approved charities or non-profits;
4. The staff doing the research must not simply rely on written statements of a charity's or non-profit's compliance with Resolution #61/18 mentioned above, but must make an effort to find, review and publish on the HCDSB website all materials associated with the charity or non-profit on their website or any other website which relates to the charity's or non-profit's support for or against the organization's commitment to any funding or public support for abortion, euthanasia, sterilization, contraception or embryonic stem cell research.
5. The Director of Education must have an open, public and transparent process for the public to submit new research which may contradict or support the position of any approved or non-approved charity or non-profit.
6. The Director of Education will immediately encourage and ensure all approved charities are fully supported by the rest of the administration, and in no way shall students or staff be dissuaded from on-going or new fundraising activities for charities or non-profits which have been approved.

7. After June 1, 2018 all additional charities and non-profits will be approved within 60 days of application for approval. Any delay in approval must be due to on-going investigation of documents found during research but must be resolved within 90 days of application for approval. A non-approved organization cannot be fundraised for using the resources of the HCDSB.
8. Any charity or non-profit which continues to directly or indirectly support the activities mentioned in Resolution #61/18 may never, under any circumstances, be entered into a financial relationship with the HCDSB;
9. Any charity or non-profit which in the past has directly or indirectly publicly supported the activities mentioned in Resolution #61/18, but pledges to not do so again, must not have done so for at least 5 years before it is approved; further, it must prove it has not done so for at least 5 years before it is approved.
10. The Director of Education will publish on the HCDSB website:
  - A) a list of all charities which the HCDSB has fundraised for in the last 3 years (2015, 2016, 2017), by June 1, 2018;
  - B) the amounts raised for each charity, by year, over the last 3 years by June 1, 2018;
  - C) every year, starting in 2018, a list of all charities and non-profits, and the total amount raised for each organization, on or by June 29.

Discussion ensued regarding the amendment, implementation and Reg. 612/00 sec. 21.

The Chair called for a vote and the amendment *CARRIED*.

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

**Recommendation P#33/18 (Amendment - 3)**

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

**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting, and that these changes will take effect on Sept. 1, 2018.

Questions regarding the amendment were asked and answered.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 3) CARRIED**

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

Questions regarding charities and non-profit organizations definitions were asked and answered. It was noted that the definitions were included to ensure there is no confusion.

**P#34/18 Motion to Reconsider****Moved by:** S. Trites**Seconded by:** H. Karabela**THAT**, the committee reconsider the amendment to Recommendation **P#33/18 (Amendment - 3)**.The Chair called for a vote. **P#34/18 Motion to Reconsider CARRIED.**

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

**Recommendation P#33/18 (Amendment - 3)****Moved by:** J. M. Rowe**Seconded by:** A. Iantomasi

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting, and that these changes will take effect on Sept. 1, 2018.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 3)** was **DEFEATED**.

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

The Chair returned to the Main Motion as amended.

**P#33/18 As Amended****Moved by:** D. Rabenda**Seconded by:** J. Michael

**THAT**, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting.

The Chair called for a vote and Recommendation **P#33/18 As Amended CARRIED.**

In Favour	Opposed
H. Karabela	J. Michael
A. Iantomasi	D. Rabenda
S. Trites	
A. Danko	
J. M. Rowe	
A. Quinn	

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

L. Collimore shared the amendments to the policy which include changed to the purpose and application and scope. References were added and the definitions section was updated.

**P#35/18**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

*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 April 17, 2018 Regular Board Meeting for approval.*

There was no discussion.

The Chair call for a vote. Recommendation **P#35/18 UNANIMOUSLY CARRIED.**

### 3.3 Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students (S. Saevil, A. Prkacin, T. Overholt)

**P#36/18**

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

**Seconded by:** S. Trites

*THAT, the Policy Committee recommends that Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students, be forwarded to the April 17, 2018 Regular Board Meeting for approval.*

S. Saevil shared the changes to the policy, which include refining the purpose, and application and scope sections of the policy, clarification of definitions, and implementation of requirements.

Questions regarding number of self-identified students were asked and answered.

D. Rabenda left the meeting.

The Chair call for a vote. Recommendation **P#36/18 UNANIMOUSLY CARRIED.**

D. Rabenda returned to the meeting.

### 3.4 Policy II-15 - International Languages Elementary Program (C. McGillicuddy, T. Overholt)

Minor changes to Policy II-15 were reviewed. It was noted that pertinent information from the Administrative Procedure VI-75 has been added and Administrative Procedure VI-75 will be rescinded.

**P#37/18**

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

**Seconded by:** D. Rabenda

*THAT, the Policy Committee recommends that Policy II-15 International Languages Elementary Program, be forwarded to the April 17, 2018 Regular Board Meeting for approval.*

There was no discussion.

The Chair call for a vote. Recommendation **P#37/18 UNANIMOUSLY CARRIED.**

### 3.5 Policy II-31 Risk Management/First Aid (T. Overholt)

Minor amendments have been made to Policy II-31, which include an addition in the reference section to Workplace Safety Insurance Board (WSIB) Regulation 1101, which addresses first aid requirements such as equipment, facilities and training.

**P#38/18**

**Moved by:** A. Iantomasi

**Seconded by:** S. Trites



***THAT, the Policy Committee recommends that Policy II-31 Risk Management – First Aid, be forwarded to the April 17, 2018 Regular Board Meeting for approval.***

There was no discussion.

The Chair call for a vote. Recommendation **P#38/18 UNANIMOUSLY CARRIED.**

### **3.6 Policy II-33 Safe Arrival at School Program (T. Overholt)**

Changes to Policy II-33 were required to make it consistent with current practices, which include amendments to the purpose to recognize the need to maintain and review rather than to develop. It was noted that additional requirements have been included to indicate the schools process of following the safe arrival program.

**P#39/18**

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

**Seconded by:** A. Danko

***THAT, the Policy Committee recommends that Policy II-33 Safe Arrival as School Program, be forwarded to the April 17, 2018 Regular Board Meeting for approval.***

Questions regarding email communication from parents regarding student safe arrival and verification of validity of email address(es) were asked and answered. It was noted that verification of the email on file in the Board's database would be used. Schools will be asked to request parents confirm verified email address.

The Chair call for a vote. Recommendation **P#39/18 UNANIMOUSLY CARRIED.**

## **4. Discussion Items**

### **4.1 Policy I-40 Performance Appraisal of Director of Education (P. Marai, P. Dawson)**

P. Dawson shared her suggested feedback to amendments to the process and the form: Appendix A.

It was suggested to add language of strategic priorities to the Policy.

A. Danko will review and return to future policy meeting.

Feedback on Appendix A can be directed to the Director.

### **4.2 Executive Compensation Policy (P. Marai)**

The following items were discussed:

- Changes and additions to the draft of the policy
- Clarification of merit based pay and grid advancement
- Reference to Education Act - Approval of Contracts
- Clarification of pensionable earnings
- Recommendation to take policy under legal advisement
- Definition of compensation and benefits needs clarification
- Allocation clause be included

The draft policy will be brought to the next Policy Committee Meeting as an action item.

## **5. Information Items**

### **5.1 Administrative Procedure VI-59 School Fundraising Activities (T. Overholt)**

### **5.2 Administrative Procedure VI-25 Educational Research (L. Collimore)**

### **5.3 RESCIND: Administrative Procedure VI-75 International Languages Elementary Program (C. McGillicuddy, T. Overholt)**

### **5.4 Administrative Procedure VI-74 Risk Management - First Aid (T. Overholt)**

### **5.5 Administrative Procedure VI-18 Safe Arrival at School Program (T. Overholt)**

Proposed changes to Administrative Procedure VI-59 were suggested. It was noted that the changes agreed to in this meeting will be added to the Administrative Procedure and will be sent out for Stakeholder Feedback. Motion #91/18 As Amended will be included in the communication when stakeholders are invited to participate.

**6. Miscellaneous Information**

There was no miscellaneous information.

**7. Correspondence**

There was no correspondence.

**8. In Camera**

There was no In Camera Session.

**9. New Business**

There was no new business.

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

All trustees were present.

**11. Motion to Adjourn/ Closing Prayer (H. Karabela)**

***P#40/18***

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

***Seconded by:*** J. Michael

***That the meeting adjourn.***

***UNANIMOUSLY CARRIED***

H. Karabela closed meeting with prayer, at 9:03 pm.

**ACTION REPORT****ITEM 3.1****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:**

At the May 1, 2018 Regular Board Meeting, Trustees requested that *Policy II-38 Educational Research – Surveys and Pilot Projects* be returned to the Policy Committee for further review and clarification.

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 May 15, 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

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

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 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 as a means to gather data for educational and research purposes.
- The Board promotes and endorses the gathering of data for research purposes in keeping with the core values of the Catholic Church
- All research activities shall be consistent with HCDSB mission and values, policies, procedures, and strategic directions.

**EDUCATIONAL RESEARCH****POLICY No.:****II-38****DATE :**

DECEMBER 4, 2006

**AMENDED:**

APRIL 17, 2018

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

- 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**AUTHORIZED BY:**\_\_\_\_\_  
Chair of the Board

**ACTION REPORT**

**ITEM 3.2**

## **POLICY II-48 VIOLENT THREAT RISK ASSESSMENT**

### **PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy II-48 Violent Threat Risk Assessment*

### **COMMENTARY:**

Policy II-48 *Violent Threat Risk Assessment* (VTRA) was first introduced as policy in February 2013. This policy outlines the procedures and parameters that various community partners must follow when dealing with youth who demonstrate violent or threatening behaviours that may impact safety of themselves and others in a school setting.

The policy working group has recommended the following changes to the policy:

- Addition of definitions
- Addition of principles related to the priority of safety and well being of all members of the community
- Update on the changes of the requirements of the VTRA process since it was first put into policy

### **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-48 Violent Threat Risk Assessment, be forwarded, along with amendments, to the May 15, 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

## VIOLENT THREAT RISK ASSESSMENT

POLICY No.: II-48

DATE : FEBRUARY 19, 2013

AMENDED:

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

The purpose of this policy is to define the procedures and parameters as outlined in the *Halton Violent Threat Risk Assessment (VTRA) Community Partner Protocol*. Specifically, this process is a multidisciplinary approach, among numerous Halton Community Partners, that deals with youth who demonstrate violent or threatening behaviours that may impact the safety of themselves and others in a school setting. The focus of the procedures outlined in the Protocol document is to identify indicators that suggest that a student may be moving on a path towards violence against themselves or others. As such, intervention to decrease the risk, prevent injury and support the student in receiving the help necessary to address the issues contributing to the high risk behaviour(s) is implemented after consultation with professionals from various community partners, including police.

**APPLICATION AND SCOPE**

This policy and the related procedures outlined in the *Halton VTRA Community Partner Protocol* document applies to all staff in Halton HCDSB schools who have a direct responsibility for student safety and to those students in Halton schools that demonstrate high risk behaviours that may lead to compromising the safety of other staff, students, school visitors and themselves. While most VTRA are initiated by school staff, including school support staff, there can be circumstances where school staff are ~~invited to~~ invited to be a part of a VTRA that is initiated by a community partner and is conducted off of the school site and/or beyond the regular instructional day.

**DEFINITIONS**

Protocol - refers to the *Halton Community Violence Threat Risk Assessment (VTRA.) Protocol*

Partners – refers to the signatories of the Halton VTRA Protocol

Plan of Action – a chart that depicts the goals, recommendations, actions, respective persons responsible and projected date of completion and is included as part of the Intervention Plan.

**PRINCIPLES**

1. The Halton Catholic District School Board endorses the guiding principles of partnership, cooperation, consultation and accountability in the enactment of this policy is committed to ensuring the safety of our schools, students, staff and visitors.

- ~~2. The Halton Catholic District School Board school board is committed to ensuring the safety and support of all students and staff.~~

## VIOLENT THREAT RISK ASSESSMENT

POLICY No.: II-48

DATE : FEBRUARY 19, 2013

AMENDED:

ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:

2. All Protocol partners will respond to all student behaviours that pose a potential risk to any students, staff or members of the community
3. Early intervention measures by the School Boards and community partners will prevent violence in our schools and in the community.
4. The Halton Catholic District School Board school board meets all requirements for student safety as outlined in the Education Act.
5. The effective continuing implementation of this Protocol will support collaborative planning to prevent traumatic events. In addition, the timely sharing of information about students at risk of violence towards themselves and/or others will ensure that risk management and safety and support plans are put into place.
6. ~~The strength of the Police/School Board/Community partnerships lies in the cross sector composition of the multi-disciplinary V.T.R.A. Team. Without delay, the Team will share and review student information and the details of an "event" in order to collaborate using a broad range of expertise. This collaborative process will respect the individual's rights to privacy and the safety of all.~~  
The individual's rights to privacy and the safety of all will be respected as the multi-disciplinary VTRA Team shares and reviews student information and details of an "event".
7. ~~All partners are~~ HCDSB is accountable to the Protocols' purpose and have a shared responsibility to actively take steps to prevent traumatic events in schools. ~~The HCDSB, along with~~ Partners agree to work together for the common goal of threat reduction and school and community safety by sharing information, advice and support in a proactive way that assists in the prevention of a potential traumatic event.
8. ~~All As a Ppartner,~~ HCDSB is ~~are~~ committed to work together for the benefit of children and youth by:
  - Building working relationships based upon mutual trust and respect.
  - Involving children, youth and their families in planning for services and supports.
  - Recognizing that each student has unique strengths and needs that must be considered when developing an Intervention Plan and a Plan of Action.
  - Participate in ongoing training, staff development and program review, as appropriate
9. ~~It is understood and accepted by all Community Partners committed to this Protocol, that in order to respond effectively to any threat, all parties~~ HCDSB will operate in a ~~is~~ transparent and open manner to ~~ensure~~ insure that information is shared in a timely manner ~~so that a tragedy can be averted.~~

<b>REQUIREMENTS</b>
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## VIOLENT THREAT RISK ASSESSMENT

POLICY No.: II-48

DATE : FEBRUARY 19, 2013

AMENDED:

**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

- ~~1. The Superintendent responsible for Safe Schools, the Family of Schools Superintendent and the individual Principal at each school are required to take lead roles in the initiation of a V.T.R.A. and the development and implementation of an intervention strategy and the associated documentation and record keeping of an intervention strategy, as outlined in Stages One, Two and Three of the V.T.R.A. Community Partner Protocol.~~
- ~~2. All other requirements as indicated in the V.T.R.A. Community Partner Protocol.~~
1. School administrators are required to initiate VTRA as per the Protocol when such behaviours present themselves.
2. Superintendent of Safe Schools is responsible to ensure that all school administrators and appropriate school and Board staff are VTRA Protocol trained.
3. Superintendent of Safe Schools will maintain a copy of the VTRA Safety Plans and results of the VTRA Protocol being enacted.

APPROVED: Regular Meeting of the Board

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

**ACTION REPORT**

**ITEM 3.3**

## **POLICY V-08 SCHOOL ANNIVERSARY CELEBRATIONS**

### **PURPOSE:**

To provide for the consideration of the Policy Committee revisions to *Policy V-08 School Anniversary Celebrations*

### **COMMENTARY:**

Policy V-08 School Anniversary Celebrations was last amended in October 2009. This policy provides direction as to the significant anniversary dates that a school must recognize.

The following amendments have been suggested by the policy working committee:

- Removal of 10 year anniversary as a mandatory celebration, with the option for each school community to determine other significant milestone dates
- Rewording of certain requirements as Principles
- Removal of funds being distributed to each school for anniversary celebrations
- Clarification of communicating the mandatory anniversary dates to each school

### **RECOMMENDATION:**

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

*Moved by:*  
*Seconded by:*

***THAT***, the Policy Committee recommends that Policy V-08 School Anniversary Celebrations, be forwarded, along with amendments, to the May 15, 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

**SCHOOL ANNIVERSARY CELEBRATIONS****POLICY No.:****V-08****DATE :**

APRIL 24, 1990

**AMENDED:**

JULY 30, 1991

**AMENDED:**

OCTOBER 6, 2009

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

The Halton Catholic District School Board acknowledges that a school's anniversary date with respect to its establishment and commencement of education service to its community is a significant occasion for the school community and is worthy of recognition for celebration.

**APPLICATION AND SCOPE**

This policy applies to all school staff who have the responsibility to recognize and celebrate a school's anniversary. The Board will endorse celebration plans for each of the following anniversary dates for a particular school:

- ~~10<sup>th</sup> Anniversary~~
- 25<sup>th</sup> Anniversary
- 50<sup>th</sup> Anniversary
- 75<sup>th</sup> Anniversary
- 100<sup>th</sup> Anniversary

**PRINCIPLES**

The celebration of a school's anniversary at key times is a visible sign of the home-school-parish partnership

School anniversary celebrations unite past and present members of the Catholic school community, including administrators, teachers, support staff members, students, Catholic School Council, parents, the pastor appropriate clergy, and Board/administration representatives, and Trustees.

The Eucharist, as source and summit of Christian life, is an integral component of school anniversary celebrations

The Board recognizes the importance of such celebrations in the life of a Catholic school community and supports each school with funding from the Communications budget for costs incurred

**REQUIREMENTS****Celebration Plan:**

~~A celebration plan will represent the traditional components of the Catholic school community—the home, the school and the Church. The Catholic school community includes teachers, support staff, students, Catholic School Council, parents, past and present, the pastor and appropriate Board/administration representation.~~

**Eucharistic Celebration:**

~~A Celebration of the Eucharist will be the focus of each anniversary celebration.~~

**Procedure:**

~~Each year, the Communications budget of the Board will include specific funds to assist towards expenses incurred by a school community in its celebration plan and preparations.~~

~~Such funds will be distributed at the discretion of the Director up to the amount specified by the Board.~~

**Board Recognition:**

School anniversaries are appropriately recognized by the Board through its Chair, or designate, to honour the school's contribution to Catholic education in its community.

~~In response to a school's anniversary and its contribution to Catholic education within its community, the Board through its Chair or designate, will commemorate the occasion with appropriate recognition and presentation.~~

Schools will be informed of their anniversary milestones by the Director's Office, in the previous school year.

Schools are encouraged to communicate with their own school communities (School Council, Parish, staff, etc.) to determine if other milestones not listed should be recognized and celebrated (i.e. 10 Anniversary).

APPROVED: Regular Meeting of the Board

Authorized by: \_\_\_\_\_  
*Chair of the Board*

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**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

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**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 Multi-Year 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.

## PERFORMANCE APPRAISAL OF DIRECTOR OF EDUCATION

POLICY No.:

I-40

DATE :

OCTOBER 15, 2013

AMENDED:

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**ASSOCIATED  
OPERATING POLICIES &  
ADMINISTRATIVE  
PROCEDURES:**

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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~~

**APPROVED:** Regular Meeting of the Board

**AUTHORIZED BY:** \_\_\_\_\_  
Chair of the 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
- (X4) 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 deanery ~~ies~~ and related parishes

- (1) ~~Does~~ not meet expectations
- (2) Meets expectations
- (3) Exceeds expectations
- (X4) Unknown

Comments:

**2. Cultural Leadership**

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

- (1) Does not meet expectations
- (2) Meets expectations
- (3) Exceeds expectations
- (X4) Unknown

Comments:

### 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
- Interprets and communicates policy, procedures, legislation and regulations to others (staff and trustees) to increase understanding
- Maintains open and meaningful communication with the Board

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

~~(X4)~~ Unknown

Comments:

### 4. Staff Relations

- Builds respectful relationships with all employee groups
- Creates an atmosphere of trust and collaboration
- Takes a problem-solving approach to issues
- ~~Promotes a~~ Creates a culture of learning that allows staff to engage in continuous learning
- ~~Handles tough situations well and manages difficult personnel issues —successfully~~
- ~~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  
(X4) Unknown

Comments:

## 5. Community and Public Relations

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

(1) Does not meet expectations  
(2) Meets expectations  
(3) Exceeds expectations  
(X4) Unknown

Comments:

## 6. Vision of System: Present and Future

- Articulates and promotes Mission and values n and beliefs of the system
- Understands system design and change management process
- Articulates how system and school planning need to align nt and and reflect support system mission and the Board's strategic priorities commitments

(1) Does not meet expectations  
(2) Meets expectations  
(3) Exceeds expectations  
(X4) Unknown

Comments:

## 7. General Organizational 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
- Deals directly with difficult issues
- Provides clear roles and high expectations for senior staff
- Integrates feedback from trustees, staff and the community into positive action
- Handles tough situations well and manages difficult personnel issues successfully
- 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  
(X4) Unknown

Comments:

## 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:

**7.8. Fiscal Leadership**

- Ensures ~~the that~~ budget ~~planning~~ process reflects ~~accountability~~accountability in, planning for ~~and~~ economic ~~and~~ political realities
- Ensures budget allocations reflect articulated goals of system in the department 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

~~(X4)~~ Unknown

Comments:

**8.9. Personal and Professional Attributes**

- Participates in professional peer organizations
- Contributes to provincial initiatives, projects and/or committees and is active
- Demonstrates ethical principles in management activities
- Is recognized as a professional leader • ~~Demonstrates professional attitudes and attributes~~

(1) Does not meet expectations

(2) Meets expectations

(3) Exceeds expectations

~~(X4)~~ Unknown

Comments:

## 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:

The Director of Education could develop in these areas:

Summary Statement:

Comments from the Director of Education:

Signature of Chair:

Date:

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.***

## 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.

## EDUCATIONAL RESEARCH

ADMINISTRATIVE PROCEDURE NO.: VI-25

DATE: June 6, 2002

AMENDED: June 23, 2003

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 ADMINISTRATIVE [Operating Policy II-38 Educational Research](#)  
 PROCEDURES: [Administrative Procedure VI-81 Privacy Procedure](#)

<b>REQUIREMENTS</b>
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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](mailto: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

## EDUCATIONAL RESEARCH

ADMINISTRATIVE PROCEDURE NO.: VI-25

DATE: June 6, 2002

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ASSOCIATED [Operating Policy I-07 Protection of Privacy](#)  
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 PROCEDURES: [Administrative Procedure VI-81 Privacy Procedure](#)

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.



## EDUCATIONAL RESEARCH

ADMINISTRATIVE PROCEDURE NO.: VI-25

DATE: June 6, 2002

AMENDED: June 23, 2003

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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](#)

## 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*

## 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 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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

## 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 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
January 23, 2018													
I-11 International Student Admission Requirements (Fee Paying Students)		✓	✓ (+name change)			✓						2018/02/07	2020-2021
I-36 Trustee Code of Conduct		✓				✓						2018/02/07	2020-2021
II-05 Reporting Student Achievement To Parents Guardians		✓	✓ (+name change)			✓						2018/02/07	2020-2021
II-38 Educational Research – Surveys and Pilot Projects		✓								2018/04/10			2020-2021
II-41 School Uniform Dress Code – School Dress Code		✓				✓						2018/02/07	2020-2021
V-05 School Accidents - Prevention and Safety		✓	✓ (+name change)			✓						2018/02/07	2020-2021
February 27, 2018													
II-26 Managing Student Risk in Interschool Sports		✓				✓						2018/03/18	2020-2021
II-28 Alcohol, Tobacco and Drug Abuse in Schools		✓				✓						2018/03/18	2020-2021
III-01 Grievance Procedures – Non-Unionized Group Members		✓				✓						2018/03/18	2020-2021
III-09 Human Immunodeficiency Virus (HIV)		✓		✓			✓					2018/03/18	2020-2021
April 10, 2018													
II-15 International Languages Elementary Program		✓				✓						2018/05/03	2020-2021
II-31 Risk Management/First Aid		✓				✓						2018/05/03	2020-2021
II-33 Safe Arrival at School Program		✓				✓						2018/05/03	2020-2021
II-43 Voluntary, Confidential, SelfIdentification of First Nation, Metis and Inuit Students		✓				✓						2018/05/03	2020-2021
V-04 School Fundraising Activities		✓						2018/04/13	2018/06/01	TBD			2019-2020
May 8, 2018													
II-38 Educational Research – Surveys and Pilot Projects		✓											2020-2021
II-48 Violent Threat Risk Assessment		✓											2020-2021
V-08 School Anniversary Celebrations		✓											2020-2021

## 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 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
June 12, 2018													
I-43 Use of Technology and Digital Citizenship													2020-2021
IV-04 Loss or Damage to Personal Items													2020-2021
V-03 Photographs, Advertising and Sales Representatives													2020-2021
V-16 Copyright, Visual Identity, and Intellectual Property													2020-2021
I-26 Student Trustees on the Halton Catholic District School Board													2020-2021
I-40 Performance Appraisal of Director of Education													2020-2021
~NEW POLICY~ Executive Compensation													2020-2021

**From:** OHEARN Janet

**Sent:** Wednesday, April 11, 2018 4:35 PM

**To:** [tritess@hcdsb.org](mailto:tritess@hcdsb.org) <[tritess@hcdsb.org](mailto:tritess@hcdsb.org)>

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**Subject:** Policy Meeting of April 10th, 2018

Good afternoon Ms. Trites,

I am writing this email today to speak out on a response I received last night after the Policy Meeting. Trust me, when I say, that this is not meant to negatively impact you in any way but I cannot stay silent, as that means I have accepted it. At the policy meeting last night, a recommendation was put forward to place an effective date on the Sanctity of Life# 61/18 policy of September 1<sup>st</sup>, 2018. This was brought forth by our Trustee Mr. Rowe. The understanding was that then any school fundraising for this school year could continue regardless of the charities involved. This was passed. I would estimate that in under two minutes Trustee Danko asked to reconsider. He was told he could not as he was not on the prevailing side, (that was unusual by itself to witness as Mr. Danko is usually calling out the board out regarding Roberts Rules and the appropriate way to follow the bylaws, but I digress) and immediately your hand went up and you put forth the reconsideration. It was overturned and did not pass. I watched the proceedings patiently for over two hours last night as others in the audience laughed and jeered at certain discussions. Immediately following the conclusion of the meeting, I came up to you, introduced myself and quietly asked why you had changed your vote from "in favour" to "opposed"?

Your response to me was "sometimes I get confused". I am sure the look on my face was of disbelief. I almost wanted to ask again to give you the opportunity to answer in a different way. Those words have ruminated within me since last night. I understand and appreciate that no one is perfect and I don't expect perfection, but what I do expect, no demand, as a rate payer, voter, mother, business women, child of God, is that an elected official who is responsible for our children should be voting with clarity not confusion. At that point when you felt confused, you should have postponed any vote until you had the information you required. These are procedures, policies, implementations etc. that are not created in a vacuum. These decisions affect people, no children, they are not just words on paper that have dates, data and associated numbers.

It makes me quite sad really that this current Board of Trustees cannot be looked upon in a positive manner I would love to help to change that but we are not being heard. We are being appeased. All anyone has to do is watch the last year on YOUTUBE to make that decision themselves. That is something I am not confused about. I am the eternal optimist and believe that there will be change so that our kids come first.

Thank you for taking the time to read this.

I welcome responses to this email as conversations are usually two way.

*Janet O'Hearn*

**Janet O'Hearn**

**"Great things in business are never  
done by one person. They are done by a  
Team of people".**

*Steve Jobs*