

**POLICY COMMITTEE MEETING
AGENDA**

Date: Tuesday, December 11, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Call to Order	
1.1 Opening Prayer (S. Balogh)	
2. Approvals	
2.1 Approval of Agenda	
2.2 Approval of Minutes (November 13, 2018 Meeting)	1 - 5
3. Action Items	
3.1 Election of the Chair of the Policy Committee (December 11, 2018 - December 2019) (P. Daly)	
3.2 Policy I-26 Student Trustees of the Halton Catholic District School Board (C. McGillicuddy)	6 - 10
3.3 Policy II-20 Child Abuse and Protection of Students (C. Cipriano)	11 - 14
3.4 Policy I-14 Smoking Ban (S. Balogh)	15 - 21
3.5 Policy II-28 Alcohol Tobacco and Drug Education and Abuse in Schools (S. Balogh)	22 - 26
4. Discussion Items	
5. Information Items	
5.1 Procedure VI-15 Student Trustees (C. McGillicuddy)	27 - 31
5.2 Procedure VI-32 Child Abuse and Protection of Students (C. Cipriano)	32 - 35
5.3 2018-2019 Working Plan (S. Balogh)	36 - 38
5.4 Upcoming Agenda Items (January 8, 2019 Policy Committee Meeting) (S. Balogh)	
5.4.1 Policy I - Governance of Policy (P. Daly, S. Balogh)	
5.4.2 Policy I-07 Protection of Privacy (S. Vieira)	

- 5.4.3 Policy II-39 Progressive Discipline and Safety in Schools (J. Crowell, S. Balogh)
- 5.4.4 Policy V-09 Public Concerns Complaints Process (P. Daly, S. Balogh)
- 5.4.5 Policy V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools (S. Balogh)
- 5.4.6 Information Items (S. Balogh)
 - 5.4.6.1 Procedure VI-81 Privacy Procedure (S. Vieira)
 - 5.4.6.2 Procedure VI-44 Progressive Discipline and Safety in Schools (J. Crowell, S. Balogh)
 - 5.4.6.3 Procedure VI-13 Pediculosis (Head Lice) Management (S. Balogh)
 - 5.4.6.4 Procedure VI-68 Medications - Oral (Prescriptions, Non Prescription) (S. Balogh)
 - 5.4.6.5 Procedure VI-71 Concussion Protocol (S. Balogh)
 - 5.4.6.6 Procedure VI-79 Indoor Air Quality Investigation Process (R. Merrick, S. Balogh, K. George)
 - 5.4.6.7 Procedure VI-40 Request for Promotion and Distribution of Program-Activity Related Materials Through Board Schools (S. Balogh)
 - 5.4.6.8 Procedure VI-61 Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events (A. Swinden)
 - 5.4.6.9 Procedure VI-39 Inclement Weather Safety (S. Balogh)

6. Miscellaneous Information

7. In Camera

8. Motion to Excuse Absent Committee Members

9. Motion to Adjourn/ Closing Prayer (P. Daly)

POLICY COMMITTEE MEETING MINUTES

Date: November 13, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

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

Members Absent A. Quinn
 A. Danko

Staff Present P. Daly, Director of Education
 S. Balogh, Superintendent of Education, School Services
 R. Merrick, Superintendent, Facilities Management Services
 A. Prkacin, Superintendent of Education, Curriculum Services
 C. Cipriano, Superintendent of Education, Special Education Services
 A. Swinden, Manager, Strategic Communications
 S. Vieira, Manager, Manager, Privacy and Information Management

Recording Secretary J. Neuman

1. Call to Order

1.1 Opening Prayer (J. Michael)

The meeting began at 7:03 p.m. with a prayer led by J. Michael.

2. Approvals

2.1 Approval of Agenda

P#76/18

Moved by: D. Rabenda

Seconded by: J. Michael

That, the agenda be approved.

CARRIED

2.2 Approval of Minutes

2.2.1 Policy Committee Meeting - October 9, 2018

P#77/18

Moved by: S. Trites

Seconded by: A. Iantomasi

That, the minutes of the Policy Committee Meeting held on October 9, 2018 be approved, as submitted.

CARRIED

2.2.2 Special Policy Committee Meeting - October 11, 2018

P#78/18

Moved by: H. Karabela

Seconded by: S. Trites

That, the minutes of the Special Policy Committee Meeting held on October 11, 2018 be approved, as submitted.

CARRIED

2.2.3 Special Policy Committee Meeting - October 30, 2018

P#79/18

Moved by: D. Rabenda

Seconded by: H. Karabela

That, the minutes of the Special Policy Committee Meeting held on October 30, 2018 be approved, as submitted.

CARRIED

3. Action Items

3.1 Policy II-11 Daily Teacher Plans (A. Prkacin)

P#80/18

Moved by: A. Iantomasi

Seconded by: S. Trites

That, the Policy Committee recommends that Policy II-11 Daily Teacher Plans, be forwarded, along with amendments, to the November 20th, 2018 Regular Board Meeting for approval.

A. Prkacin noted the revisions to the policy.

Questions regarding ministry regulations were asked and answered

The Chair called for a vote. Recommendation **P#80/18 CARRIED**

3.2 Policy II-23 Child Care Facilities (R. Merrick)

P#81/18

Moved by: S. Trites

Seconded by: H. Karabela

That, the Policy Committee recommends that Policy II-23 Child Care Facilities, be forwarded, along with amendments, to the November 20, 2018, Regular Board Meeting for approval.

R. Merrick noted the changes to the policy

Questions regarding information from the Ministry funding and number of building affected were asked and answered.

The Chair called for a vote. Recommendation **P#81/18 UNANIMOUSLY CARRIED**

3.3 Policy II-37 Volunteers in Catholic Schools (S. Balogh) **P#82/18**

Moved by: D. Rabenda

Seconded by: A. Iantomasi

That, the Policy Committee recommends that Policy II-37 Volunteers in Catholic Schools, be forwarded, along with amendments, to the November 20, 2018 Regular Board Meeting for approval.

S. Balogh shared the revisions to the policy. The Volunteers in Schools document is in process and will be released as a resource to administrators.

Discussion followed. Questions regarding location of document; school volunteer lists and volunteer prerequisites were asked and answered.

The Chair called for a vote. Recommendation **P#82/18 UNANIMOUSLY CARRIED**

3.4 Policy II-44 Student Mental Health (C. Cipriano) **P#83/18**

Moved by: S. Trites

Seconded by: J. M. Rowe

That, the Policy Committee recommends that Policy II-44 Student Mental Health name be changed to Policy II-44 Student Mental Health and Well-being, and be forwarded, along with amendments, to the November 20, 2018 Regular Board Meeting for approval.

C. Cipriano indicated the changes to the policy reflect current best practices and Ministry regulations. Recommended that the name of the Policy be changed.

Discussion followed. Questions regarding current practice and data collection; capacity building strategies and use of outside agencies were asked and answered. It was noted that the Mental Health Strategy comes to the Board as a report on a regular basis.

The Chair called for a vote. Recommendation **P#83/18 UNANIMOUSLY CARRIED**

3.5 Policy II-46 Assessment and Evaluation (A. Prkacin) **P#84/18**

Moved by: D. Rabenda

Seconded by: J. M. Rowe

That, the Policy Committee recommends that Policy II-46 Assessment and Evaluation, be forwarded, along with amendments, to the November 20, 2018 Regular Board Meeting for approval.

A. Prkacin noted that there were no changes to the intrinsic nature of the policy, the reference that was previously included was updated to include a hyperlink.

Discussion followed. Clarification was given regarding late and missed assignments, and the purpose of the report card and communicating student progress with parents.

The Chair called for a vote. Recommendation **P#84/18 UNANIMOUSLY CARRIED**

4. Discussion Items**4.1 Policy I-07 Protection of Privacy****4.2 Procedure VI-81 Privacy Procedure****4.3 Policy I-43 Use of Technology and Digital Citizenship**

Recent concerns were brought forward to the committee for discussion. It was noted that parents should be aware of implications of use of Office 365 for HCDSB students. A request was made for parental consent and awareness for student participation.

Discussion followed. S. Balogh responded and noted that the policies and procedures are up for review in coming months. S. Vieira noted Ministry regulations, and what upcoming requirements will look like. It was also noted parents will be further notified of the use of Office 365, and it will become routine notification of collection, use, and disclosure, not consent. The information will be included in the annual information forms that are sent to parents for each school year.

School websites will be updated to include 21st Century Learning awareness. Discussion followed regarding about opting out of certain apps, and the feasibility of such.

P. Daly commented on the discussion and curriculum expectations from the Ministry of Education.

5. Information Items**5.1 Procedure VI-55 Assessment and Evaluation - Academic Dishonesty and Plagiarism (A. Prkacin)****5.2 Procedure VI-56 Assessment and Evaluation - Late and Missed Assignments (A. Prkacin)****5.3 Procedure VI-29 Supervised Alternative Learning (C. McGillicuddy)****5.4 Procedure VI-43 Home Instruction (A. Prkacin, S. Balogh)**

The procedures were included for information

5.5 Upcoming Agenda Items (December 11, 2018 Inaugural Policy Committee Meeting)**5.5.1 Policy I-14 Smoking Ban (S. Balogh)****5.5.2 Policy I-26 Student Trustees of the Halton Catholic District School Board (C. McGillicuddy)****5.5.3 Policy II-19 Educational Field Trips (S. Balogh)****5.5.4 Policy II-20 Child Abuse and Protection of Students (C. Cipriano)****5.5.5 Policy V-01 Use of School Grounds and Community Use of School Facilities (R. Merrick)****5.5.6 Policy V-09 Public Concerns Complaints Process (P. Daly, S. Balogh)****5.5.7 Information Items****5.5.7.1 Procedure VI-15 Student Trustees (C. McGillicuddy)****5.5.7.2 Procedure VI-70 Educational Field Trips (S. Balogh)****5.5.7.3 Procedure VI-07 Transportation of Students in Private Vehicles Driven by Other Students (S. Balogh, R. Negoj)****5.5.7.4 Procedure VI-07 (a) School Bus Accident Procedure (S. Balogh, R. Negoj)****5.5.7.5 Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers (S. Balogh, R. Negoj)****5.5.7.6 Procedure VI-32 Child Abuse and Protection of Students (C. Cipriano)****5.5.7.7 Procedure VI-49 Use of School Facilities Election Day (R. Merrick)**

6. Miscellaneous Information

6.1 Policy Committee Work Plan 2018-2019 (S. Balogh)

The Policy Committee Work Plan was included as 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

P#85/18

Moved by: A. Iantomasi

Seconded by: H. Karabela

That *Trustee Quinn and Trustee Danko be excused.*

CARRIED

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

P#86/18

Moved by: J. Michael

Seconded by: H. Karabela

That *the meeting adjourn.*

CARRIED

P. Marai closed meeting with prayer at 8:09 p.m.

Policy I-26 Student Trustees on the Halton Catholic District School Board	Item 3.2
December 11, 2018	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-26 Student Trustees on the Halton Catholic District School Board* as recommended by staff.

Commentary

Changes to Ontario Regulation 07/07 Student Trustees made in May of 2018 require revision of this policy. The salient changes are the election deadline (now end of February; formerly end of March) and beginning of term of office (now August 1st; formerly first day of school in the year elected). These changes are not effective until January 2020 and therefore will not affect the timelines already established for 2019-2020 school year. The proposed changes have been reviewed by Student Senate and have the support of our current Student Trustees.

The revised *Policy I-26 Student Trustees on the Halton Catholic District School Board* 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:
<i>That, the Policy Committee recommends that Policy I-26 Student Trustees on the Halton Catholic District School Board, be forwarded, along with amendments, to the December 18, 2018 Regular Board Meeting for approval.</i>

Report Prepared by:

C. McGillicuddy
Superintendent of Education

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Student Trustees on the Halton Catholic District School Board	
Adopted: September 15, 1998	Last Reviewed/Revised: June 21, 2011
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: VI-15 Student Trustees on the Halton Catholic District School Board	

Purpose

This policy provides for the direct representation of the interests of students on the Board in accordance with the provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.

Application and Scope

This policy applies to the process of electing Student Trustees to the Board.

References

[Education Act, Ontario Regulation 07/07](#)

[Municipal Conflict of Interest Act 1997](#)

[Education Act s8\(1\)](#)

[Ontario Regulation 298 \(Operation of Schools – General\)](#)

Principles

- The education of students in the Board's Catholic schools is a shared responsibility involving home, school, parish and the extended Catholic educational community.
- The Board endorses the principle of providing for the direct representation of the interests of students on the Board.
- The Board endorses a process whereby student representation is determined in an open and democratic manner.

- The Board endorses student representation on the Board as means of fostering the development of future Catholic community leaders.
- A student trustee of the Halton Catholic District School Board is a model of servant leadership for the Catholic educational community in Halton and the wider Catholic community.
- A student trustee will be excluded from any matters where they have a conflict of interest in accordance with the Municipal Conflict of Interest Act 1997, as amended.

Requirements

- This policy and the associated *Administrative Procedure VI-15 Student Trustees of the Halton Catholic District School Board* shall be in accordance with provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.
- Qualified student nominees will hold qualifications and endorsements as stated below:
 - active Parish membership and regular mass attendance;
 - a letter of endorsement from the school principal;
 - a letter of endorsement from their parish priest;
 - a letter of endorsement from the school Student Council;
 - full-time Catholic student, in good standing, and must be at least a senior in Grade 11 by September 1st of the subsequent year;
 - a history of leadership interest as exhibited through work on the student senate, the student council, social justice groups, parish youth organizations, liturgical programming and/or music ministry; community youth organizations; and
 - beginning knowledge of current key issues affecting Catholic education.
- A person is qualified to act as a student trustee if he or she is enrolled in the senior division of a school of the board and is:
 - a. a full-time pupil; or
 - b. an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil of the program had not been reduced.
- Each secondary school is expected to elect a qualified senior student nominee to the group of prospective student trustees who will be interviewed and voted into office by the Student Senate. Schools not advancing a nominee shall provide a written rationale to the Superintendent of Education.

- ~~Up to three~~ Three (3) student trustees ~~may shall~~ be elected to the Board. No two ~~(2)~~ students shall be from the same municipality.
- The student trustee(s) shall be elected by the Student Senate no later than ~~April 30th~~ February 28 in each school year, with the understanding that each will begin their term of one school year from ~~the first day of school in the subsequent school year~~ August 1st in the year they are elected.
- A student trustee(s) of the Board will participate at meetings of the Board and at meetings of Committees of the Board in accordance with Ontario Regulation 07/07 made under the Education Act. Subsection 5(5) of the Act provides that a student trustee(s) may attend all closed (*in camera*) meetings, with the exception of those “*when the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a student or his or her parent or guardian.*”
- Student trustees are not considered elected members of the Board and therefore not entitled to a binding vote – that is, their vote is not included in the official vote count; however, a student trustee does have the right to have their vote recorded in the Board minutes if they request it. In addition, a student trustee may request that a matter before a board or any of its committees be put to a vote, in which case there must be two votes:

- 1) a non-binding vote that includes the student trustee’s vote; and
- 2) a recorded binding vote that does not include the student trustee’s vote.

A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the board or of one of its committees on which the student trustee sits. If no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

- In the event a student trustee does not complete the term of appointment, the Board will ~~either hold a by-election. ÷~~
 - ~~a) invite schools in the geographic area to advance nominees from which a new student representative will be selected; or~~
 - ~~hold a by-election; or~~
 - ~~b) a student trustee will be appointed by the Student Senate for that geographic area.~~
- Upon completion of their respective terms of appointment, each student trustee(s) shall, subject to Board approval, be acknowledged for service to the Board in the following manner:
 - each individual will be provided with a letter of commendation signed by the Chair of the Board; and
 - each individual will be awarded an honorarium/scholarship of \$2,500.00 and other such forms of recognition or support as may be determined by the Board. If a student holds office for a portion of a year, \$2500 pro-rated according to the portion of the year the student holds office

- The student trustee(s) shall remain in good standing at a Halton Catholic District School Board secondary school for the entire school year of their appointment(s).

~~• To support implementation of this policy, the Director of Education shall:~~

- ~~○ Establish administrative procedures in accordance with Ontario Regulation 67; and~~
- ~~○ Establish qualifying criteria pertaining to a prospective candidate's record of service to and leadership in the Catholic secondary school and the broader parish and Catholic community.~~

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Il-20 Child Abuse and Protection of Students	Item 3.3
December 11, 2018	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy Il-20 Child Abuse and Protection of Students* as recommended by staff.

Commentary

Ontario passed legislation January 1st 2018 to help children and youth across the province thrive and reach their full potential by strengthening and modernizing child, youth and family services. What was previously the *Child and Family Services Act* has now been replaced with the *Child, Youth and Family Services Act*.

The new act raises the age of protection from **16** up to **18** to increase protection services for more vulnerable youth in unsafe living conditions, to support their education and to reduce homelessness and human trafficking.

The revised *Policy Il-20 Child Abuse and Protection of Students* 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:
<i>That, the Policy Committee recommends that Policy Il-20 Child Abuse and Protection of Students, be forwarded, be forwarded, along with amendments, to the December 18, 2018 Regular Board Meeting for approval.</i>

Report Prepared by:

Patricia Codner
Chief Social Worker

Camillo Cipriano
Superintendent, Special Education Services

Report Submitted by:

Pat Daly
Director of Education and Secretary of the Board

Child Abuse and Protection of Students	
Adopted: April 29, 1986	Last Reviewed/Revised: May 16, 2017
Next Scheduled Review: 2019-2020	
Associated Policies & Procedures: VI-32 Child Abuse and Protection of Students Procedure	

Purpose

To ensure that employees and volunteers of the Board comply with the requirements of the Child Youth and Family Services Act (~~September 2000~~ January, 2018) regarding all students under the age of 16-18 who are reasonably suspected of needing protection.

Application and Scope

This policy applies to all employees and volunteers of the Halton Catholic District School Board.

References

[Ministry of Children, Community and Social Services](#)

[Child and Family Services Act](#) [Child Youth and Family Services Act](#)

[Criminal Code of Canada](#)

[Halton Regional Police School Protocol](#)

[Ontario College of Teachers](#)

[Teaching Profession Act](#)

Principles

- The Halton Catholic District School Board believes that all students are entitled to develop, mature and learn in respectful, safe and secure school, family, Church and community settings.
- The Halton Catholic District School Board recognizes the dignity of all students, volunteers and employees as children of a loving God.

- The protection of children and youth in Catholic schools is the primary responsibility of the Board and is shared among adult employees, volunteer parents, clergy, the Halton Children's Aid Society as well as related child and family services professionals and the community at large.
- The Board recognizes the Halton Children's Aid Society's legislated mandate regarding the protection of children and youth in the Region of Halton.
- Board employees act in support of the Mission Statement and Governing Values of the Board when taking appropriate action under the Child Youth and Family Services Act and Criminal Code of Canada in the best interest of students and their protection.
- The prevention of child abuse, and the protection of students, is motivated by a sense of Catholic social justice.
- All employees and the Administration of the Board at all levels commit to building and maintaining an open, collaborative professional relationship with the Halton Children's Aid Society.
- The administration of the Halton Catholic District School Board recognizes the Halton Children's Aid Society and the Ministry of Community and Social Services among the authoritative resources for the in-service of Board employees regarding the protection of children.

Requirements

- The Child Youth and Family Services Act and the Criminal Code of Canada supersede all other Acts, existing legislation or policies that govern Board employees and volunteers in matters pertaining to child abuse and the protection of students.
- All elementary and secondary principals shall annually review the reporting requirements of this policy, and Administrative Procedure VI-32; in accordance with the Child Youth and Family Services Act (~~September 2000~~January, 2018) with all employees during a staff meeting in September of each new school year.
 - It is the responsibility of Human Resources Services that all newly hired school-based employees whether in full/part time, permanent, probationary, long term occasional and supply positions shall receive information on this policy/procedure and the Child Youth and Family Services Act during new employee orientation activities and/or materials.
 - It is the responsibility of the Principal of the school that all volunteers shall receive information on this policy, the associated procedure, the reporting requirements of the Child Youth and Family Services Act and the Halton Regional Police School Protocol during volunteer orientation at each school.
- All employees and volunteers shall comply with the reporting provisions of the Halton Regional Police School Protocol, which describes a course of action developed in cooperation with the Halton Children's Aid Society and the Halton Regional Police Service.
- All employees making a report to the Halton Children's Aid Society must promptly supply verbally to the Principal the information on which the report to Halton Children's Aid Society is

being or has been made and complete the Record of Report to Children's Aid Society and submit as required in *Administrative Procedure VI-32 Child Abuse and Protection of Students Procedure*

- The Board also expects that teachers shall act in accordance with amendments to section 12 of the Teaching Profession Act which stipulate that a member [teacher] need not advise another member [another teacher] when making an adverse report respecting suspected child abuse by another member.
- The Director of Education or designate shall report to the Ontario College of Teachers, any teacher currently or formerly employed by the Board who:
 - has been charged with or convicted of sexual misconduct under the Criminal Code;
 - in addition to i) above, and in the opinion of the Board, poses a risk of harm or injury; or
 - in the opinion of the Board, has engaged in conduct that should be reviewed by the Ontario College of Teachers (E. A. S. 170(1), para. 12.1)
- The Board, through its supervisory officers, shall monitor any criminal, quasi-criminal, legal, quasi-legal proceedings against any employee to ascertain if the available information arising from the proceedings is relevant to ongoing or pending disciplinary actions.
- The Board's Chief Social Worker shall establish and biannually review *Administrative Procedure VI-32 Child Abuse and Protection of Students Procedure* for administrators, teachers, other school-based staff and volunteers on Child Abuse and Child Abuse Prevention.
- On becoming aware that any employee or volunteer having direct contact with students has been charged with or convicted of an offence under the Criminal Code of Canada involving Child Abuse with any student or any Criminal Code of Canada offence which, in the opinion of the Board indicates that students may be at risk, the Principal shall ensure that the employee or volunteer perform no duties involving contact with pupils, pending withdrawal of the charge, discharge following a preliminary inquiry, stay of the charge or acquittal, as the case may be.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy I-14 Smoking Ban	Item 3.4
December 11, 2018	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-14 Smoking Ban* as recommended by staff.

Commentary

Policy I-14 Smoking Ban was last amended in June 2016, and is being brought to the Policy Committee for review, following recent Cannabis Legislation in the Province of Ontario, and changes to the Smoke Free Ontario Act. Appendix A is attached for reference.

The policy has been updated throughout to reflect the Smoke Free Ontario Act legislation and to better align the current wording to the legislation. New references were added and in some cases the hyperlinks were updated. Links to resources were removed as they are not referenced in the policy, and are available through the hyperlinks in the referenced documents. Definitions were added.

In light of these changes, *Policy I-14 Smoking Ban* should also reflect a name change to *Policy I-14 Smoking/Vaping Ban*. The Policy 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 <i>Policy I-14 Smoking Ban</i> name be changed to <i>Policy I-14 Smoking/Vaping Ban</i> , and be forwarded, along with amendments, to the December 18, 2018 Regular Board Meeting for approval.

Report Prepared by: S. Balogh
Superintendent of Education, School Services

Report Submitted by: P. Daly
Director of Education and Secretary of the Board



Smoke-Free Ontario Act, 2017

How the Act Affects Schools

The Basics

The Smoke-Free Ontario Act, 2017 prohibits the smoking of tobacco, the use of electronic-cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public spaces, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour.

Smoking refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational).

Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

Public School and Private School Property

Smoking and vaping is not allowed in public and private schools, including the grounds associated with the school, and public areas within 20 metres of any point on the perimeter of the grounds of the school. Where a private school is not the only occupant of the premises, then the grounds designated for the school (e.g., a playground) and public areas within 20 metres of any point on the perimeter of those grounds are affected.

It is also illegal to sell tobacco and vapour products in public schools and private schools.

Responsibilities of Employers and Proprietors

The SFOA, 2017 requires that proprietors and employers of public and private schools make sure that smoking and vaping laws on school property are followed.

A proprietor includes the owner, operator or person in charge.

Every proprietor and employer of a school must:

- Give notice to staff, students and visitors that smoking and vaping is prohibited in the smoke-free and vape-free areas described above.
- Post “No Smoking” and “No Vaping” signs, or a dual “No Smoking and No Vaping” sign at entrances, exits and washrooms of the smoke-free and vape-free areas, in appropriate locations and in sufficient numbers, to ensure that staff, students and visitors are aware that smoking and vaping is not allowed.
- Ensure that no ashtrays or similar items remain in the smoke-free and vape-free areas.
- Ensure that staff, students and visitors do not smoke or vape in the smoke-free and vape-free areas.
- Ensure that someone who refuses to comply with Ontario’s smoking and vaping laws does not remain in the smoke-free and vape-free areas.

Enforcement

Local public health units will carry out inspections and respond to complaints regarding smoking and vaping on school property and within the 20 metre perimeter of public areas outside of school property.

Penalties

Failing to comply with prohibition on smoking and vaping:

An individual who violates the prohibition on smoking and vaping in schools or on and around school grounds may be charged and if convicted, face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence).

An employer or proprietor of a school that fails to fulfill their responsibility under the law may be charged with an offence and if convicted, could face a maximum fine:

Signage responsibilities

- For individuals: \$2,000 (for a first offence); \$5000 (for a second offence); \$10,000 (for a third offence); \$50,000 (four or more offences).
- For corporations: \$5,000 (for a first offence); \$10,000 (for a second offence); \$25,000 (for a third offence); \$75,000 (four or more offences).

Other responsibilities

- For individuals: \$1,000 (for a first offence); \$5,000 (two or more offences).
- For corporations: \$100,000 (for a first offence); \$300,000 (two or more offences).

Any individual convicted of selling tobacco or vapour products on school grounds could face a fine ranging from \$2,000 to \$50,000, depending on the individual's number of prior convictions.

Any corporation convicted of selling tobacco or vapour products on school grounds could face a fine ranging from \$5,000 to \$75,000, depending on the corporation's number of prior convictions.

This fact sheet is intended as a quick reference only and should not be considered to be legal advice. For more information, call to speak with a public health inspector at:

THE REGIONAL MUNICIPALITY OF HALTON
1151 Bronte Road, Oakville, ON L6M 3L1
Tel: 905-825-6000 Fax: 905-825-8797
Toll Free: 1-866-4HALTON (1-866-442-5866) TTY: 905-827-9833
www.halton.ca/health

You can also obtain information on the Smoke-Free Ontario Act, 2017, at the Ontario Ministry of Health and Long-Term Care website: www.ontario.ca/smokefree or by calling Service Ontario toll-free at INFOline 1-866-532-3161, TTY 1-800-387-5559.

Smoking ~~Ban~~/Vaping Ban

Adopted:

March 31, 1987

Last Reviewed/Revised:

June 21, 2016

Next Scheduled Review: 2018-2019

Associated Policies & Procedures:

II-28 Alcohol, Tobacco and Drug Education and Abuse in Schools

Purpose

To ensure compliance to the ~~Smoke-Free Act, Making Healthier Choices Act, and Electronic Cigarettes Act~~. The intent of each Act is to provide a complete ban on smoking, vaping (e-cigarettes) and medical marijuana in the workplace and on property owned by the employer. Smoke-Free Ontario Act, 2017, which prohibits the smoking of tobacco, the use of electronic-cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public spaces, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour.

Smoking and vaping is not allowed in schools, including the grounds associated with the school, and public areas within 20 metres of any point on the perimeter of the grounds of the school.

Application and Scope

This policy applies to all ~~employees of the Halton Catholic District School Board and all guests or visitors to any of the Board buildings, facilities or Board-owned property~~ staff, students, parents, and visitors on school property including parking lots, inside vehicles, on sports fields and public areas within 20 metres from the perimeter of the school property.

References

Smoke-Free Ontario Act 2017

Making Healthier Choices Act 2015

Cannabis Control Act (Ontario)

Halton Region – Drugs, Alcohol & Tobacco

Electronic Cigarettes Act

Canadian Centre on Substance Abuse

About Marijuana

Health risks of marijuana use

How does marijuana affect health?

Definitions

Smoking means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational)

Vaping means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine

Principles

The Halton Catholic District School Board acknowledges that there is sufficient medical evidence to support significant health risks as a result of smoking and for non-smokers who are exposed to 'second-hand' smoke.

Further, recognizing that such health risks promote cardiovascular and respiratory diseases at an increased rate of incidence, and that second-hand smoke is an irritant to non-smokers who are also exposed to an increased risk of respiratory diseases and lung cancer, the Halton Catholic District School Board endorses a smoke-free environment for all employees occupants.

~~A smoking ban is also endorsed by the Board's Health and Safety and Wellness programmes.~~

Requirements

The Act stipulates several obligations on employers, which include the following:

- ensuring that ~~no person smoke in an enclosed workplace~~ employees, students and members of the public do not smoke or vape on school property;
- ~~giving notice to all employees that smoking is prohibited in the enclosed workplace~~ ensuring employees, students, and visitors are aware of the smoking and vaping prohibitions, including not smoking or vaping within 20 metres of the school grounds;
- ~~posting prescribed signs prohibiting smoking in designated locations throughout the enclosed workplace~~ posting appropriate signage at all entrances, exits, and other locations in order to inform everyone that smoking/vaping is prohibited;
- ~~ensuring that no ashtrays or similar equipment remain in the enclosed workplace (except for a vehicle with a manufacturer-installed ashtray)~~ ensuring ashtrays and any object(s) that serve as one are removed from the property;

- ~~ensuring that a person who smokes in the enclosed workplace does not remain in the enclosed workplace~~ Ensuring that a person, who does not comply with the Act, does not remain on the property;
- ~~to provide reasonable and precautionary safeguards to students, staff, visitors and all employees from exposure to medical marijuana smoke.~~
- ~~ensuring all forms of tobacco and cannabis, including vaping of any kind, are strictly prohibited on Board property~~

~~Failure to comply with the Smoke Free Ontario Act (including smoking and vaping) may include fines and/or discipline.~~

~~The regulations also state that smoking, vaping (e-cigarettes) and medical marijuana is prohibited within a nine meter radius of any entrance or exit of a Board owned or operated property or facility. Signs indicating “The Halton Catholic District School Board is a Non-Smoking Facility” will be posed at all entrance doors of all Board buildings as soon as possible in order to assist in the implementation of the Acts.~~

~~Employers face significant consequences from the Ministry of Health and/or the Ministry of Education if the Acts are breached.~~

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy II-28 Alcohol, Tobacco and Drug Education and Abuse in Schools	Item 3.5
December 11, 2018	

Purpose

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

Commentary

Policy II-28 Alcohol, Tobacco and Drug Education and Abuse in Schools was last amended in March 2018, and has been brought back to the Policy Committee for further review, following recent Cannabis Legislation in the Province of Ontario, and changes to the Smoke Free Ontario Act.

Minor amendments to the policy have been recommended. To better reflect the definition of ‘vaping’ reference to “electronic cigarettes” was removed from the purpose. The application and scope was updated to include regulations in the Smoke Free Ontario Act. New references were added, and in some cases the hyperlinks were updated. Links to resources were removed as they are not referenced in the policy, and are available through the hyperlinks in the referenced documents. Definitions were added and principles were updated for better flow and accuracy.

In light of these changes, *Policy II-28 Alcohol, Tobacco and Drug Education and Abuse in Schools* should also reflect a name change to *Policy II-28 Alcohol, Tobacco, Vaping, and Drug Education and Abuse in Schools*. The Policy 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 <i>Policy II-28 Alcohol, Tobacco and Drug Education and Abuse in Schools</i> name be changed to <i>Policy II-28 Alcohol, Tobacco, Vaping, and Drug Education and Abuse in Schools</i> , and be forwarded, along with amendments, to the December 18, 2018 Regular Board Meeting for approval.

Report Prepared by: S. Balogh
Superintendent of Education, School Services

Report Submitted by: P. Daly
Director of Education and Secretary of the Board

Alcohol, Tobacco, Vaping, and Drug Education and Abuse in Schools

Adopted:
February 18, 1992

Last Reviewed/Revised:
March 6, 2018

Next Scheduled Review: 2020-2021

Associated Policies & Procedures:

[I-14 Smoking Ban](#)

[II-39 Progressive Discipline and Safety in Schools/Code of Conduct – Suspensions and Expulsions](#)

[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 wellbeing of its students. It recognizes that the consumption of alcohol, tobacco, vaping, ~~(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, vaping, 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 inside vehicles, on sports fields, and public areas within 20 metres from the perimeter of the school property~~, 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

[Smoke-Free Ontario Act 2017](#)

[Making Healthier Choices Act 2015](#)

[Liquor Licensing Act](#)

[Cannabis Control Act \(Ontario\)](#)

[Halton Region – Drugs, Alcohol & Tobacco](#)

[Canadian Centre on Substance Abuse](#)

[About Marijuana](#)

[Health risks of marijuana use](#)

[How does marijuana affect health?](#)

Definitions

Smoking means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational)

Vaping means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine

Principles

- The Halton Catholic District School Board will take proactive measures to educate students about the potential negative impacts of alcohol, tobacco, vaping, and drugs on their social, personal, legal, spiritual and healthy well-being;
- 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;
- Preventative Drug Education Programs and counselling will be provided to students concerning their decisions about alcohol, tobacco, vaping, and drug use;
- Community partnerships will be encouraged in order to achieve a collaborative approach to alcohol, tobacco, vaping, and drug education and intervention;
- The possession of alcohol or drugs, or the use of alcohol, tobacco, vaping, 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;
- Consequences for tobacco, vaping, 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*. Furthermore, failure to comply with the Smoke Free Ontario Act (including smoking and vaping) may include fines;
- ~~Students with tobacco/vaping, alcohol and/or drug problems shall be considered for referral, in consultation with parents where appropriate, to appropriate community agencies;~~

- Where appropriate, and in consultation with parents, students may be referred to community agencies for counselling.
- During the first term/semester, the Principal shall inform all students and parents/guardians of the Board's Alcohol, Tobacco, Vaping, 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

Student Trustees of the Halton Catholic District School Board	
Adopted: September 15, 1998	Last Reviewed/Revised: December 3, 2018
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: I-26 Student Trustees of the Halton Catholic District School Board	

Purpose

To describe the procedure under which *Policy I-26 Student Trustees of the Halton Catholic District School Board*, regarding Student Trustee(s) on the Halton Catholic District School Board, is implemented in accordance with Ontario Regulation 07/07, and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8 (1) of the Education Act.

Application and Scope

This administrative procedure applies to the process of election of student trustee(s) to the Board.

References

[Education Act](#)

Principles

The Halton Catholic District School Board endorses the principle of direct student representation on the Board, supports an open and democratic process for the election of student(s) to represent the interests of students on the Board and, to serve as a model of Catholic leadership in the school and wider Catholic community.

Requirements

- The Student Senate shall elect three (3) student trustees:
 - from among qualified students enrolled in its secondary schools;

- who exemplify servant leadership to the Catholic educational community, and meet or exceed the requirements as outlined in *Policy I-26 Student Trustees of the Halton Catholic District School Board* ;
 - no two students shall be from the same municipality.
- The student trustees shall be elected by the Student Senate no later than February 28 in each school year, under the understanding that each will begin their term of one school year from August 1st in the year they are elected.
- A secondary school student is eligible for consideration as a nominee for Student Trustee on the Halton Catholic District School Board a subsequent school year provided he/she meets the requirements stated in *Policy I-26 Student Trustees of the Halton Catholic District School Board* and this administrative procedure.
- The student trustee(s) shall be elected by the Student Senate in accordance with the following procedure:
 1. Notice shall be sent to each secondary school Principal by January 1st of each school year, inviting each secondary school to elect one qualified student to be considered by the Student Senate for election as student trustee on the Halton Catholic District School Board.
 2. The Principal shall forthwith inform the student body of the school's opportunity to nominate one qualified student to be considered and elected by the Student Senate and that the nomination procedure at each secondary school shall involve an election process by students.
 3. The Principal shall convene a meeting with the members of the Student Council and the staff advisor(s) to discuss student representation on the Board and to counsel the members of the Student Council regarding the Catholicity, academic, leadership and behavioural and workload expectations for the position of student trustee on the Board.
 4. Interested students shall submit their candidacy to their Principal and to the President/Chair of their Student Council by the deadline of the end of the third week of January of each school year.
 5. Following the January deadline date for candidate submissions, the Principal shall convene a meeting of all eligible candidates with the members of the Student Council and the staff advisor(s). Candidates will have an opportunity to make presentations that speak to their Catholicity, academic, and leadership suitability to represent the interests of students of the Board.
 6. In consultation with the Principal and the staff advisor(s), the Student Council shall, by January 30th, elect the most qualified student to be their school's nominee for consideration as student trustee by the Board. A current sitting student trustee on the Board may be nominated by a school for consideration by the Board for an additional term(s) of office as a Student Representative of the Board.

7. By the end of the first week of February or earlier, each secondary school's nominee shall be invited to submit the following information to the Director of Education:
 - reasons for seeking the position;
 - a brief list (3-5 items) of clearly articulated issues pertaining to Catholic secondary education;
 - relevant background information pertaining to their interests, qualifications, leadership experience, social justice concerns, parish community involvements;
 - other information he or she deems pertinent;
 - a letter of support from the Principal;
 - a letter of support from the Student Council;
 - a letter of support from the nominee's parish priest.
8. Each secondary school's nominee (as per 4.6 above) shall be interviewed at a meeting of the Student Senate and invited to make a maximum five-minute presentation to the Student Senate (excluding any current student trustee seeking re-appointment). A student nominee seeking an additional term shall not participate in any part of the session in which the Student Senate elects the student trustee(s). The Student Senate shall, through secret ballot, vote on the successful candidate(s) for the position(s) of student trustee(s) on the Board.
9. The successful candidate(s) will be confirmed by the Board at one of its meetings prior to the end of March in each school year.
 - A student trustee shall have the same rights as Trustees to participate at meetings of the Board and at meetings of Committees of the Board. Note, however, that, where legislation requires that a Committee must include one or more "members of the Board," a student trustee cannot count as one of these since a student trustee is not "a member of the Board."
 - However, the student trustee(s) shall only have the right to a recorded non-binding advisory vote. In addition, a student trustee may request that a matter before a Board or any of its Committees, be put to a vote, in which case, there must be two (2) votes:
 - a non-binding vote that includes the student trustee's(s) vote; and
 - a recorded binding vote that does not include the student trustees(s)' vote.
 - A student trustee is not entitled to move a motion, but is entitled, in accordance with the Board by-laws, to suggest a motion on any matter at a meeting of the Board or of one of its Committees on which the student trustee sits. If no member of the Board or Committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
 - The Education Act requires that all Board meetings be open to the public and that all committee meetings also be open except those "when the subject-matter under consideration involves,

- a) the security of the property of the Board;
 - b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiations with employees of the Board; or
 - e) litigation affecting the Board.”
- Subsection 55(5) of the Act provides that a student trustee(s) may attend all closed meetings, with the exception of (b).
 - The three pupil representatives are required to maintain on-going contact and dialogue with Student Senators on the Student Councils of all secondary schools under the Board’s jurisdiction to ensure that the interests of pupils continue to be represented on the Board. This duty is understood to include active support for the ongoing activities and initiatives of the Secondary Schools Student Senate.
 - The student trustee(s) shall have the same access to material and information as Trustees to allow for participation at meetings of the Board and at meetings of Committees of the Board.
 - Each student trustee shall be a full-time Catholic senior student in good standing and, except for the age qualification, the terms of qualification shall be the same as the terms that apply to Trustees.
 - The terms of disqualification of the student trustee shall include those terms that apply to Trustees and, in addition, will also include involvement in an infraction of the school’s Student Code of Conduct and Catholic Values, and/or relinquishing full-time student status.
 - In the event a student trustee does not complete the term of appointment, the Student Senate will:
 - hold a by-election.
 - A student trustee shall be reimbursed for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities, in accordance with the same policies that govern the reimbursement of Board members for such expenses.
 - **Term of Office Recognition and Acknowledgement of Services:** Upon completion of their respective elected/appointed term, the student representative(s) shall, subject to Board approval, be acknowledged for their service to the Board in public session in the following manner:
 - a) Each individual will be provided with a letter of commendation signed by the Chair of the Board;
 - b) Each individual will be awarded a bursary of \$2,500.00 and/or other such forms of recognition or support as may be determined by the Board. If a student holds office

for a portion of a year, \$2500.00 is pro-rated according to the portion of the year the student holds office.

APPROVED: Regular Meeting of the Administrative Council

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

Child Abuse and Protection of Students

Adopted:

March 22, 2004

Last Reviewed/Revised:

October 29, 2018

Next Scheduled Review: 2021/2022

Associated Policies & Procedures: [II-20 Child Abuse and Protection of Students](#)

Purpose

To describe the actions expected of all Board staff pertaining to the protection of children as defined under the Child Youth and Family Services Act (2017) and to the protection of students under age 18. Specifically, in cases where reasonable suspicion exists that a child/youth may be at risk, or is otherwise in need of protection, these actions will cause staff and volunteers to be in compliance with the Child Youth and Family Services Act and Policy II-20 of the Halton Catholic District School Board, the Ontario College of Teachers Act (1996), the Student Protection Act (2002), Police Services Act and Canadian criminal law.

Application and Scope

This procedure applies to all staff and volunteers of the Halton Catholic District School Board in respect of all students of the Board. Specific actions are described for those in specific positions of responsibility as appropriate.

Requirements

- 1.0 Where, in the course of employment, or volunteer activities with the Board, one believes (based on facts, circumstances or disclosure) there are reasonable grounds to suspect that a child **or youth under the age of 18** is, or may be in need of protection, the steps in this procedure must be followed immediately.
- 1.1 Staff members are not expected to assess the severity of the abuse or of the extent of alleged suspected child abuse or neglect of any student.
- 1.2 When a report has been made to the Halton Children's Aid Society, or to the Halton Regional Police Service, all Board employees/volunteers are required to cooperate fully with the Halton Children's Aid Society team and/or investigating police.
- 1.3 When the Halton Children's Aid Society personnel or Halton Regional Police arrive at the school as part of the investigative process, school office staff are required to request identification proving employment by the Halton Children's Aid Society or for the purpose of acquiring the badge number of the police officer.

- 1.4 The Principal, designate, teacher, support staff, shall be available to support the child(ren)/youth through the process, if the child(ren)/youth so wish.
- 1.5 The Child Youth and Family Services Act and Canadian Criminal Statutes takes precedence over existing legislation and school board policies which may prohibit interactions between the child/youth and Police or other professionals without prior parental consent.
- 1.6 Initial contact with the parent/guardian is the responsibility of the Halton Children's Aid Society team and/or the Halton Regional Police Service.
- 1.7 In cases where a Halton Children's Aid Society worker or a Police Officer intends to remove the child/youth temporarily from the school, the Principal is required to allow the child/youth to leave with that official. Parents shall only be informed on the direction of the Halton Children's Aid Society/Police.

2.0 Reporting Procedure for Students Under 18 Years of Age

- 2.1 Where an employee or volunteer suspects on reasonable grounds that a child or youth is or may be in need of protection, that employee or volunteer shall immediately:
 - advise the Principal or designate;
 - with the support of the Principal/Designate, will immediately contact the Halton Children's Aid Society (Burlington – 905-333-4441) to **report** the facts and circumstances upon which is based the reasonable suspicion that the child/youth is has, is, or will be in need of protection
 - Advising the Principal or designate does not absolve a person of the legal obligation to personally report to the Halton Children's Aid Society. No other person is to report on your behalf.
 - Advising the Halton Children's Aid Society does not absolve a person of the policy obligation to notify the principal or designate and report to the Halton Children's Aid Society.
- 2.2 Staff will provide by phone or e-mail any and all information required by the Children's Aid Society including the identification of the child(ren)/youth at-risk and any siblings, if known.
- 2.3 In order to minimize interference with any Halton Children's Aid Society investigation and in order to ensure that the rights of all are protected, under no circumstances will the "alleged abuser" be contacted or confronted about the incident. The Halton Children's Aid Society, in the best interests of the child/youth, will provide instructions regarding the care of the child/youth until the Halton Children's Aid Society responds.
- 2.4.1 The principal/designate signs the Record of Report to the Halton Children's Aid Society and will promptly notify the Superintendent or Assistant Superintendent by phone, e-mail that a report has been made to the Halton Children's Aid Society.
- 2.4.2 The principal will provide the Record of Report and the information as required by the Superintendent or Assistant Superintendent.

- 2.5 The Superintendent or Assistant Superintendent will promptly inform the Director of Education and the Executive Officer of Human Resources of any report to the Halton Children's Aid Society which may implicate a Board employee or volunteer.

3.0 Reporting Procedure for Students Over 16 Years of Age to Halton Regional Police

- 3.1 Where an employee or volunteer suspects on reasonable grounds that a student is the victim of assault, sexual assault or misconduct or of an offence under Canadian Criminal Statutes, the employee or volunteer will immediately inform the principal of the school and provide the principal with all relevant information.
- 3.2 The principal or designate will not interview the suspected student victim without the express consent of the Police/Children's Aid Society. However, without discussing the alleged victimization, the principal will inform the student of the intention to call the Halton Regional Police Service.
- 3.3.1 Having received a report as in 3.1, the principal will contact the secondary school police community liaison officer or the desk sergeant on duty for consultation on how to proceed or
- 3.3.2 Having a report as in 3.1, the principal and appropriate selected staff will support the student in reporting the incident(s) to the Halton Regional Police, if the student so wishes.
- 3.4 The principal of the school where a student is making a report to Police regarding their victimization will promptly notify the Superintendent or Assistant Superintendent and the Board Chief Social Worker by phone or e-mail that a report has been made to the Halton Regional Police.
- 3.5 The Superintendent or Assistant Superintendent will promptly inform the Director of Education and the Executive Officer of Human Resources of any report to the Police which may implicate a Board employee or volunteer.

4.0 Intervention Regarding Board Employee or Volunteer

When a report has been made that implicates a volunteer or board employee the principal will notify their Superintendent or Assistant Superintendent who will then promptly inform the Director of Education and the Executive Officer of Human Resource Services

- 4.1 The principal will remove all ~~from~~ contact with students, for any staff member or volunteer on whom a Police/Halton Children's Aid Society investigation is being conducted regarding a complaint of inappropriate conduct involving a student (s).
- 4.2 The principal will make it possible for the employee who has been reported to the Children's Aid Society or Police to contact their union president.
- 4.3 Human Resources Services administration will contact the employee reported to the Children's Aid Society or Police and removed from contact with students for the purpose of assigning the employee to alternate work.
- 4.4 The Record of Report made to the Halton Children's Aid Society/ Police will be kept in the office of the Executive Officer of Human Resource Services when it involves an

employee/volunteer of the Board. These records must be kept in accordance with the Board Records Retention Schedule.

- 4.5 A copy of the Record of Report will also be provided to the Chief Social Worker with the name of the Employee or Volunteer redacted.

5.0 Documentation

- 5.1 To provide accurate information to the Halton Children's Aid Society and to assist in the court process if necessary, staff/volunteers must document their knowledge of and involvement in the situation.
- 5.2 The employee making the report to the Halton Children's Aid Society/ Police is required to fill out the Record of Report including all relevant information.
- 5.3 The completed Record of Report must be given to the Principal within 48 hours of the report being made to the Halton Children's Aid Society or Police.
- 5.4 The principal will send the completed Record of Report (original), in a sealed envelope, marked "confidential" to the Supervisory Officer who will then process it and forward to the Chief Social Worker for storage at the Board office.
- 5.5 All Record of Report to the Halton Children's Aid Society or Police shall be considered confidential and released only to the appropriate Halton Children's Aid Society or Police force or appropriate Board administrators on request.

6.0 Removal of Student from School by CAS Worker(s)

School staff must verify the following information to ensure that they are handing over the right student:

- **Full Legal Name**
- **Address**
- **Date of Birth**
- **OEN#**
- **Parent(s)/Guardian(s) Name(s)**
- **Grade**
- **Gender**

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____

Director of Education and Secretary of the Board

Policy Committee Work Plan 2018 -2019

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
September 11, 2018													
I-19 Occupational Health and Safety		✓				2018/09/18						2018/09/19	annually
II-42 Medical Conditions		✓	✓			2018/09/18						2018/09/19	2021-2022
III-15 Workplace Violence		✓				2018/09/18						2018/09/19	annually
~NEW POLICY~ I-45 Transparency & Accountability in Executive Compensation	✓				2018/09/18			2018/09/19	2018/10/10	2018/10/11			2021-2022
October 9, 2018													
I-24 Fraud Management		✓	✓			2018/10/16						2018/10/17	2021-2022
I-35 Trustee Honoraria		✓	✓			2018/10/16						2018/10/17	2021-2022
II-49 English as a Second Language & English Literacy Development Programs and Services		✓	✓			2018/10/16						2018/10/17	2021-2022
II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students		✓	✓			2018/10/16						2018/10/17	2021-2022
V-04 School Fundraising Activities		✓ (DEFEATED)											2019-2020
October 11, 2018													
I-45 Transparency & Accountability in Executive Compensation		✓									2 nd Reading 2018/10/16		2021-2022
October 30, 2018													
I-45 Transparency & Accountability in Executive Compensation		✓	✓								3 rd Reading 2018/11/06	2018/11/07	2021-2022
November 13, 2018													
II-11 Daily Teacher Plans		✓	✓			2018/11/20						2018/11/21	2021-2022
II-23 Child Care Facilities		✓	✓			2018/11/20						2018/11/21	2021-2022
II-37 Volunteers in Catholic Schools		✓	✓			2018/11/20						2018/11/21	2021-2022
II-44 Student Mental Health and Well-Being		✓	✓ (+name change)			2018/11/20						2018/11/21	2021-2022
II-46 Assessment and Evaluation		✓	✓			2018/11/20						2018/11/21	2021-2022
December 11, 2018 (Inaugural Policy Committee Meeting)													
I-14 Smoking Ban		✓	✓										2021-2022
I-26 Student Trustees on the Halton Catholic District School Board		✓	✓										2021-2022
II-20 Child Abuse and Protection of Students		✓	✓										2021-2022
II-28 Alcohol Tobacco and Drug Education and Abuse in Schools		✓	✓										2021-2022

Policy Committee Work Plan 2018 -2019

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
January 8, 2019													
I Governance of Policy													2021-2022
I-07 Protection of Privacy													2021-2022
II-39 Progressive Discipline and Safety in Schools													2021-2022
V-09 Public Concerns Complaints Process													2021-2022
V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools													2021-2022
February 12, 2019													
I-30 Video Surveillance													2021-2022
I-43 Use of Technology and Digital Citizenship													2021-2022
IV-06 School Sites and Facilities Criteria													2021-2022
IV-07 Alternative Arrangements for School Facilities													2021-2022
IV-08 School Sites and Operating Budget													2021-2022
V-03 Photographs, Advertising and Sales Representatives													2021-2022
April 9, 2019													
Procedural By-Laws													2021-2022
I-13 Appointment of Architect													2021-2022
II-07 The School Day - Teaching Day - Elementary & Secondary													2021-2022
II-12 Management of Aggressive Student Behaviour Within Our Schools													2021-2022
V-01 Use of School Grounds and Community Use of School Facilities													2021-2022
May 14, 2019													
I-33 Classroom Observations by External Third Party Professionals													2021-2022
II-02 Educational Assistants													2021-2022
II-09 Opening and Closing Exercises													2021-2022
II-10 Releasing Pupils from School													2021-2022
II-19 Educational Field Trips													2021-2022
II-35 Access to School Premises													2021-2022
V-15 Environmental Stewardship													2021-2022

Policy Committee Work Plan 2018 -2019

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 nd & 3 rd Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
June 11, 2019													
I-02 Records and Management Information Policy													2021-2022
II-45 Equity and Inclusive Education													2021-2022
II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities													2021-2022
III-05 Employee Assault													2021-2022
III-06 Harassment													2021-2022
III-11 Hiring and Promotion Policy, Academic and NonAcademic Personnel													2021-2022
III-14 Employee Code of Conduct													2021-2022
III-16 Workplace Harassment													2021-2022
V-16 Copyright, Visual Identity, and Intellectual Property													2021-2022

I-09 School Accommodation Review – Consolidation/Closure

Pending Ministry directive

I-37 Community Planning and Facility Partnership

Pending Ministry directive