

**POLICY COMMITTEE MEETING
AGENDA**

Date: Tuesday, April 9, 2019
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Call to Order	
1.1 Opening Prayer (N. Guzzo)	
2. Approvals	
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4.5 Policy V-01 Use of School Grounds and Community Use of School Facilities (R. Merrick)	37 - 51
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6.1 ~New~ Procedure VI-62 Use of Technology and Digital Citizenship (A. Prkacin)	68 - 75
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6.3	Procedure VI-49 Use of School Facilities Election Day (R. Merrick)	81 - 83
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6.5	2018-2019 Policy Committee Work Plan (P. Daly)	93 - 95
6.6	Upcoming Agenda Items (May 14, 2019)	
6.6.1	Policy I-30 Video Surveillance (F. Thibeault, S. Vieira, R. Merrick)	
6.6.2	Policy I-33 Classroom Observations by External Third Party Professionals (C. Cipriano)	
6.6.3	Policy II-02 Educational Assistants (C. Cipriano)	
6.6.4	Policy II-10 Releasing Pupils from School (J. Crowell)	
6.6.5	Policy II-19 Educational Field Trips (S. Balogh)	
6.6.6	Policy II-35 Access to School Premises (S. Balogh, R. Merrick, C. Cipriano)	
6.6.7	Policy V-15 Environmental Stewardship (S. Allum, R. Merrick, A. Prkacin)	
6.6.8	Information Items	
6.6.8.1	Procedure VI-83 Video Surveillance Procedure (F. Thibeault, S. Vieira, R. Merrick)	
6.6.8.2	Procedure VI-48 Protocol With External Agencies For The Provision Of Services By Regulated Health Professionals, Social Service Professionals, And Paraprofessionals (PPM 149) (C. Cipriano)	
6.6.8.3	Procedure VI-70 Educational Field Trips (S. Balogh)	
6.6.8.4	Procedure VI-07 Transportation of Students in Private Vehicles Driven by Other Students (S. Balogh, Business Services)	
6.6.8.5	Procedure VI-07(a) School Bus Accident Procedure (S. Balogh, Business Services)	
6.6.8.6	Procedure VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers (S. Balogh, Business Services)	
6.6.8.7	Procedure VI-30 Access to School Premises (S. Balogh, R. Merrick, C. Cipriano)	
7.	Miscellaneous Information	
8.	In Camera	
8.1	Policy Development - Optional Programs (H. Karabela)	
9.	Motion to Excuse Absent Committee Members	

10. Motion to Adjourn/ Closing Prayer (V. Iantomasi)

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P#18/19**Moved by: P. Murphy****Seconded by: P. DeRosa****That**, the agenda be approved, as amended**CARRIED****2.2 Approval of Minutes (January 8, 2019 Meeting)****P#19/19****Moved by:** B. Agnew**Seconded by:** V. Iantomasi**That**, the minutes of the Policy Committee Meeting held on January 8, 2019 be approved, as submitted.**CARRIED****3. Declarations of Conflict of Interest**

There were no conflicts of interest declared.

4. Action Items**4.1 Policy IV-06 School Sites and Facilities Criteria (R. Merrick, F. Thibeault, A. Lofts)**

F. Thibeault reviewed the amendments to Policy IV-06. Expansion plans were noted. Specific development information was updated.

P#20/19**Moved by:** P. Murphy**Seconded by:** J. O'Hearn-Czarnota**That**, the Policy Committee recommends that Policy IV-06 School Sites and Facilities Criteria, be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions regarding traffic flows and pattern in developing school sites; Education Development Charges (EDC) Charges and criteria were asked and answered. O. Reg. 20/98 was described for clarification

The Chair returned to main motion. **P#20/19 UNANIMOUSLY CARRIED.**

In Favour	Opposed	Abstained	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte (Chair)			
P. DeRosa			
			N. Guzzo
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

4.2 Policy IV-07 Alternative Arrangements for School Facilities (R. Merrick, F. Thibeault, A. Lofts)

F. Thibeault shared that the policy framework is part of O. Reg. 20/98. It was noted that the provincial government is reviewing current regulations and information has not been released to the school board. Relevancy was noted.

P#21/19

Moved by: V. Iantomasi

Seconded by: J. O'Hearn—Czarota

That, the Policy Committee recommends that Policy IV-07 Alternative Arrangements for School Facilities, be forwarded without amendments to the March 5, 2019 Regular Board Meeting for approval.

Discussion ensued. Questions were asked and answered. It was noted that the date of review will be changed to reflect that the policy has been reviewed in keeping with the current review cycle. It was also noted that the policy will be returned to the table for further review pending Ministry of Education guidelines being issued.

The Chair returned to main motion. **P#21/19 UNANIMOUSLY CARRIED.**

In Favour	Opposed	Abstained	Absent
J. O'Hearn-Czarota			
B. Agnew			
M. Duarte (Chair)			
P. DeRosa			
			N. Guzzo
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

4.3 Policy IV-08 School Sites and Operating Budget (F. Thibeault, A. Lofts)

F. Thibeault shared that the policy framework is part of O. Reg. 20/98. It was noted that the provincial government is reviewing current regulations and information has not been released to the school board. Relevancy was noted.

P#22/19

Moved by: P. Murphy

Seconded by: P. De Rosa

That, the Policy Committee recommends that Policy IV-08 School Sites and Operating Budgets, be forwarded without amendments to the March 5, 2019 Regular Board Meeting for approval.

Questions regarding budget were and answered; It was noted that the date of review will be changed to reflect that the policy has been reviewed in keeping with the current review cycle. It was also noted that the policy will be returned to the table for further review pending Ministry of Education guidelines being issued.

The Chair returned to main motion. **P#22/19 UNANIMOUSLY CARRIED.**

In Favour	Opposed	Abstained	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte (Chair)			
P. DeRosa			
			N. Guzzo
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

4.4 Policy V-03 Photographs, Advertising and Sales Representatives (A. Lofts, D. Tkalcic)

D. Tkalcic shared the changes to the policy. The revisions ensure that the principles and requirements encompass more than just photographs. The policy was updated in accordance with O. REG. 298.

P#23/19

Moved by: B. Agnew

Seconded by: P. Murphy

That, the Policy Committee recommends that Policy V-03 Photographs, Advertising and Sales Representatives name be changed to Policy V-03 Photography, Advertising and Sales Representatives and be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

Discussion ensued. Clarification regarding equitable and inclusive statement was given, in particular to all service providers. B. Agnew noted that the policy will be taken to SEAC to develop guidelines for schools. Questions regarding local business procurement, equal opportunity, and competitive rates were asked and answered. Clarification will be sent to the Trustees regarding wording "consent of the Board". Requirements regarding notification and consent were clarified. Discussion determined that "...in part or in full" will be added to the policy in reference to the use of the Board Logo prior to the board meeting, for approval.

The Chair returned to main motion. **P#23/19 UNANIMOUSLY CARRIED.**

In Favour	Opposed	Abstained	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte (Chair)			
P. DeRosa			
			N. Guzzo
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

4.5 Policy V-09 Public Concerns Complaints Process (P. Daly, S. Balogh)

P. Daly shared the rationale for the amendments to the policy; as to not to discourage complaints but to be more invitational for more inclusive conversations.

P#24/19

Moved by: B. Agnew

Seconded by: P. Murphy

That, the Policy Committee recommends that Policy V-09 Public Concerns Complaints Process name be changed to Policy V-09 Public Concerns/Complaints Process, and be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

Discussion ensued. It was noted that the process for ratepayers and others to share their concerns with the appropriate staff member or Trustee does not change by removing the word complaint from the policy, and that the intent of the change was to have more encompassing language.

The following amendment to the policy was presented

P#25/19

Moved by: T. O'Brien

Seconded by: J. O'Hearn-Czarnota

That, the word "concern" be kept in the policy and "/complaint" be included beside it, throughout. Discussion ensued.

The Chair called for a vote. **P#25/19 CARRIED.**

In favour	Opposed	Abstained	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte (Chair)			
	P. DeRosa		
			N. Guzzo
	P. Murphy		
H. Karabela			
V. Iantomasi			
T. O'Brien			

Further discussion of the policy, ensued. The concerns/complaints process and the Role of the Trustees were clarified.

The Chair returned to main motion.

P#24/19 (Amendment)

Moved by: B. Agnew

Seconded by: P. Murphy

That, the Policy Committee recommends that Policy V-09 Public Concerns/Complaints Process be forwarded, along with amendments, to the March 5, 2019 Regular Board Meeting for approval.

The Chair called for a vote on the main motion as amended. **P#24/19 (Amendment) CARRIED.**

In favour	Opposed	Abstained	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte (Chair)			
	P. DeRosa		
			N. Guzzo
	P. Murphy		
H. Karabela			
V. Iantomasi			
T. O'Brien			

5. Discussion Items

5.1 Transportation to Specialized Programs (N. Guzzo)

Deferred.

6. Information Items

6.1 Procedure VI-36 Police Record Check - Goods and Services Providers (A. Lofts, D. Tkalcic)

6.2 Procedure VI-50 Technological Education Service (A. Lofts, D. Tkalcic)

6.3 Procedure VI-52 After Hours School Paid Camp Activities (A. Lofts, D. Tkalcic, S. Balogh)

The Procedures were presented as information.

S. Balogh noted that the tracked changes versions of the procedures were provided as requested by Trustees.

6.4 Procedural By-Laws (P. Daly, S. Balogh)

S. Balogh shared the process that will be followed to make revisions to the Board's Procedural By-Laws. It was noted that, once reviewed, a draft copy of the Procedural By-Laws will be presented to a Policy Committee Meeting in keeping with the policy approval process.

6.5 2018-2019 Policy Working Group (S. Balogh)

S. Balogh shared the names of the policy working group and described the process of reviewing policies as part of the regular review cycle.

6.6 Upcoming Agenda Items (April 9, 2019) (S. Balogh)

6.6.1 Policy I-13 Appointment of Architect (R. Merrick)

6.6.2 Policy I-30 Video Surveillance (F. Thibeault, S. Vieira)

6.6.3 Policy I-43 Use of Technology and Digital Citizenship (A. Prkacin)

6.6.4 Policy II-07 The School Day-Teaching Day-Elementary & Secondary (S. Balogh)

6.6.5 Policy II-12 Management of Aggressive Student Behaviour Within Our Schools (C. Cipriano)

6.6.6 Policy V-01 Use of School Grounds and Community Use of School Facilities (R. Merrick)

6.6.7 ~NEW Policy~ Public Engagement (P. Daly, S. Balogh, A. Swinden)

6.6.8 Discussion Items

6.6.8.1 Policy Development - Optional Programs (H. Karabela)

6.6.9 Information Items

6.6.9.1 Procedure VI-83 Video Surveillance Procedure (F. Thibeault, S. Vieira)

6.6.9.2 ~New Procedure~ Use of Technology and Digital Citizenship (A. Prkacin)

6.6.9.3 ~New Procedure~ Social Media (A. Swinden)

6.6.9.4 Procedure VI-49 Use of School Facilities Election Day (R. Merrick)

**6.6.9.5 ~New Procedure~ Use of School Grounds and Community Use of Schools
(R. Merrick)**

**6.6.9.6 Procedure VI-37 Issuing and Decommissioning of Forms
(S. Vieira, S. Balogh)**

The upcoming agenda items were noted.

7. Miscellaneous Information

There were no miscellaneous items.

8. In Camera

There were no in camera items.

9. Motion to Excuse Absent Committee Members

P#25/19

Moved by: B. Agnew

Seconded by: V. Iantomasi

That, Trustee N. Guzzo be excused.

CARRIED

10. Motion to Adjourn/ Closing Prayer (N. Guzzo)

P#26/19

Moved by: P. De Rosa

Seconded by: H. Karabela

That the meeting adjourn.

CARRIED

S. Balogh closed meeting with prayer at 8:48 pm

Policy I-13 Appointment of Architect	Item 4.1
Tuesday, April 9, 2019	

Purpose

To rescind *Policy I-13 Appointment of Architect*.

Commentary

The following policy has been in place to appoint an architect for a capital project of the Board.

Upon review of the policy, it is evident that *Policy I-13 Appointment of Architect* is redundant and duplicates the intent of the *Policy I-25 Purchasing*, whereby the Board must follow the Broader Public Sector (BPS) Procurement Directive and *Administrative Procedure VI-11 Purchasing*. The BPS Procurement Directive governs all purchasing transactions within the Board, including architectural services. Therefore, it is recommended that *Policy I-13 Appointment of Architect* be rescinded, and *Policy I-25 Purchasing* will govern future transactions of the Board to procure architectural services.

Policy I-13 Appointment of Architect is attached for information.

Recommendation

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

Moved by:
Seconded by:
<i>That</i> , the Policy Committee recommends that <i>Policy I-13 Appointment of Architect</i> be forwarded to the May 7, 2019, Regular Meeting of the Board to be rescinded.

Report Prepared by:

R. Merrick
Superintendent, Facility Management Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Appointment of Architect	
Adopted: November 25, 1986	Last Reviewed/Revised: September 5, 2006
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: N/A	

Purpose

The appointment of an architect for a capital project of the Board will be determined as outlined below.

Requirements

Area architects and those specializing in school design will be invited to submit a professional résumé with respect to school construction experience, including recent capital projects designed within the previous twelve (12) month period.

Senior staff will receive, review and list all résumés received for submission to the Architect Selection Committee. Such submission will include a short list recommendation by staff for consideration.

The Architect Selection Committee will finalize the “short list” recommendation, interview if necessary and recommend appointment to the Board with appropriate background information. The interviewing of architects will be at the discretion of the Selection Committee.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy I-43 Use of Technology and Digital Citizenship	Item 4.2
Tuesday, April 9, 2019	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-43 Use of Technology and Digital Citizenship* as recommended by staff.

Commentary

Policy I-43 Use of Technology and Digital Citizenship has been streamlined so that the guiding principles for use of technology and digital citizenship are concisely and clearly delineated. *Administrative Procedure VI-62 Use of Technology and Digital Citizenship* has been developed to outline the implementation of the principles enshrined in *Policy I-43 Use of Technology and Digital Citizenship*.

The revised *Policy I-43 Use of Technology and Digital Citizenship* 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</i> , the Policy Committee recommends that <i>Policy I-43 Use of Technology and Digital Citizenship</i> be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.

Report Prepared by:

Anna Prkacin
Superintendent of Education, Curriculum Services

Report Submitted by:

Pat Daly
Director of Education and Secretary of the Board

Use of Technology and Digital Citizenship	
Adopted: November 18, 2014	Last Reviewed/Revised: June 16, 2015
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: I-43 Use of Technology and Digital Citizenship VI-63 Social Media I-02 Records and Information Management VI-82 Records and Information Management Procedure I-07 Privacy Protection Policy VI-81 Privacy Protection Procedure VI-51 Privacy Breach Procedure I-24 Fraud Management VI-24 Fraud Management I-36 Trustee Code of Conduct II-39 Progressive Discipline & Safety in Schools Code of Conduct – Suspensions & Expulsions VI-44 Progressive Discipline and Safety in Schools II-40 Bullying Prevention and Intervention II-45 Equity and Inclusive Education VI-54 Equity and Inclusive Education III-14 Employee Code of Conduct III-16 Workplace Harassment IV-04 Loss or Damage to Personal Items	

Purpose

The Halton Catholic District School Board (HCDSB) supports the benefits that technology can bring to its daily operating activities, and to student achievement and wellbeing. All users are required to know and abide by this policy in order to ensure information technology resources are being used in a safe and responsible manner.

The Halton Catholic District School Board (the “Board”) is committed to providing and maintaining safe and appropriate environments conducive to learning and working for all.

~~to preparing our students for success in the future, which requires preparing them for today's workplace, and~~
~~The Halton Catholic District School Board (the "Board") is committed to preparing our students for success in the future, which requires preparing them for today's workplace, and for a world that continues to evolve through advances in technology. for a world that continues to evolve through advances in technology.~~

~~To improve student success and achievement, we must ensure that all students feel safe, welcomed, respected and included.~~

~~We want our students to be well-prepared to be successful in an evolving society. Fundamental to such success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. It is imperative that we support our students as 21st Century learners to help them become collaborative contributors, responsible citizens, and self-directed, responsible, lifelong learners.~~

~~Digital citizenship is defined as the norms of legal, ethical and responsible behaviour related to the appropriate use of technology. These norms and responsibilities are an expectation in all Halton Catholic District School Board (HCDSB) locations and are clearly outlined in each school's Code of Conduct. As individuals, we live and work in a world where many people are connected to their devices at all times so we need to use technology effectively and respectfully. Digital citizenship is an important part of what the Board helps students learn in school.~~

Application and Scope

~~This Policy applies to students, a student's family, staff members, volunteers, visitors, contractors, individuals employed by service providers, or a guest~~

~~This Policy procedure applies to students, staff members, trustees, volunteers, visitors, contractors, individuals employed by service providers, or guests, and any individual using HCDSB technology as defined in this policy. the Board's wireless network.~~

~~This Policy applies to all Board technology and to all personally owned technology, as defined below, and includes:~~

- ~~the use of all Board-owned technology, such as computers, tablets, phones and mobile devices, networks, applications, and websites regardless of where they are used. This includes the use of Board-owned technology when used off Board property.~~
- ~~the use of personally owned technology, including personally owned computers and mobile devices, when used on Board property or when used to access Board resources. Inappropriate use of personally owned technology, while on or off school property, which has a negative impact on school climate will result in a full investigation and necessary action will be taken, where appropriate. Consequences for inappropriate use are outlined both in the Code of Conduct as well in the Board's Safe Schools policies (II-39, II-40).~~
- ~~any access to Board technology resources regardless of the location and ownership of the device used to access Board resources. Specifically, the Policy applies to home, remote, or wireless access to the Board network, websites and applications.~~

- ~~the use of third-party information technology services provided to the Board. This includes Internet services provided by the Ministry of Education.~~

~~The Board provides users with access to appropriate technology to support teaching and learning, and to enable efficient Board administration and communication. Technology, including personally owned devices, must be used appropriately for these intended purposes~~

~~This Use of Technology and Digital Citizenship policy supports the principles and expectations of the Board's Safe Schools policies (II-39, II-40), and the Board's commitment to providing education that is distinctively Catholic, nurturing the call to love and serve by creating positive climates for learning and working.~~

~~The Board provides users with access to appropriate technology to support teaching and learning, and to enable efficient Board administration and communication. Technology, including personally owned devices, must be used appropriately for these intended purposes.~~

~~This Use of Technology and Digital Citizenship policy supports the principles and expectations of the Board's Safe Schools policies (II-39, II-40), and the Board's commitment to providing education that is distinctively Catholic, nurturing the call to love and serve by creating positive climates for learning and working.~~

~~This Use of Technology and Digital Citizenship policy is aligned with and supports the principles and expectations of the Board's Equity and Inclusive Education policy (II-45). At all times, this policy should be interpreted to be consistent with the Board's other policies and the Ontario *Human Rights Code*.~~

~~Students will see teachers incorporate digital resources into their lessons where appropriate and students will use digital resources to demonstrate their learning. Educational online resources will be able to be accessed wirelessly through the Board's networks. As such, students will be encouraged to BYOD (Bring Your Own Device). When relevant to curriculum and instruction, teachers may permit the use of any personal electronic device in a manner that meets the current policy as a classroom learning device. A personal electronic device is any technology device that is brought into a school and owned by a user. A user may include students, a student's family, a staff member, volunteer, visitors, contractors, individuals employed by service providers or a guest.~~

~~Students will also be able to access educational resources using their personal electronic devices outside the classroom, in libraries, learning commons, cafeterias and other common areas. By accessing the Internet while on Board property or by logging in with a Board login, students accept all terms and conditions of the Board network and Internet use, as well as the terms outlined in this policy.~~

~~This Policy applies to all Board technology and to all personally owned technology, as defined below, and includes:~~

- ~~the use of all Board-owned technology, such as computers, tablets, phones and mobile devices, networks, applications, and websites regardless of where they are used. This includes the use of Board-owned technology when used off Board property.~~

- ~~the use of personally owned technology, including personally owned computers and mobile devices, when used on Board property or when used to access Board resources. Inappropriate use of personally owned technology, while on or off school property, which has a negative impact on school climate will result in a full investigation and necessary action will be taken, where appropriate. Consequences for inappropriate use are outlined both in the Code of Conduct as well in the Board's Safe Schools policies (II-39, II-40).~~
- ~~any access to Board technology resources regardless of the location and ownership of the device used to access Board resources. Specifically, the Policy applies to home, remote, or wireless access to the Board network, websites and applications.~~
- ~~the use of third-party information technology services provided to the Board. This includes Internet services provided by the Ministry of Education.~~

References

Education Act

Institute for Catholic Education (ICE)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Ontario Human Rights Code

Criminal Code

Education Act

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Copyright Act

Ontario College of Teachers

College of Early Childhood Educators

PPM 128 - The Provincial Code of Conduct and School Board Codes of Conduct

Ontario Safe Schools Code of Conduct

International Society for Technology in Education (ISTE)

Growing Success

HCDSB Multi-Year Strategic Plan

Definitions

HCDSB Technology: Technology resources include, but are not limited to, computers, tablets, phones, cellular/mobile technology, servers, networks, Internet services, printers, IOT devices (Internet of Things), computer applications, data, email and collaboration tools, as well as third-party

Internet service providers to the Board HCDSB include E-Learning Ontario and online textbook vendors. The examples of the services they provide are software, virtual learning environments and digital textbooks.

User: A user is any individual granted authorization to access HCDSB technology, as defined above. Users may include students, students' family, staff, volunteers, visitors, contractors, or individuals employed by service providers or a guest.

Board Supported Tools - online digital programs for which HCDSB staff provide ongoing support

Internet of Things: The internet of things, or IoT, is a system of interrelated computing devices, mechanical and digital machines, objects that are provided with unique identifiers and the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction.

Digital Citizenship (ISTE standards):

Users recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

Technology: ~~Technology resources include, but are not limited to, computers, tablets, phones, cellular/mobile technology, servers, networks, Internet services, computer applications, data, email and collaboration tools, as well as third-party Internet service providers to the Board include E-Learning Ontario and online textbook vendors. The examples of the services they provide are software, virtual learning environments and digital textbooks.~~

~~**User:** A user is any individual granted authorization to access HCDSB technology, as defined above. Users may include students, students' family, staff, volunteers, visitors, contractors, or individuals employed by service providers or a guest.~~

BYOD: Bring Your Own Device, such as, but not limited to, cell/smart phones, laptops, tablets, and other technology.

Bullying - means aggressive and typically repeated behaviour by a pupil where:

- a. the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. creating a negative environment at a school for another individual, and
- b. the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation")

For the purposes of the definition of "bullying" above, behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber Bullying - bullying by electronic means including:

- a. creating a web page or a blog in which the creator assumes the identity of another person;
- b. impersonating another person as the author of content or messages posted on the internet;
and
- c. communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Principles

HCDSB is committed to preparing our students for the workplace and for success in a world that continues to evolve through advances in technology.

Fundamental to student success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. The objective is to develop the HCDSB community as global citizens and 21st Century learners who strive to achieve the Ontario Catholic School Graduate Expectations.

At HCDSB, educators ~~teachers~~ and learners collaborate in innovative school and classroom communities that encourage student engagement, learning and achievement. As such, HCDSB is committed to:

- taking reasonable precautions to ensure that data is secure and safe and should be used for intended purposes only;
- committed to using technology resources responsibly;
- complying with federal and provincial legislation, as well as, HCDSB policies and corresponding operating procedures;
- supporting innovative teaching practices and instructional methods enabled by technology to more precisely address the learning needs of all students;
- engaging students in authentic, personalized, relevant inquiry learning;
- modernizing schools and classrooms that support and enhance innovation in learning;
- providing high capacity network infrastructure, software deployment strategies, cloud-based applications and seamless BYOD;
- mapping the Ontario Catholic School Graduate Expectations to the 21st century (global) competencies;
- providing staff with training and resources to better utilize technology relevant to their learning needs.

~~This policy supports the Board's commitment At HCDSB, we are committed~~

~~There are five guiding principles for the use of technology, digital citizenship and responsibility:~~

1. ~~**Intended use:** HCDSB Board technology is provided for educational and administrative purposes. Technology should be used for these intended purposes only.~~
2. ~~**Security and safety of HCDSB Board data:** Users should take reasonable precautions to ensure that the data that they use is secure and safe. Data should be used for the intended purposes only.~~
3. ~~**Responsible resource usage:** HCDSB The Board's technology resources are shared and limited. Users should use technology resources responsibly and should not waste resources.~~
4. ~~**Legal compliance and adherence to HCDSB Board Policies:** Users are expected to comply with federal and provincial legislation, as well as Board HCDSB policies and corresponding Operating Procedures.~~
5. ~~**Ownership and use of data:**~~
 - ~~— Personal materials not relevant to educational and administrative purposes should not HCDSB technology~~
 - ~~a. — be stored on Board servers at any time, for any reason, by a user.~~
 - ~~b. — Board technology and all data stored on Board technology by the Board are owned and may be accessed by the Board. In addition, users should have no expectation of privacy in anything they create, store, send or receive using Board technology and any such data may be used, accessed and otherwise shared by the Board in such manner as it may solely determine.~~

I. — Intended Use

Prohibited uses of Board technology and related data include:

- ~~(a) personal use that is not limited and/or occasional / use that violates federal or provincial laws, including:~~
 - ~~• — use of Board technology for commercial or political purposes.~~
 - ~~• — use that contravenes Board Policies and/or Operating Procedures; and~~
 - ~~• — theft of resources, including electronic data theft.~~
- ~~(b) unauthorized access, disclosure or use of data or Board technology, including:~~
 - ~~• — unauthorized access, alteration, destruction, removal and/or disclosure of data. This includes the unauthorized disclosure of Board email addresses, distribution lists, and user account information;~~
 - ~~• — creating, processing, displaying, storing, accessing or distributing fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials;~~
 - ~~• — cyberbullying, including but not limited to, sending/receiving defamatory, abusive, obscene, profane, sexually oriented, threatening or racially offensive messages;~~

- ~~copying, downloading, transferring, renaming, adding or deleting information protected under copyright law;~~
- ~~use that could reasonably be expected to impair, disable or compromise the Board's computing facilities or the security of information contained on the Board's computer systems, or otherwise interfere with others' use of Board technology (e.g. viruses, spam) including the sending of electronic "chain" mail;~~
- ~~conducting business activities which are unrelated to the staff member's duties and responsibilities at the Board;~~
- ~~attempting to access another person's account or private files or misrepresenting yourself as another person in electronic communications; and~~
- ~~agreeing to license or download material for which a fee is charged to the Board without obtaining express written permission from Curriculum Services or the appropriate departmental supervisor. Purchasing of materials and services must comply with all procurement policies and procedures.~~

~~II. Security and Safety of Board Data~~

~~Users should take reasonable precautions to ensure that data that they use is secure and safe. Each user shall take reasonable precautions to protect the integrity of the Board's computer systems and to prevent unauthorized access to the technology. Staff are given access to data in order to perform their job functions. Data should be used for the purposes intended. Other uses of data are strictly prohibited. Data may include but is not limited to student records, employee records, confidential assessments, and other personal information. Data may be held in more than one format, such as an electronic document (e.g. Word Document) or in a system such as email or the Student Information System. All Board data is included in this Policy.~~

~~Users are responsible for managing the accounts and passwords that provide access to data. Users are responsible for applying passwords to any personal electronic device that accesses or holds Board data. Users will not attempt to gain unauthorized access to Board technology or data nor will they attempt to disrupt or destroy data. Users must exercise reasonable care to ensure the safety of the data entrusted to them. All confidential data not held on Board-owned servers must be fully encrypted. This applies to all confidential data stored on Board and personally owned computers. The storage of confidential Board data on the Internet is strictly prohibited.~~

~~Users must comply with any security measures implemented by the Board. All files downloaded from the Internet must be scanned with Board-approved virus detection software disabling virus scanning is strictly prohibited. Users are responsible for implementing virus scanning on personally owned devices that hold or access Board technology. Users downloading or placing software or media, including open source software, from the Internet on the Board network must obtain approval in advance by Curriculum Services and must abide by the terms of all license agreements relating to the Board's technology.~~

~~Remote or wireless access to Board resources is only permitted through the Board's approved infrastructure. Users will not attempt to by-pass the Board's security.~~

III. Responsible Resource Usage

The Board's technology resources are shared and limited. Users should use technology resources responsibly and should not waste resources. As such, the Board reserves the right to limit any activity that consumes a high level of resources that may impact Board services or other users. Examples of shared resources include file storage, network bandwidth, and Internet access. Access to Internet websites and services that significantly impact the Board Internet or network performance will be limited. Users are not permitted to circumvent the Internet and network controls put in place.

Personal materials not relevant to educational and administrative purposes should not be stored on Board servers at any time, for any reason, by a user.

With respect to information stored for the intended purposes, the Board may impose retention periods for various information classes, either temporarily or permanently. A user should not download, copy or store files that exceed the user's data storage limit; users that do so will experience data loss.

IV. Legal Compliance and Adherence to Board Policies

Users are expected to comply with all federal and provincial laws and regulations (e.g. Criminal Code, Education Act, Municipal Freedom of Information and Protection of Privacy Act, Copyright Act). The storage of unlawful materials on Board property is strictly prohibited. Board resources may not be used in any manner to create, store, send, display or make available to others material that contravenes federal or provincial laws or regulations.

V. Expectation of Privacy

Board technology resources and all data stored on Board technology by the Board, including hosted and cloud-based, are owned and may be accessed by the Board. In addition, users should have no expectation of privacy in anything they create, store, send or receive using Board technology and any such data stored on Board technology may be used, accessed and otherwise shared by the Board in such manner as it may solely determine. Data is also subject to relevant legislation and may be accessed through Freedom of Information requests.

Users should not expect privacy with respect to any of their activities when using the Board's computer and/or telecommunication property, systems or services. Use of passwords or account numbers by users does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The Board reserves the right to review, retrieve, read and disclose any files, messages or communications that are created, sent, received or stored on the Board's computer systems and/or equipment. The Board's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment. Users will not necessarily be notified when such monitoring is to take place, or whether monitoring has occurred. If policy violations are discovered, this will result in an investigation and necessary action will be taken, where appropriate.

In certain situations, the Board may be compelled to access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose messages, files or documents stored in or sent over its email, Internet or computer systems. These situations may include the following:

- ~~• in the course of regular maintenance of the Board's computer system;~~
- ~~• in the event of a request for documents as part of litigation or similar proceedings; or~~
- ~~• where the Board has reason to believe that the Board's computer system is being used in violation of this policy.~~

~~Information stored on personally owned devices is the responsibility of the device owner/user. However, personally owned devices which are used for creating, displaying, storing or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials that impact school climate will result in a full investigation and necessary action will be taken, where appropriate.~~

Requirements

~~At HCDSB, we are~~ committed to providing education that is distinctively Catholic, nurturing the call to love and serve by creating positive climates for learning and working.

As such, users of HCDSB technology:

- ~~• are not permitted to engage in cyberbullying, transmit, request, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening, offensive, racist, illegal material;:-~~
- ~~• may not willfully access any files or content that may damage, compromise, violate, infiltrate or in any way negatively affect the Board HCDSB computers, electronic devices or network or those of other users;~~
- ~~• must not attempt to gain unauthorized access to Board technology or data nor attempt to disrupt or destroy data;~~
- ~~• must respect all privacy laws;~~
- ~~• must respect all copyright laws that protect software owners, artists and writers.~~

Information Technology staff employ the use of tools to monitor and secure internet activity to safeguard Board, staff and student data and privacy.

~~(a)~~ All users are responsible for:

- ensuring that technology is used in accordance with ~~Board~~ HCDSB policies and procedures;
- complying with the school's Code of Conduct;
- ensuring that technology is used to support teaching and learning in accordance with ~~the Board's~~ HCDSB teaching and learning expectations;
- using technology in a legal, ethical, safe and responsible manner consistent with the purposes for which it is provided;

- security of their personal network logins and passwords - they should not be shared with anyone other than a parent/guardian (students) or, in some cases, Board-HCDSB personnel, such as but not limited to teachers, administrators, or IT account administrators;
- ensuring that photos, videos or images of an individual/group are not posted online/shared digitally unless consent from the individual(s) – over the age of 18 – or parental consent (for those under the age of 18) has been obtained at the beginning of the school year; and
- ensuring that technology is not used for political campaigning or union business unless approved by the Director of Education Board.

All users must be aware that:

- Information created with HCDSB technology and on HCDSB-managed systems remains the property of and is accessible by the HCDSB; therefore, users should have no expectation of privacy in anything they create store, send or receive using HCDSB technology;
- Any information posted publicly adheres to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Under MFIPPA, all electronic records are subject to a Freedom of Information request.

~~(b) Superintendents, principals and managers/supervisors are responsible for:~~

- ~~• ensuring that staff are aware of the Board policy;~~
- ~~• establishing and monitoring digital citizenship and responsibility through the school's Code of Conduct;~~
- ~~• instructing and modeling, for staff and students, digital citizenship and responsibility; and~~
- ~~• ensuring that all communication is in compliance with applicable privacy legislation, and that all records in the custody and control of the Board that contain personal information that pertains to a student or staff member will be maintained in strict confidence.~~

~~(c) Teachers are responsible for:~~

- ~~• the supervision of student use of technology within the teacher's assigned teaching area;~~
- ~~• instructing and modeling, for students, digital citizenship, responsibility, and the safe use of technology;~~
- ~~• determining when students are able to access Board technology or their personally owned devices, for educational purposes only; and~~
- ~~• ensuring that all communication is in compliance with applicable privacy legislation, and that all records in the custody and control of the Board that contain personal information that pertains to a student or staff member will be maintained in strict confidence.~~

~~(d) Students are responsible for:~~

- ~~• using Board technology for curriculum-related/educational purposes only;~~

- ~~using personally owned technology for curriculum-related/educational purposes only while on Board property (e.g. classrooms or instructional areas);~~
- ~~using personally owned technology for personal use only in specific areas of Board property as designated by school administration;~~
- ~~using personally owned technology in accordance with the obligations and responsibilities outlined in this policy;~~
- ~~demonstrating digital citizenship through the appropriate use of technology, as outlined in schools' Codes of Conduct;~~
- ~~reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and~~
- ~~the care, maintenance and security of their personal electronic devices — the Board is not responsible for the replacement of lost, stolen or damaged items.~~

Consequences: Remedial and Disciplinary Action

Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with ~~HCDSB policies and procedures related to Codes of Conduct~~the school's Code of Conduct, progressive discipline and ~~Part XIII of the Education Act entitled Behaviour, Discipline and Safety.~~

Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- ~~limitations being placed on access privileges to personal and Board technology resources;~~
- ~~suspension of access privileges to personal and Board technology resources;~~
- ~~revocation of access privileges to personal and Board technology resources;~~
- ~~appropriate disciplinary measures (staff), up to and including dismissal;~~
- ~~appropriate progressive discipline measures (students) within Part XIII of the Education Act entitled Behaviour, Discipline and Safety; or~~
~~legal action and prosecution by the relevant authorities.~~
- limitations, suspension and/or revocation of access privileges to personal and HCDSB technology resources;
- for staff, appropriate disciplinary measures (staff), up to and including dismissal;
- for students, appropriate progressive discipline measures (students) within the Education Act, Part XIII entitled Behaviour, Discipline and Safety; or
- legal action and prosecution by the relevant authorities.

APPROVED: _____ Regular Meeting of the Board

AUTHORIZED BY: _____
 Chair of the Board

Use of Technology and Digital Citizenship	
Adopted: November 18, 2014	Last Reviewed/Revised: June 16, 2015
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: I-43 Use of Technology and Digital Citizenship VI-63 Social Media I-02 Records and Information Management VI-82 Records and Information Management Procedure I-07 Privacy Protection Policy VI-81 Privacy Protection Procedure VI-51 Privacy Breach Procedure I-24 Fraud Management VI-24 Fraud Management I-36 Trustee Code of Conduct II-39 Progressive Discipline & Safety in Schools Code of Conduct – Suspensions & Expulsions VI-44 Progressive Discipline and Safety in Schools II-40 Bullying Prevention and Intervention II-45 Equity and Inclusive Education VI-54 Equity and Inclusive Education III-14 Employee Code of Conduct III-16 Workplace Harassment IV-04 Loss or Damage to Personal Items	

Purpose

The Halton Catholic District School Board (HCDSB) supports the benefits that technology can bring to its daily operating activities, and to student achievement and wellbeing. All users are required to know and abide by this policy in order to ensure information technology resources are being used in a safe and responsible manner.

Application and Scope

This Policy applies to students, staff, trustees, volunteers, and any individual using HCDSB technology as defined in this policy.

References

[Education Act](#)

[Institute for Catholic Education \(ICE\)](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Ontario Human Rights Code](#)

[Criminal Code](#)

[Copyright Act](#)

[Ontario College of Teachers](#)

[College of Early Childhood Educators](#)

[PPM 128 - The Provincial Code of Conduct and School Board Codes of Conduct](#)

[Ontario Safe Schools Code of Conduct](#)

[International Society for Technology in Education \(ISTE\)](#)

[Growing Success](#)

[HCDSB Multi-Year Strategic Plan](#)

Definitions

HCDSB Technology - Technology resources include, but are not limited to, computers, tablets, phones, cellular/mobile technology, servers, networks, Internet services, printers, IOT devices (Internet of Things), computer applications, data, email and collaboration tools, as well as third-party Internet service providers to HCDSB include E-Learning Ontario and online textbook vendors. The examples of the services they provide are software, virtual learning environments and digital textbooks.

User - A user is any individual granted authorization to access HCDSB technology, as defined above.

Board Supported Tools - online digital programs for which HCDSB staff provide ongoing support

Internet of Things - The internet of things, or IoT, is a system of interrelated computing devices, mechanical and digital machines, objects that are provided with unique identifiers and the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction.

Digital Citizenship - Users recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

BYOD - Bring Your Own Device, such as, but not limited to, cell/smart phones, laptops, tablets, and other technology.

Bullying - means aggressive and typically repeated behaviour by a pupil where:

- a. the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. creating a negative environment at a school for another individual, and
- b. the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation")

For the purposes of the definition of "bullying" above, behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber Bullying - bullying by electronic means including:

- a. creating a web page or a blog in which the creator assumes the identity of another person;
- b. impersonating another person as the author of content or messages posted on the internet; and
- c. communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Principles

HCDSB is committed to preparing our students for the workplace and for success in a world that continues to evolve through advances in technology.

Fundamental to student success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. The objective is to develop the HCDSB community as global citizens and 21st Century learners who strive to achieve the Ontario Catholic School Graduate Expectations.

At HCDSB, educators and learners collaborate in innovative school and classroom communities that encourage student engagement, learning and achievement. As such, HCDSB is committed to:

- taking reasonable precautions to ensure that data is secure and safe and should be used for intended purposes only;
- committed to using technology resources responsibly;
- complying with federal and provincial legislation, as well as, HCDSB policies and corresponding operating procedures;
- supporting innovative teaching practices and instructional methods enabled by technology to more precisely address the learning needs of all students;
- engaging students in authentic, personalized, relevant inquiry learning;
- modernizing schools and classrooms that support and enhance innovation in learning;
- providing high capacity network infrastructure, software deployment strategies, cloud-based applications and seamless BYOD;
- mapping the Ontario Catholic School Graduate Expectations to the 21st century (global) competencies;
- providing staff with training and resources to better utilize technology relevant to their learning needs.

Requirements

HCDSB, is committed to providing education that is distinctively Catholic, nurturing the call to love and serve by creating positive climates for learning and working.

As such, users of HCDSB technology:

- are not permitted to engage in cyberbullying, transmit, request, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening, offensive, racist, illegal material;
- may not willfully access any files or content that may damage, compromise, violate, infiltrate or in any way negatively affect HCDSB computers, electronic devices or network or those of other users;
- must not attempt to gain unauthorized access to Board technology or data nor attempt to disrupt or destroy data;
- must respect all privacy laws;
- must respect all copyright laws that protect software owners, artists and writers.

Information Technology staff employ the use of tools to monitor and secure internet activity to safeguard Board, staff and student data and privacy.

All users are responsible for:

- ensuring that technology is used in accordance with HCDSB policies and procedures;
- complying with the school's Code of Conduct;
- ensuring that technology is used to support teaching and learning in accordance with HCDSB teaching and learning expectations;
- using technology in a legal, ethical, safe and responsible manner consistent with the purposes for which it is provided;
- security of their personal network logins and passwords - they should not be shared with anyone other than a parent/guardian (students) or, in some cases, HCDSB personnel, such as but not limited to teachers, administrators, or IT account administrators;
- ensuring that photos, videos or images of an individual/group are not posted online/shared digitally unless consent from the individual(s) – over the age of 18 – or parental consent (for those under the age of 18) has been obtained at the beginning of the school year; and
- ensuring that technology is not used for political campaigning or union business unless approved by the Director of Education.

All users must be aware that:

- Information created with HCDSB technology and on HCDSB-managed systems remains the property of and is accessible by the HCDSB; therefore, users should have no expectation of privacy in anything they create store, send or receive using HCDSB technology;
- Any information posted publicly adheres to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Under MFIPPA, all electronic records are subject to a Freedom of Information request.

Consequences: Remedial and Disciplinary Action

Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with HCDSB policies and procedures related to Codes of Conduct, progressive discipline and the Education Act.

Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- limitations, suspension and/or revocation of access privileges to personal and HCDSB technology resources;
- for staff, appropriate disciplinary measures, up to and including dismissal;
- for students, appropriate progressive discipline measures within the Education Act,; or
- legal action and prosecution by the relevant authorities.

Policy No. I-43 | Use of Technology and Digital Citizenship

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy II-07 The School Day (Daily Sessions) - Elementary and Secondary	Item 4.3
Tuesday, April 9, 2019	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-07 The School Day (Daily Sessions) - Elementary and Secondary* as recommended by staff.

Commentary

Policy II-07 The School Day (Daily Sessions) - Elementary and Secondary is a long standing policy that was written in compliance with the regulations of the Education Act in the Province of Ontario. This policy was last reviewed in February 2016. Minor amendments and additions to the policy are suggested. The Associated Policies and Procedures were updated to include inclement weather procedures.

The revised *Policy II-07 The School Day (Daily Sessions) - Elementary and Secondary* 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 II-07 The School Day (Daily Sessions) - Elementary and Secondary, be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.</i>

Report Prepared by:

S. Balogh
Superintendent of Education, School Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

The School Day (Daily Sessions) – Elementary & Secondary	
Adopted: October 23, 1973	Last Reviewed/Revised: February 16, 2016
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: VI-39 Inclement Weather Safety VI-47 Inclement Weather - Transportation Cancellations and Emergency School Closures	

Purpose

It shall be the policy of the Halton Catholic District School Board to establish the school day to be consistent with the Education Act, in compliance with the Regulations of the Province of Ontario.

Application and Scope

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board.

References

[Education Act](#)

Principles

The School Day (Daily Sessions) – Elementary and Secondary:

- The school office shall be accessible to the students and parents thirty minutes before the commencement of instruction for the day, and ending fifteen minutes after classes end for the day.
- Teachers shall be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon.
- The length of the instructional program of each school day for pupils of compulsory school age and pupils in full day junior kindergarten or kindergarten shall be not less than five hours a day excluding recesses or scheduled intervals between classes.

- The instructional program on a school day shall begin not earlier than 8 a.m. and end not later than 5 p.m. except with the approval of the Minister.
- A board may reduce the length of the instructional program on each school day to less than five hours a day for an exceptional pupil in a special education program.
- Each pupil and each teacher shall have a scheduled interval for a lunch break.
- A pupil's interval for a lunch break shall be not less than forty consecutive minutes and need not coincide with the scheduled interval for the lunch break of any other pupil or any teacher.
- A teacher's interval for a lunch break shall be not less than ~~forty~~ forty consecutive minutes and need not coincide with the scheduled interval for the lunch break of any other teacher or any pupil.
- In the intermediate and the senior divisions, a principal may, subject to the approval of the board, provide for recesses or intervals for pupils between periods.
- The buildings and the playgrounds shall be open to pupils during the period beginning fifteen minutes before classes begin for the day and ending fifteen minutes after classes end for the day.
- In elementary schools, there shall be a morning recess and an afternoon recess, each of which shall be not less than ten minutes and not more than fifteen minutes in length, for pupils in the primary and junior divisions.
- The school shall be opened to the students during inclement weather (i.e. rain).
- When inclement weather results in bus cancellation, schools and the school office will remain open.
- When inclement weather results in school closure, schools and the school office will remain closed.

Requirements

The School Day (Daily Sessions) – Secondary Only:

Each secondary school Principal will develop, annually, a secondary school day organization proposal for the subsequent school year in accordance with the established guideline procedures. It is understood that the principal will have consulted staff members, Catholic School Council, and with their Family of Schools Superintendent. The proposal shall also include a response to the following criteria:

- The safety of the students and staff.
- The efficiency and quality of the educational programs to be provided.
- The co-curricular activities of the school.
- The needs of the school community.

- The maximum and efficient utilization of available instructional space.
- System bus scheduling requirements.
- Each secondary school Principal will meet and review with their Family of Schools Superintendent the school day organization proposal for the subsequent school year for his/her school.
- Each secondary school day organizational proposal is subject to the review and approval of the Director of Education prior to its implementation. Such review and approval will be given by April 30.
- The Director will ~~advice~~ advise the Board accordingly, of any changes that have been incorporated relative to the secondary school day, for each secondary school for the subsequent school year.

APPROVED: _____ Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy II-12 Management of Aggressive Student Behaviour within Our Schools	Item 4.4
Tuesday, April 9, 2019	

Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-12 Management of Aggressive Student Behaviour within our Schools* as recommended by staff.

Commentary

The policy continues to be relevant, reflecting our current practice and directives. The reference to and definition of corporal punishment used in previous versions was a reflection of the purpose of this policy in its original form and has been removed as inappropriate within the current context.

Responsibility is placed on school administration and school teams to incorporate individual student needs into its application. The development of an administrative procedure may be too restrictive, based on the complexity of students' needs.

The revised *Policy II-12 Management of Aggressive Student Behaviour within our Schools* is attached for review and consideration by the Policy Committee.

Recommendation

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

<p>Moved by: Seconded by:</p> <p><i>That, the Policy Committee recommends that Policy II-12 Management of Aggressive Student Behaviour within our Schools, be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.</i></p>

Report Prepared by:

C. Cipriano
Superintendent, Special Education Services

Report Submitted by:

P. Daly
Director of Education and Secretary of the Board

Management of Aggressive Student Behaviours Within Our Schools	
Adopted: August 25, 1987	Last Reviewed/Revised: June 21, 2016
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: I-19 Occupational Health & Safety II-39 Progressive Discipline & Safety in Schools/Code of Conduct – Suspensions & Expulsions VI-44 Progressive Discipline and Safety in Schools III-05 Employee Assault III-14 Employee Code of Conduct	

Purpose

This policy recognizes the importance of providing a safe school environment through the positive and proactive management of student behaviour that is likely to pose an imminent physical risk to themselves or others, and when least intrusive measures are deemed ineffective. This policy is congruent with Ministry language which promotes support, respect, and physical safety of students. Principals and teachers recognize their responsibility to maintain order and discipline in schools ensuring the safety of all students to include responsibilities in *loco parentis*.

Application and Scope

This policy applies to all individuals of the Board who are in direct contact with students on school property, at school/Board authorized activities, while using school authorized transportation services or in other venues or locations and are called to respond to student's behaviours that pose imminent risk of injury to self or others.

References

[Education Act](#)

[The Safe Schools Act, 2000](#)

[The Mission Statement of the Halton Catholic District School Board](#)

[PPM 145: Progressive Discipline & Promoting Positive Behaviour \(October 2009\)](#)

[PPM 149: Protocol for Partnership with External Agencies](#)

[PPM 156: Supporting Transitions for Students with Special Education Needs \(2013\)](#)

[Bill 157: Keeping Our Kids Safe at School \(2009\)](#)

Definitions

Corporal Punishment: ~~The intentional use of physical force upon a student outside of the Board approved physical crisis intervention training, for any alleged offence or behaviour, or the use of physical force in an attempt to modify the behaviour or attitude of a student.~~

Restraint: The use of physical intervention to restrict a student's movements against their will.

Physical Intervention Training: It is a condition of employment for all Education Assistants to be trained and certified in an approved physical crisis intervention program. This training will include strategies to de-escalate potentially volatile student behaviours and safely manage these behavioural crises. This Board approved training includes embedded practices outlined in the Ontario Safe School Act.

Indicator Response Plan (IRP): An IRP is a student behaviour plan identifying levels of student escalation continuum and appropriate staff directed responses creating the best opportunity for prevention and de-escalation. These plans are developed when a student's behaviour has previously escalated to a level presenting imminent risk of injury and which may or may not require physical intervention.

Safety Plans: The safety plan is a student behaviour plan outlining the student specific directives to staff related to implementing physical restraint with the focus on safety, crisis response teams, and student de-escalation.

Physical Restrain/Incident Report SE17: This report is completed at the site of the incident and forwarded to the Board to be reviewed and filed. The purpose of the report is to record the details of student behaviour that will, or is likely to, cause injury to self or others, or extreme property damage. These behaviours demonstrate a level of intensity that is unusual and excessive. These reports are monitored to inform programming and supports.

Incident Note to Parent or Guardian SE17b: The Special Education form is completed and distributed to parents to inform the parent of the SE17 incident.

Principles

- This policy recognizes that responding to aggressive student behaviours is never disciplinary in action nor part of implementing consequential outcomes related to those behaviours. Staff will respond to a student's behaviour from a caring, moral, and ethical framework embedding the teachings of Jesus Christ.

- ~~• The use of corporal punishment in any form by persons, including, but not limited to, supervisors, teachers, parent or guardian, is prohibited. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.~~

Requirements

- ~~• The Board will develop an Administrative Procedure supporting the directive outlined in this policy and ensure comprehensive communication of the procedures to appropriate stakeholders.~~
- The Board and its Principals will ensure all students have an opportunity to be successful within a safe, caring and accepting school, creating a positive school environment.
- The Board and its Principals will ensure that student behaviour plans are developed to address aggressive student behaviours where there is a history of aggression. These plans will be developed with a goal of prevention, supporting student skill development and an opportunity for increased self-regulation.
- The Board will provide the necessary certification training to all Educational Assistants in the physical crisis intervention training. Trained staff will respond to student behaviour crises that may pose imminent risk to self or others and may require restraint. Staff outside of the role of Educational Assistant may also be trained with the approval of the school Principal and Board Special Education staff.
- Principals will complete all other necessary documents related to the incident.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Policy V-01 Use of School Grounds and Community Use of School Facilities	Item 4.5
Tuesday, April 9, 2019	

Purpose

To provide, for the consideration of the Policy Committee, revisions to *Policy V-01 Use of School Grounds and Community Use of School Facilities*, as recommended by staff.

Commentary

Policy V-01 Use of School Grounds and Community Use of School Facilities has been in place to facilitate the use of school buildings, grounds and facilities of the Halton Catholic District School Board for community use. However, the policy includes many operational items that need to change and adapt to societal changes, i.e. new legislature, insurance provisions, specific incidents, etc. As such, staff propose that operational items from the policy be moved to the newly created *Administrative Procedure VI-64 Community Use of School Facilities*. The Board's permit terms and conditions are also proposed to move to the newly created *Administrative Procedure VI-64 Community Use of School Facilities*.

The revised *Policy V-01 Use of School Grounds and Community Use of School Facilities* 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 V-01 Use of School Grounds and Community Use of School Facilities</i> , be forwarded, along with amendments, to the May 7, 2019 Regular Board Meeting for approval.

Report Prepared by: R. Merrick
Superintendent, Facility Management Services

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

Use of School Grounds and Community Use of School Facilities

Adopted:

July 31, 1991

Last Reviewed/Revised:

April 16, 2013

Next Scheduled Review: 2018-2019

Associated Policies & Procedures:

[VI-49 Use of School Facilities Election Day](#)

[VI-64 Community Use of School Facilities](#)

Purpose

To facilitate the use of school buildings, grounds and facilities of the Halton Catholic District School Board for community use in accordance with Board Operating Policies, Administrative Procedures, and school use requirements as amended from time to time, with no expectation of subsidy from or any cost to the Board.

Application and Scope

This policy applies to:

- All school sites, buildings, facilities, playfields, playgrounds, parking lots, furniture and equipment under the jurisdiction of the Board;
- All eligible community members, groups, organizations, institutions and agencies making application for use of Board property;
- Eligible users who complete and gain approval for a ~~c~~Community ~~u~~Use of ~~s~~School ~~f~~Facilities (~~CUSE~~) ~~p~~Permit issued under this policy and associated procedures.

Definitions

Permit Applicant – an individual submitting the request for the use of a Halton Catholic District School Board facility or property, for a specific date, time and use.

Community Use of School Facilities Permit – a document granting the Permit Holder use of a Halton Catholic District School Board facility or property, for a specific date, time and use.



Principles

- Use of school grounds and community use of school facilities will be in accordance with the Board's policies and procedures, including Board Policy II-45 on Equity and Inclusive Education. The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the Constitution Act, 1982 and as recognized at section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct 301(3.1); whereby the Halton Catholic District School Board entering into agreement with another person or entity, other than the Board, respecting the use of a school operated by the Board, the Board shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct. 2012, c.5, s.10 (2).
- The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations ~~and recognizes a certain commitment to the community regarding the use of school facilities and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.~~
- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.
- ~~The Board recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible applicants for community use where such use does not impede or compromise the educational programs offered in the Board's schools or interfere with custodial and maintenance work programs, or violate the Board's Governing Values or the core values of the Catholic Church.~~
- ~~The Board recognizes and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.~~
- ~~The Board recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.~~
- ~~The Board recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.~~
- ~~Formal agreements based on mutual benefit may be established with organizations such as The Roman Catholic Episcopal Corporation of the Diocese of Hamilton in Ontario, Municipal Parks & Recreation Departments, local community colleges and universities.~~

Commented [MR1]: Moved to Requirements

Commented [MR2]: Combined with bullet above.

Commented [MR3]: Moved to Requirements

Commented [MR4]: Moved to Requirements

Commented [MR5]: Moved to Requirements



- ~~The issuance of permits under this policy shall not establish a rental contract or otherwise between the Halton Catholic District School Board and any individual, group or organization. Board staff may at any time whatsoever and regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the Board and in its unfettered discretion, the use to which Board property is to be or is being put is incompatible with the Board's mandate or not in the best interests of the Board or the community.~~
- ~~Community Use of School Facilities (CUSF) Permits are not granted to individuals or groups unless they guarantee restitution to the Board in the event of vandalism, damage or loss by posting a Security Deposit, unless alternate arrangements have been made with the Superintendent of Facility Management Services.~~
- ~~Community Use of School Facilities (CUSF) Permits are not granted to individuals or groups unless liability insurance coverage acceptable to the Board is provided through a recognized organization, or by a third party third-party insurance carrier or purchased through the Board.~~
- ~~Community Use of School Facilities (CUSF) Permits are not granted to individuals or groups unless a Board representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a permit applicant shall be charged to the permit applicant at a rate determined by the community use of school facilities office.~~

Commented [MR6]: Moved to Requirements

Commented [MR7]: Removed – we do not require deposits for permits

Commented [MR8]: Moved to Requirements

Commented [MR9]: Moved to Requirements

Requirements

- The Board recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the Board's schools or interfere with custodial and maintenance work programs, or violate the Board's Governing Values or the core values of the Catholic Church.
- The Board recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- The Board recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.



- Formal agreements based on mutual benefit may be established with organizations such as Diocese of Hamilton, municipal parks & recreation departments, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the Halton Catholic District School Board and any individual, group or organization. Board staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the opinion of the Board and in its unfettered discretion, the use to which Board property is to be or is being put is incompatible with the Board's mandate or not in the best interests of the Board or the community.
- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the Board is provided through a recognized organization, by a third-party insurance carrier or purchased through the Board.
- Community use of school facilities permits are not granted to individuals or groups unless a Board representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the permit applicant at a rate determined by the community use of school facilities office.

~~In order to protect the Board's property and to reduce unnecessary hazards to individuals or groups within the neighbourhood who may be using the grounds, the following policy statements have been adopted:~~

Commented [MR10]: Moved to a new procedure.

- ~~School grounds are available for public use during the following school hours: a) school days: 6:50 a.m. – 10:00 p.m., dusk b) non-school days: 8:00 a.m. – 10:00 p.m., other than Sundays: sunrise to dusk c) Sundays: 9:00 a.m. – dusk unless alternate arrangements have been approved by the Superintendent of Facility Management Services.~~
- ~~Access to school grounds and the community use of school facilities shall be in accordance with the reciprocal agreement in place with the Municipal Parks and Recreation Departments.~~
- ~~Existing facilities shall not be altered in any way to suit the users.~~
- ~~All necessary equipment and field markings shall be provided by the users and placed to the satisfaction of the Administration.~~
- ~~Parking shall be restricted to designated areas. It shall be the responsibility of the users to control parking.~~
- ~~The unauthorized use of school grounds by any type of motorized vehicle is strictly prohibited~~
- ~~Formal Community Use of School Facilities (CUSEF) Permit Applications are required, and based upon the Community Use of School Facilities Administrative Procedures, the~~



Superintendent of Facility Management Services or designate may issue CUSF pPermits for the use of appropriate areas of Board premises.

- ~~Appropriate cCommunity uUse of sSchool fFacilities application and approval procedures, partnerships and reciprocal agreements are established such that Board programs, Board or school sponsored activities, cContinuing eEducation, aAdult lLearning programs, custodial, maintenance work programs and facility repairs are given first priority.~~
- ~~Board and school sponsored events such as Catholic School Council mMeetings, pParent iInterviews, cCelebrations, sSporting eEvents, cConcerts, sSchool fFundraisers, etc. receive first priority, and therefore Principals shall submit their school use requests by April 30th for the following school year information in a timely manner to assist the cCommunity uUse of sSchool fFacilities (CUSF) pOffice in scheduling other use of school facilities applications.~~
- ~~Parish sponsored events shall receive priority after Board or school sponsored events and before other community groups.~~
- ~~School staff shall plan their after regular school hours facility needs in advance of the school year, so as not to cause unnecessary cancellation of cCommunity uUse of sSchool fFacilities (CUSF) pPermits after they have been issued. School staff should submit their school use requests by April 30th for the following school year.~~
- ~~The Board reserves the right to cancel a cCommunity uUse of sSchool fFacilities (CUSF) pPermit at any time without cause or sufficient notice, and in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the CUSF pPermit aApplicant.~~
- ~~The issuance of a cCommunity uUse of sSchool fFacilities (CUSF) pPermit is subject to the terms and conditions approved by the Board and any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a CUSF pPermit.~~
- ~~If a cCommunity uUse of sSchool fFacilities (CUSF) pPermit has been issued and the terms and conditions of the agreement have been breached, the CUSF pPermit will be cancelled immediately.~~
- ~~Approval procedures require that all permit holders provide evidence of the following where applicable:

 - ~~Sponsorship by a recognized organization and the name, mailing address, telephone number and/or fax number and e-mail address of a contact person;~~
 - ~~Certificate of appropriate liability insurance coverage or purchased through the Board;~~
 - ~~Any licence or permit required by a government authority.~~~~
- ~~Approval procedures require that where school facilities are permitted for use, a Custodian, security personnel or responsible person acceptable to the Superintendent of Facility Management Services, shall be assigned to the school site to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional Custodial Staff time required to accommodate a CUSF Permit Applicant shall be charged to the Permit Applicant at a rate determined by the Community Use of School Facilities Office.~~



- ~~Administrative procedures, rules and regulations of the cCommunity uUse of sSchool fFacilities (CUSF) pPolicy are established and maintained to reflect the following:~~
 - ~~CUSF Permit aApplicants will be held responsible to the Board for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.~~
 - ~~Compliance with Board Policies on “Smoking Ban”, “Safe Schools”, “Substance Abuse”, “Harassment/Abuse & Neglect” and other applicable policies.~~
 - ~~Compliance with all provincial and municipal fire safety standards and regulations.~~
 - ~~All time limits as defined on the CUSF pPermit issued shall be observed.~~
 - ~~Appropriate notice period by the CUSF pPermit aApplicant for the postponement and/or cancellation of a CUSF pPermit~~
- ~~The person who holds signs a cCommunity uUse of sSchool fFacilities (CUSF) pPermit shall be 18 years of age or older, accepts full and personal responsibility for the conduct and supervision of all persons admitted to school buildings and grounds, and is accountable for any and all damages as a result of the use of school property.~~
- ~~The individual who holds signs a cCommunity uUse of sSchool fFacilities (CUSF) pPermit must be in attendance on the school property during the times and uses to which the CUSF pPermit applies, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services.~~
- ~~Proof of appropriate insurance coverage as determined by and satisfactory to the Board shall be provided to the Board before a cCommunity uUse of sSchool fFacilities (CUSF) pPermit is issued.~~
- ~~The CUSF Permit Applicant shall pay a Security Deposit and the entire amount of the CUSF Permit cost in advance of the starting date of the Permit, unless alternate arrangements have been made with the Superintendent of Facility Management Services.~~
- ~~No alcohol use shall be allowed on Board property building, facilities or grounds, except for school mass school or parish events that are approved in writing by the Director of Education. All approved groups permitted to use Board premises for events involving alcohol must strictly adhere to all terms and conditions as outlined in the CUSF Policy and Administrative Procedures.~~
- ~~Board approved events involving alcohol use shall adhere with all of the following terms and conditions. No exceptions. Failure by the Permit Holder to comply with any of the terms and conditions listed below may result in the cancellation of the CUSF Permit up to and including the denial of future use of Board facilities.~~
- ~~No alcohol is to be served or consumed outside of Board buildings. Alcohol use at Board outdoor facilities or outdoor events involving alcohol is not authorized.~~
- ~~Events that involve alcohol on Board premises require the purchase of an additional and separate Party Alcohol Liability (P.A.L.) insurance policy or separate and appropriate insurance coverage satisfactory to the Superintendent of Facility Management Services whose decision will be final. The insurance policy must have a minimum five million dollars (\$5,000,000) coverage and name the Board as an additional insured. The full cost of this additional and separate insurance coverage shall be borne by the CUSF Permit Applicant. Proof of insurance shall be submitted to the CUSF office at least 30 days prior to the event date.~~
- ~~A police officer(s) or a private security company, as approved by the Superintendent of Facility Management Services, is required for an event on Board premises which involves alcohol, for the~~



- duration of an event plus one (1) hour after the bar is closed. The cost of this additional security shall be borne by the CUSF Permit Applicant. Confirmation of additional security arrangements shall be submitted to the CUSF office at least 30 days prior to the event date. A Board approved list of private security companies is available from the Superintendent of Facility Management Services.
- Events involving alcohol shall be licenced with a Special Occasion Permit (S.O.P.) issued by the Alcohol and Gaming Commission of Ontario (A.G.C.O.), formerly the Liquor Licence Board of Ontario (L.L.B.O.)
 - A copy of the Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario shall be submitted to the CUSF Office at least 30 days prior to the event date.
 - All use of school facility events that involve alcohol, require all documentation as outlined in the Administrative Procedures to be submitted to the CUSF Office in one submission at least 30 days prior to the event date. Failure to provide the completed documentation to the satisfaction of the CUSF office 30 days prior to the event date may result in the cancellation of the permit request by the Superintendent of Facility Management Services whose decision will be final.
 - The CUSF Permit Applicant shall submit evidence that an individual(s) has been deemed a Designated Driver(s) for the event to the CUSF Office at least 30 days prior to the event date.
 - All applicable event costs payable to the Board shall be paid in full and in advance at least 30 days prior to the event date.
 - A separate non-refundable Application Administrative Fee must be submitted at the time of the CUSF permit request and at least 90 days prior to the scheduled date of the event.
 - Certified bartenders must be on site and responsible for the dispensing and handling of all alcohol products. The bartender(s) must have completed a Server Intervention Program (S.I.P.) such as Smart Serve™. Proof of S.I.P. Certification must be provided to the CUSF Office at least 30 days prior to the event date.
 - The CUSF Permit Applicant shall sign the A.G.C.O. Special Occasion Permit Application and the CUSF Permit Applicant must attend the event and be responsible for making decisions regarding the operation of the event, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services.
 - The Permit Applicant responsible for decision making during the event must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.
 - If there is a violation of the Board CUSF Policy or Procedures by the CUSF Permit Holder while on Board premises, the Superintendent of Facility Management Services or designate will conduct a review of the circumstances regarding the violation. Examples of serious violations include serving without a proper licence, alcohol served by untrained bartenders, loss of control, total neglect of the facility, etc. In these cases, rental privileges will be revoked indefinitely.
 - A Board Custodian(s) shall be on duty and will have the authority to demand corrective action by the CUSF Permit Holder and/or shut down the event. The Permit Applicant will pay all applicable custodial costs. No exceptions.
 - The Board will not be responsible for any costs or losses incurred by the CUSF Permit Holder or their patrons or guests if Board staff deems it necessary to close down an event prematurely due to a violation of the Board CUSF Policy or Procedures while on Board premises.
 - The determination of user group classification categories, rental rates, insurance rates, processing fees, custodial rates and other applicable costing shall be as determined by Board staff outlined in the Administrative Procedures.



- ~~• The Director of Education shall ensure that administrative procedures to implement the Community Use of School Facilities Policy are established.~~

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board



Appendix A

BOARD PERMIT CONDITIONS

- ~~Adult supervision for youth organizations shall be provided at all times.~~
- ~~Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.~~
- ~~The applicant agrees to ensure that all groups from their organization using the boards facilities, follows the Halton Catholic District School Boards Medical Conditions Policy II 42 and the following protocols: anaphylaxis, asthma, diabetes and concussions. Copies of these policies and respective procedure can be found on the HCDSB website.~~
- ~~Custodians are to be on duty to supervise all permits, in accordance with the Board's Community Use policy. Applicable custodian supervision charges determined by Board must be paid by the applicant.~~
- ~~The applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.~~
- ~~Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Board staff.~~
- ~~Use of the school equipment is not permitted and storage of applicants' equipment on school premises is prohibited, unless such use of storage has been approved by authorized Board staff.~~
- ~~Use of any narcotics as defined in the Narcotic Control Act is absolutely prohibited. Use of alcoholic beverages is strictly prohibited.~~
- ~~Games of chance, lotteries or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.~~
- ~~Issuance of keys to applicants is prohibited.~~
- ~~The applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to Board staff.~~
- ~~The Board shall not be responsible for personal injury, damage, loss, or theft of clothing or equipment owned by the applicant or persons associated with the applicants or anyone attending at the invitation of the applicants. The Board shall further be held free from all liability resulting from use of school facilities by the applicant.~~
- ~~The applicant must be 18 years of age or older.~~
- ~~The applicant shall ensure:~~
 - ~~That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.~~
 - ~~That there is a no smoking permitted anywhere on school property.~~
 - ~~That the type of program or entertainment to be provided during the term of the license by the Applicant shall at all times confirm with the law and the rules and regulations of the Halton Catholic District School Board.~~
 - ~~That vehicles will be parked on school grounds in designated parking areas only.~~
 - ~~That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.~~
 - ~~That this group has an Emergency Action Plan in place to deal with emergencies while on School Property.~~
 - ~~Posted near each classroom door exit is an emergency response plan. The school board has listed what to do in instances of emergency including evacuation, lockdown, hold and secure, shelter in place, and accidents/injuries.~~
 - ~~A bright yellow sign with the fire exit and alternate exit route plan is also located in every room in the school (classrooms, gymnasium, libraries) and posted next to each exit door.~~
- ~~The Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Applicant, its servants or agents, of the facilities licensed. The applicant shall provide proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.~~

Commented [MR11]: Permit conditions change regularly to address new regulations or deal with unforeseen issues that arise. As such, they should only be in the procedure.

Past examples are anti-vaping,



- ~~NOTWITHSTANDING the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.~~
- ~~The Halton Catholic District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.~~
- ~~The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.~~
- ~~New or renewal agreements shall be as negotiated with the Board each year.~~
- ~~Schools are closed during Christmas, March Break and Summer holidays and are not be used for any activity during this time unless such use is approved by authorized Board staff.~~
- ~~School activities take priority at all times.~~
- ~~The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.~~
- ~~Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.~~
- ~~Payments must be paid in advance for all Permits, unless alternate arrangements have been approved by authorized Board staff or a credit card is stored within your online account to which your permit charges will be at the end of every month.~~
- ~~When applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.~~
- ~~All after hours use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises.~~

Refund Policy

- ~~Issued rental contracts may be cancelled through the online system with at least 10 working days notice prior to the booking date. Associated administrative fees will be applied.~~
- ~~A credit will be applied to your account to offset any future purchases.~~
- ~~Accounts that do not have a purchase balance will be refunded to the original credit card.~~
- ~~Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.~~

Privacy Statement for the Rentals application

~~This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information. The Halton Catholic District School Board along with the third party providers who manage this website and handle monetary transactions will hold in confidence and appropriately use personal and financial information collected and not share this information with other unauthorized parties.~~

~~Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.~~

~~Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act. The third party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.~~



BOARD PERMIT CONDITIONS

~~Adult supervision for youth organizations shall be provided at all times.~~

- ~~1. Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.~~
- ~~2. Use of facilities will be in accordance with the Education Act, Subsection 301 (2) of Part XIII and the Provincial Code on Conduct, 2012~~
- ~~3. Custodians are to be on duty when required at the remuneration so indicated in the Board's policy. Applicable charges determined by Board policy must be paid by the applicant.~~
- ~~4. The applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.~~
- ~~5. Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Principal and/or the Board.~~
- ~~6. Use of the school equipment is not permitted and storage of applicants' equipment on school premises is prohibited, unless such use of storage has been approved by a authorized Board Official.~~
- ~~7. Use of any narcotics as defined in the Narcotic Control Act is absolutely prohibited. Use of alcoholic beverages is strictly prohibited.~~
- ~~8. Games of chance, lotteries or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.~~
- ~~9. Issuance of keys to applicants is prohibited.~~
- ~~10. The applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to the Principal or the Board.~~
- ~~11. The Board shall not be responsible for personal injury, damage or loss or theft of clothing or equipment owned by the applicant or persons associated with the applicants or anyone attending at the invitation of the applicants. The Board shall further be held free from all liability resulting from use of school facilities by the applicant.~~
- ~~12. The applicant must be 18 years of age or older.~~
- ~~13. The applicant shall ensure:~~
- ~~14. That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.~~
 - ~~a. That there is a no smoking permitted anywhere on school property.~~
 - ~~b. That the type of program or entertainment to be provided during the term of the license by the Applicant shall at all times confirm with the law and the rules and regulations of the Halton Catholic District School Board.~~
 - ~~c. That vehicles will be parked on school grounds in designated parking areas only.~~
 - ~~d. That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.~~
 - ~~e. The Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Applicant, its servants or agents, of the facilities licensed. The applicant shall provide, upon request, proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.~~



15. NOTWITHSTANDING the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.
16. The Halton Catholic District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.
17. The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.
18. New or renewal agreements shall be as negotiated with the Board each year.
19. Schools are closed during Christmas, March Break and Summer holidays and are not be used for any activity during this time unless such use is approved by an authorized Board Official.
20. School activities take priority at all times.
21. The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.
22. Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.
23. Payments must be paid in advance for all Permits, unless alternate arrangements have been approved by an authorized Board Official.
24. When applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.
25. This permit is invalid without authorized signatures.
26. All after hour's use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises.

27. Refund Policy

Issued rental contracts may be cancelled through the online system with at least 10 working days' notice prior to the booking date. Associated administrative fees will be applied.

- A credit will be applied to your account to offset any future purchases. Accounts that do not have a purchase balance will be refunded to the original credit card.
- Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.

Privacy Statement for the Rentals Application

This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information.

The Halton Catholic District School Board along with the third party providers that manages this website and handles monetary transactions will:

Hold in confidence and appropriately use personal and financial information collected.

- Not share this information with other unauthorized parties.



- Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.

Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act

The third party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.

V-18 Community Engagement & Public Consultation	Item 5.1
Tuesday, April 9, 2019	

Purpose

To provide an opportunity for discussion on the newly proposed draft *Policy V-18, Community Engagement & Public Consultation*.

Commentary

The Halton Catholic District School Board (HCDSB) is committed to enhancing our ongoing communication with parents, students, staff, and members of the broader community. This commitment is outlined in our current [multi-year strategic plan](#) as a system priority to ensure that communication is clear, transparent and responsive to our stakeholders.

A policy has been drafted to ensure consistency in the provision of effective, meaningful consultation with our community.

Policy V-18, Community Engagement & Public Consultation is attached for review and consideration by the Policy Committee.

Report Prepared by: Andrea Swinden
Manager, Strategic Communications

Report Submitted by: Pat Daly
Director of Education & Secretary of the Board

Community Engagement & Public Consultation	
Adopted: Date	Last Reviewed/Revised: Date
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: I Governance of Policy I-06 Delegation to the Board I-07 Protection of Privacy VI-81 Privacy Procedure I-09 School Accommodation Review – Consolidation and Closure VI-35 School Accommodation Review – Consolidation Closure I-15 School Name Selection I-29 School Boundary Review Process VI-88 School Boundary Review Process I-37 Community Planning & Facility Partnerships VI-78 Community Planning & Facility Partnerships I-44 Strategic Planning Process II-41 School Uniform Dress Code/School Dress Code VI-46(e) Monitoring & Feedback on Accessible Customer Service II-45 Equity and Inclusive Education VI-54 Equity & Inclusive Education VI-58 Parent Notification System VI-63 Social Media Procedure	

Purpose

To provide a framework and a model for community engagement and public consultation across the Halton Catholic District School Board (HCDSB).

Application and Scope

This policy pertains to all school and board community engagement practices that apply to HCDSB internal and/or external stakeholders.

References

[International Association for Public Participation \(IAP2\)](#)

[Halton Police – School Board Protocol](#)

Definitions

Community Engagement - an interaction process between HCDSB and its internal and/or external stakeholders that provides an opportunity to share information, gather feedback, and inform decision-making. The level of engagement undertaken depends on the goal: *inform, consult, involve, or collaborate*.

Inform - sharing of information with stakeholders to increase awareness and understanding.

Consult - gathering feedback from stakeholders to determine the reaction in order to refine policy or directions.

Involve - engaging stakeholders through interactive sessions to gather feedback that will be reflected in the final options, plans, recommendations, or decisions.

Collaborate - engaging a group or advisory committee of stakeholders to work together to provide feedback and advice that will be incorporated into final recommendations.

Stakeholder - any individual or group who can affect or is affected by decisions made by HCDSB.

Internal Stakeholders - staff, students, parents, and trustees.

External Stakeholders - including, but not limited to, parishes, Catholic ratepayers, community partners and organizations, Ministry of Education and other government ministries, municipalities, etc.

Principles

At HCDSB, we value relationships and partnerships, recognizing that student success and well-being are reflective of the healthy and vibrant partnerships we hold with staff, parents, parishes and members of the broader community.

At HCDSB, we are committed to effective public participation that provides a means for facilitating understanding; incorporating stakeholder feedback into decisions that affect them; and improving decision-making. This includes:

- relaying accurate, timely information on matters affecting stakeholders;
- providing open, inclusive, and meaningful feedback mechanisms that encourage two-way communications with our stakeholders;
- ensuring equity of opportunity and access by identifying and removing barriers to engagement;

- sharing results of feedback collected through public consultation to foster a culture of transparency and trust.

Requirements

I. Sharing Information with Stakeholders

Accurate, timely information will be relayed about changes to policies, programs, legislation, decisions, or issues requiring immediate attention.

- New policies or changes to current policies will be shared with stakeholders in accordance with *Policy I – Governance of Policy*.
- Information around the implementation of new programs will be shared in advance of implementation with stakeholders (staff, parents, trustees) who are directly impacted.
- Stakeholders directly impacted by potential changes to existing programs will be notified that the program is under review, and will be provided with pertinent information as it becomes available, and prior to a decision being made.
- Changes to legislation will be shared in advance of implementation with stakeholders who are directly impacted.
- Decisions that directly impact on the day-to-day activities or operations at the school and/or system level will be shared with stakeholders in advance of implementation. Details around the implementation of decisions will be communicated as they become available.
- Issues requiring immediate attention, such as lockdowns, emergencies, school closures, power outages, etc., will be communicated in accordance with the applicable policy, procedure, protocol or practice.

II. Engaging Stakeholders in a Public Consultation Process

HCDSB will notify internal and external stakeholders of consultation opportunities in a manner that is consistent, timely and transparent.

- All system-level public consultations will include a plan that provides:
 - a. the purpose of the consultation;
 - b. the desired outcomes (goals);
 - c. the Stakeholder Decision Impact & Communication Matrix (Appendix A), which lists stakeholder groups impacted and the level of engagement (inform, consult, involve, or collaborate);
 - d. a description of the communications methodology, timelines and strategies.
- All reports emanating from a public consultation process will contain a summary of the process and a summary of feedback received, with a description of any steps taken to address public concerns in arriving at a recommendation.

- All active public consultations will be posted on a designated Public Consultation page on the HCDSB website.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Levels of Engagement



Inform



Consult



Involve



Collaborate

GOAL	Increase awareness and understanding.	Gather feedback on policies, options and/or decisions.	Work together to ensure feedback is understood and reflected in the options developed and/or decisions made.	Work together to develop options and solutions. As much as possible, the advice, feedback, and/or recommendations are incorporated into final decision.
EXAMPLES	Email Website Media Social media	Surveys Focus groups	Town halls Public information sessions	Advisory committees School Boundary Review Committees Accommodation Review Committee

*Adapted from IAP2 Public Participation Spectrum.

Stakeholder Decision Impact & Communication Matrix

Stakeholder Group	Level of Engagement			
	Inform	Consult	Involve	Collaborate
	SAMPLE			

Transportation to Specialized Programs	Item 5.2
April 9, 2019	

Purpose

To provide an opportunity for discussion of Transportation to Specialize Programs in the Halton Catholic District School Board

Commentary

At the January 15, 2019 Regular Board Meeting, the following motion was passed:

Resolution #28/19 (As Amended)

Amendment to Resolution #233/18

BE IT RESOLVED, that the HCDSB provide transportation to identified gifted students with an Individualized Education Plan (IEP) to an AP Program if one is not available in their catchment area if requested.

BE IT FURTHER RESOLVED, that this resolution #233/18 be put on hold and sent back to the Policy Committee in consultation with Business Services to have this motion revised so that it is fair and equitable and allows all students the same access to transportation to the AP program;

BE IT FURTHER RESOLVED, that this motion would be pending approval and sustainability through the Board's budget.

BE IT FURTHER RESOLVED, that Resolution #233/18 remain on hold pending a Staff Report on the Vision for Student Transportation in Ontario report assisting the Board of Trustees in understanding what impact transportation will have on funding.

The matter is now placed before the Policy Committee for further review and deliberation.

Report Prepared
And Submitted by:

N. Guzzo
Chair of the Policy Committee

Policy II-41 School Uniform Dress Code - School Dress Code	Item 5.3
April 9, 2019	

Purpose

To provide an opportunity for discussion of *Policy II-41 School Uniform Dress Code - School Dress Code*

Commentary

At the March 19, 2019 Regular Board Meeting, it was determined that further discussion regarding various stakeholder feedback of *Policy II-42 School Uniform Dress Code - School Dress Code* would continue at the upcoming Policy Meeting on April 9, 2019.

The policy was last reviewed in February 2018.

The matter is now placed before the Policy Committee for further review and deliberation.

Report Prepared
And Submitted by:

J. O'Hearn-Czarnota
Trustee

School Uniform Dress Code/School Dress Code	
Adopted: April 14, 2009	Last Reviewed/Revised: February 6, 2018
Next Scheduled Review: 2020-2021	
Associated Policies & Procedures: I-31 Apparel Purchases and Fair Labour Practices; II-39 Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions VI-44 Progressive Discipline and Safety in Schools	

Purpose

To promote, through the implementation of a school uniform dress code or a school dress code, a safe and positive learning environment consistent with the mission and governing values of the Halton Catholic District School Board.

Application and Scope

This policy applies to all students under the jurisdiction of the Halton Catholic District School Board.

References

[Education Act of Ontario, Regulation 298](#)

[Human Rights Code](#)

Definitions

A **school uniform dress code** is defined as the standard of prescribed student dress, developed in consultation with the school community, specifying clothing that must be purchased from approved uniform suppliers, and may include guidelines as to when and how particular items can be worn.

Student dress code is defined as the standard of student dress established in consultation with the school community, consistent with the Board Policy and the Education Act and Regulations, required of students in elementary schools that have chosen not to implement a school uniform dress code.

Principles

- A school uniform dress code or a student dress code reflects the distinctively Catholic character of our schools and supports the development of attitudes consistent with Catholic teaching.
- The Board is committed to providing a learning and working environment that is safe and respectful of the needs and well-being of all individuals, and believes that a school uniform dress code supports such environments.
- The Board endorses and encourages the adoption of a school uniform dress code in our elementary schools, consistent with the values, traditions and distinctiveness of Catholic schools as an effective strategy to build inclusive Catholic communities and encourage a sense of belonging for all students.
- The Board affirms a role for parents to determine, through democratic vote conducted in accordance with this policy, whether or not to adopt and implement a school uniform dress code for elementary school communities.
- The Board requires the adoption of a student dress code, consistent with the values, traditions, distinctiveness of Catholic schools, and the requirements of this policy, in each elementary school community that votes not to adopt and implement a school uniform dress code.
- The Board requires the adoption and implementation of a school uniform dress code in each secondary school, consistent with the values, traditions and distinctiveness of Catholic schools.
- The Board recognizes there is a shared responsibility for meeting the expectations of the School uniform dress code or student dress code.
- The primary responsibility for the consistent enforcement of the School uniform dress code or student dress code is that of the principal, and school staff are expected to support the consistent implementation of such uniform dress codes.
- The Board recognizes that circumstances may require schools to access assistance for individual families with the purchase of uniforms.
- The Board recognizes the necessity of a school dress code for those times when students are not in uniform (i.e. civvies day, elementary physical educational classes). Any action taken to implement the requirements of this policy, including the application of supports and consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools (2012).
- The policy shall be in accordance with provisions of the Education Act, Regulation 298, the Human Rights Code, Board Operating Policy I-31 Apparel Purchases and Fair Labour Practices and the governing values of the Halton Catholic District School Board.

Requirements

General:

All elementary schools shall adopt either a School Uniform Dress Code or a School Dress Code for students in keeping with the Board's Mission Statement, governing values and Catholic social teaching.

All secondary schools shall adopt a School Uniform Dress Code.

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

A. Elementary School Uniform Dress Code Implementation Process:

1. A prescribed process for local decision making shall ensure that parents/guardians of students in each elementary school may determine whether an elementary school community adopts and implements a school uniform dress code. In accordance with this policy, each elementary school shall conduct a vote on whether to adopt a school uniform dress code at least once.
2. The principal of each school shall be responsible for ensuring that a community vote is conducted, in accordance with this policy, to consider the adoption and implementation of a school uniform dress code. Approval to proceed with implementation requires a simple majority (50% plus one) of those ballots cast have been marked indicating a "YES" vote.
3. Upon achieving the required approval as described above (50% plus one), all students registered in the elementary school shall wear the school uniform dress code. Any action taken to implement the requirements of this policy, including the application of supports or consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools.
4. Should a school uniform dress code not be adopted after the voting process, no renewed process will be initiated for at least three (3) years. A Student Dress Code shall be established, and implemented in accordance with this policy.
5. At least once annually, at a Catholic School Council meeting, the Principal shall review the school uniform dress code and school dress code. This review may include approval of uniform pieces, the monitoring and enforcement of the school uniform dress code and school dress code, stakeholder consultation (i.e. student, staff, greater school community), approved civvies days/spirit days.
6. In schools that have chosen not to implement a school uniform, the school dress code committee will be established to monitor and review the implementation of the school dress code, and consider the interest in school uniforms.
7. The review may include a process for consultation with students, teachers and staff working in schools, parents and guardians, and school councils.

8. Following the review process outlined above, and upon the requirements of the Catholic School Council, an elementary school community may choose to conduct a vote in accordance to this policy, to adopt a school uniform if they have not yet done so.
9. Similarly, an elementary school that has previously chosen to adopt a school uniform may follow the same review process, and upon the recommendation of the Catholic School Council, may choose to conduct a vote in accordance with this policy to discontinue the implementation of a school uniform.
10. The principal of an elementary school, together with the Catholic School Council will oversee the process of voting on the adoption of a school uniform dress code. Elementary schools considering the adoption of a school uniform dress code shall:
 - a. inform the appropriate Superintendent;
 - b. establish a representative committee including parents, staff and students to explore the implication of introducing a school uniform dress code. The committee must prepare an Action Plan to be distributed prior to a community information night.
 - c. the following components of the Action Plan will be consistent from school to school:

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

The Uniform Supplier:

- Elementary schools must use the Board's authorized uniform supplier.
- The method of selecting a provider through the RFP process will take place every three (3) years and will include participation by Board staff, as appointed by the Director of Education. At least three (3) members of CPIC (Catholic Parent Involvement Committee) will be involved in establishing the criteria for the RFP process.
- The selection criteria to determine the authorized uniform suppliers must include affordability, accessibility and convenience, quality, support for equity and availability of subsidies/family assistance, and compliance with Board Policy I-31 Apparel Purchases and Fair Labour Practices.

The Uniform:

- The uniform colours at all elementary schools will consist of a combination of navy blue and white only. To supplement the base uniform, individual schools may choose to add additional items of uniform apparel (sweaters, vests, etc.) that may also reflect a school's colour (one colour).
- Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms is prohibited.
- Any clothing item worn under uniform pieces, but still visible must be in compliance with

school dress codes, and generally, will be in the school uniform colours or white (i.e. undershirts, tights or socks).

- No student will be denied access to school as a result of inability to afford appropriate clothing required by a school's uniform dress code policy. A process must be in place to address this issue.
- A school's approved uniform pieces shall be reviewed/monitored every year by the principal and Catholic School Council members.
- The following components will be up to the discretion of the principal and the Catholic School Council:
 - Type and styles of clothing from the chosen uniform provider;
 - A strategy for Non Uniform Days or Civvies Days.

Community Information Meeting:

- The principal shall ensure the distribution of the Action Plan to parents prior to the community information meeting, and the information meeting will take place prior to the voting process.

Elementary Voting Procedures/Ballot Question:

- **SCHOOL VOTES SHOULD BE CONDUCTED IN FEBRUARY OR MARCH.**
- Every registered family with children in JK – 6 of the current school year is eligible to vote, and receives one (1) vote (ballot).
- Every family with children confirmed as pre-registered for the next school year (JK/Early Learning/French Immersion, etc.) is eligible to vote, and receives one (1) vote (ballot).
- Families of students with Children only in grade 7 or 8 in the current year are not eligible to vote. In the event that a School Uniform Dress Code is adopted for the following school year, grade eight students in the initial year of implementation are encouraged to wear the school uniform, but compliance is not compulsory.
- The ballot sample is provided in Appendix A. The ballots shall be numbered to ensure that there is one ballot provided for each family in the school community.
- Members of the School Uniform Dress Code Committee may initiate calls/reminders to families to remind them of the ballot due dates only.
- Only original ballots will be accepted (no telephone or verbal voting). A ballot signed solely by a student will be considered a void ballot.
- No proxy voting.
- It is recommended that the voting process be completed by March 30th in order for successful implementation in the following school year and include all families registered at the school for September of the next school year.
- The voting process must not exceed two (2) calendar weeks but cannot be completed sooner than one (1) week following the community information night.

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

School Consolidation/Closure:

- Elementary schools involved in school consolidation/closure where all, or some, of the schools have previously implemented a school uniform will be required to go through the following process **during the transition year (year prior to consolidating)**:
 - A community information meeting
 - Voting procedures followed as above for all families in the boundaries of the new consolidated school
 - If vote determines that the new consolidated school shall implement a uniform, grandfathering of the previous uniform pieces will occur for three (3) years
 - **IN THE INITIAL YEAR, GRADE 8 STUDENTS WILL HAVE THE OPTION OF WEARING THE SCHOOL UNIFORM**
 - An appropriate logo for the new consolidated school will be determined after the school name is decided

New School:

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

B. Elementary School Dress Code:

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

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

- sexual content
 - substance abuse
 - violence
 - profanity
 - inappropriate references to nationality, race or gender
- Parents are encouraged to be involved and active in the decision-making process through their Catholic School Councils in consultation with the principal and school staff.
 - Each school will annually review the school's dress code. This review process shall include consultation with students, school staff, parents and other stakeholders as appropriate.
 - A copy of the school's dress code will be included annually in the school's School Agenda Book, September newsletter and on the school's website.
 - Students will be expected to observe all aspects of the dress code. School staff and parents will be expected to support its consistent implementation.
 - Any action taken to implement the requirements of this policy, including the application of consequences to students or direction to visitors to the school grounds or property, must be consistent with the requirements of Policy II-39 Progressive Discipline and Safety in Schools.
 - The principal of each school has the discretion to determine whether a student is in violation of the School Uniform Dress Code or the School Dress Code, has responsibility to enforce the school uniform dress code/school dress code policy, and has the authority to implement the requirements of this policy, including any supports or consequences to students.
 - School staff are expected to support the consistent implementation of a school uniform dress code, or school dress code, in accordance with the local school code of conduct.

C. Secondary School Uniform Dress Code:

- A secondary school's uniform shall be in keeping with our Catholic teaching.
- Each school will review the present uniform policy in accordance with the Appropriate Dress Guidelines from the Ministry. This review process shall include consultation with students, school staff, parents and guardians. Once established, the policy will be reviewed annually or as needed at the discretion of the school community.
- Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms are prohibited.
- Any action taken to implement the requirements of this policy, including the application of consequences to students or direction to visitors to the school grounds or property, must be consistent with the requirements of Operating Policy II-39 Progressive Discipline and Safety in Schools.

Policy No. II-41 | School Uniform Dress Code/School Dress Code

- The Board recognizes the necessity of a school dress code for those times when students are not in uniform (i.e. civvies day). Any action taken to implement the requirements of this policy, including the application of supports and consequences to students must be consistent with the Requirements of Operating Policy II-39 Progressive Discipline and Safety in Schools (2012).
- On days when students are not in uniform (i.e. civvies day), Principals will ensure that a school dress code is communicated and applied to all students.
- A copy of the school's uniform dress code will be included annually in the school's School Agenda Book or on the school's website.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

Procedure No. VI-62

Use of Technology and Digital Citizenship	
Adopted: April 1, 2019	Last Reviewed/Revised: Date
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: I-43 Use of Technology and Digital Citizenship VI-63 Social Media I-02 Records and Information Management VI-82 Records and Information Management Procedure I-07 Privacy Protection Policy VI-81 Privacy Protection Procedure VI-51 Privacy Breach Procedure I-24 Fraud Management VI-24 Fraud Management I-36 Trustee Code of Conduct II-39 Progressive Discipline & Safety in Schools Code of Conduct – Suspensions & Expulsions VI-44 Progressive Discipline and Safety in Schools II-40 Bullying Prevention and Intervention II-45 Equity and Inclusive Education VI-54 Equity and Inclusive Education III-14 Employee Code of Conduct III-16 Workplace Harassment IV-04 Loss or Damage to Personal Items	

Purpose

The purpose of this Procedure is to support the application of the Halton Catholic District School Board (HCDSB) Use of Technology & Digital Citizenship Policy I43.

HCDSB supports the benefits that technology can bring to its daily operating activities and student achievement. All users are required to know and abide by this procedure in order to ensure information technology resources are being used in a responsible, respectful and lawful manner.

Application and Scope

This procedure applies to students, staff, trustees, volunteers, and any individual using HCDSB technology as defined below.

References

[Education Act](#)

[Institute for Catholic Education \(ICE\)](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Ontario Human Rights Code](#)

[Criminal Code](#)

[Copyright Act](#)

[Ontario College of Teachers](#)

[College of Early Childhood Educators](#)

[PPM 128 - The Provincial Code of Conduct and School Board Codes of Conduct](#)

[Ontario Safe Schools Code of Conduct](#)

[International Society for Technology in Education \(ISTE\)](#)

[Growing Success](#)

[HCDSB Multi-Year Strategic Plan](#)

Definitions

HCDSB Technology - Technology resources include, but are not limited to, computers, tablets, phones, cellular/mobile technology, servers, networks, Internet services, printers, IoT devices (Internet of Things), computer applications, data, email and collaboration tools, as well as third-party Internet service providers to HCDSB include E-Learning Ontario and online textbook vendors. The examples of the services they provide are software, virtual learning environments and digital textbooks.

User - A user is any individual granted authorization to access HCDSB technology, as defined above.

Board Supported Tools - online digital programs for which HCDSB staff provide ongoing support

Internet of Things - The internet of things, or IoT, is a system of interrelated computing devices, mechanical and digital machines, objects that are provided with unique identifiers and the ability to transfer data over a network without requiring human-to-human or human-to-computer interaction.

Digital Citizenship -Users recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

BYOD - Bring Your Own Device, such as, but not limited to, cell/smart phones, laptops, tablets, and other technology.

Bullying - means aggressive and typically repeated behaviour by a pupil where:

- a. the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. creating a negative environment at a school for another individual, and
- b. the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation")

For the purposes of the definition of "bullying" above, behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber Bullying - bullying by electronic means including:

- a. creating a web page or a blog in which the creator assumes the identity of another person;
- b. impersonating another person as the author of content or messages posted on the internet; and
- c. communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Principles

Commented [JN1]: Taken from policy

HCDSB is committed to preparing our students for the workplace and for success in a world that continues to evolve through advances in technology.

Fundamental to student success is the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. The objective is to develop the HCDSB community as global citizens and 21st Century learners who strive to achieve the Ontario Catholic School Graduate Expectations.

At HCDSB, educators and learners collaborate in innovative school and classroom communities that encourage student engagement, learning and achievement. As such, HCDSB is committed to:

- taking reasonable precautions to ensure that data is secure and safe and should be used for intended purposes only;
- committed to using technology resources responsibly;
- complying with federal and provincial legislation, as well as, HCDSB policies and corresponding operating procedures;

- supporting innovative teaching practices and instructional methods enabled by technology to more precisely address the learning needs of all students;
- engaging students in authentic, personalized, relevant inquiry learning;
- modernizing schools and classrooms that support and enhance innovation in learning;
- providing high capacity network infrastructure, software deployment strategies, cloud-based applications and seamless BYOD;
- mapping the Ontario Catholic School Graduate Expectations to the 21st century (global) competencies;
- providing staff with training and resources to better utilize technology relevant to their learning needs.

Requirements

All users must review and be familiar with HCDSB Policy I-43 Use of Technology & Digital Citizenship.

All users must be committed to using HCDSB and/or Ministry of Education contracted tools.

All users must fully respect intellectual property rights including copyright, privacy rights, human rights (including the right of freedom from harassment), defamation, and criminal laws. In addition, users must fully respect Safe Schools policies and procedures, as well as, all other pertinent legislation, regulations and policies in force.

All users are responsible for the care and security of HCDSB technology.

Superintendents, principals and managers/supervisors are responsible for:

- ensuring that staff review policy I-43 Use of Technology & Digital Citizenship;
- establishing and monitoring digital citizenship and responsibility through the school's Code of Conduct;
- instructing and modeling, for staff and students, digital citizenship and responsibility; and
- ensuring that all communication is in compliance with applicable privacy legislation, and that all records in the custody and control of the Board that contain personal information that pertains to a student or staff member will be maintained in strict confidence;
- reviewing acceptable use of technology with all students;
- ensuring that if an educator wishes to use a tool that is outside those supported by HCDSB and/or the Ontario Ministry of Education, they should apply an informed professional judgement keeping in mind the Considerations for Use of Non-Supported Digital Tools outlined below. In addition, the school administrator must be made aware that the educator is using the digital tool with their students when student data is inputted and/or collected and consent must be obtained by parents. (Appendix A)

Commented [BE2]: taken from original policy I-43

Educators are responsible for:

- the supervision of student use of technology;
- instructing and modeling, for students, digital citizenship, responsibility, and the safe use of technology as referenced in the *Acceptable Use of Electronic Assets* at the beginning of the school year or semester;
- determining when students are able to access HCDSB technology or their personally owned devices, for educational purposes only;
- ensuring that all communication is in compliance with applicable privacy legislation, and that all records in the custody and control of the Board that contain personal information that pertains to a student or staff member will be maintained in strict confidence; and
- ensuring that if they wish to use a tool that is outside those supported by HCDSB and/or the Ontario Ministry of Education, they should apply an informed professional judgement keeping in mind the Considerations for Use of Non-Supported Digital Tools outlined below. In addition, the educator must make the school administrator aware that the educator is using the digital tool with their students when student data is inputted and/or collected and consent must be obtained by parents. (Appendix A)

HCDSB Supported Online Educational Tools

The following tools are supported by HCDSB and/or the Ontario Ministry of Education:

- **Office 365**
This includes, but is not limited to, programs such as Outlook, Word, Excel, PowerPoint, Class Notebook, Sway, and Forms.
- **Brightspace D2L** (the Ministry purchased and supported virtual Learning Environment).
Ministry created course content is available through the D2L platform in addition to a wide variety of tools that assist in assessment, feedback, collaboration, communication, and classroom management.
- **OSAPAC (Ontario Software Acquisition Program Advisory Committee) tools**
These include Pixton (comic creator), Mindomo (mind mapping), Tinkerplots, Sketch-up Pro, and Turnitin just to name a few.
- **G-Suite**
Formerly referred to as Google Apps for Education (GAPE)

Considerations for Use of Non-supported Digital Tools:

- **Usage:**
 - The pedagogical reason for using the tool.
 - How does the tool enhance learning and tie into the curriculum expectations?
 - If students are permitted to use the tool (e.g., verify the age requirements of the digital tool being considered, it is not limited to over 13/18 years of age etc.)
 - There is no current HCDSB or Ministry of Education approved tool that can perform the same task.

- **Student Data:**

- The digital tool requires students to create an account. (This raises privacy concerns regarding the personal information that is required to create the account or the information that the student may upload to the account).
- The digital tool collects student data.
- The digital tool has signed a student data act or uses a third party to help protect data (e.g., www.privo.com, etc.).

- **Data Ownership:**

- Company vs. User. Does the digital tool/company own any uploaded data from its users?
- Use of Data. Can user's data collected through use of the tool be used for the tool's/company's marketing or research purposes?
- Length of Data Retention. Can the tool/company license or sell user data in perpetuity (even if the user removes the data from the tool)?

- **Corporate Digital Citizenship:**

- The company keeps data confidential and safe in a reliable country.
- The company is accountable to a legal body (legal means can be taken if necessary).
- The company will notify the user if it changes the terms of service or privacy policy.

- **Overall Considerations:**

- Informed consent: Educators must obtain informed consent from students' parents for digital tools that are not supported by HCDSB or the Ministry of Education.
- Terms of Use and Privacy Policy: Educators must ensure that they read and understand the terms of service and privacy policy associated with the digital tool.
- Familiarity with the digital tool: Educators should test the proposed digital tool and feel comfortable with its use for educational purposes.

Students are responsible for:

- using HCDSB technology for curriculum-related/educational purposes only;
- using personally owned technology for curriculum-related/educational purposes only while on HCDSB property (e.g. classrooms or instructional time) with staff permission;
- using personally-owned technology in accordance with the obligations and responsibilities outlined in policy I43 Use of Technology & Digital Citizenship;
- demonstrating digital citizenship through the appropriate use of technology, as outlined in schools' Codes of Conduct;
- reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and
- the care, maintenance and security of their personal electronic devices – the Board is not responsible for the replacement of lost, stolen or damaged items.

BYOD means students bring their own devices to school for educational purposes. In the classroom, students will use devices responsibly, and only with the permission and direction of the teacher or other staff member.

Students will see teachers incorporate digital resources into their lessons where appropriate and students will use digital resources to demonstrate their learning. Educational online resources will be able to be accessed wirelessly through the Board's networks. As such, students will be encouraged to BYOD (Bring Your Own Device). When relevant to curriculum and instruction, teachers may permit the use of any personal electronic device in a manner that meets the current policy as a classroom learning device. A personal electronic device is any technology device that is brought into a school and owned by a user.

Students will also be able to access educational resources using their personal electronic devices outside the classroom, in libraries, learning commons, cafeterias and other common areas. By accessing the Internet while on Board property or by logging in with a Board login, students accept all terms and conditions of the Board network and Internet use, as well as the terms outlined in this policy.

To support the development of Digital Citizenship and 21st Century Learning, all students will be issued an HCDSB email account for educational purposes. Student email accounts will be deactivated upon departure from HCDSB. The account will remain active for 30 days after their last login / access. After the 30 days the account will become disabled but remains accessible for 60 days.

Consequences: Remedial and Disciplinary Action

Commented [BE3]: From original policy

Individuals who do not comply with Policy I43 Use of Technology & Digital Citizenship will be subject to appropriate consequences consistent with HCDSB policies and procedures related to Codes of Conduct, progressive discipline and the Education Act.

Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- limitations, suspension and/or revocation of access privileges to personal and HCDSB technology resources;
- appropriate disciplinary measures (staff), up to and including dismissal;
- appropriate progressive discipline measures (students) within the Education Act; or
- legal action and prosecution by the relevant authorities.

APPROVED: Regular Meeting of the Administrative Council

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

**Online Educational Applications
& Tools Consent Form**

TO BE COMPLETED BY TEACHER:

Name of Online Tool/Application Requiring Consent:

How does this online tool/application relate to the curriculum being taught?

How this Tool/Application will be used in the Classroom with students?

For more information regarding the proposed application/tool, please review the following;

Website address: _____

Website terms of use:

Website privacy policy:

Please contact me if you have any questions.

Teacher's Name

School Name

TO BE COMPLETED BY PARENT/GUARDIAN:

Student's Full Name

Date of Birth

I, the parent/guardian of the above-named student, provide my consent for use of this online tool/application for classroom purposes as set out on this form.

Parent's/Guardian's Full Name

Parent's/Guardian's Signature

Date: _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER - Your privacy is important to us. Until this form is submitted, this online tool/application will not be used for your child.

Social Media	
Adopted: Date	Last Reviewed/Revised: April 1, 2019
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: I-43 Use of Technology and Digital Citizenship VI-62 Use of Technology and Digital Citizenship III-14 Employee Code of Conduct I-35 Trustee Code of Conduct II-40 Bullying Prevention and Intervention II-39 Progressive Discipline and Safety in Schools Code of Conduct VI-44 Progressive Discipline and Safety in Schools I-07 Protection of Privacy VI-81 Privacy Procedure V-16 Copyright, Visual Identity, and Intellectual Property Protection HCDSB Social Media Guidelines	

Purpose

To provide a framework that outlines the appropriate uses and acceptable practices for the use of social media in our schools and workplaces as a communications vehicle to share pertinent information and engage stakeholders.

Application and Scope

This procedure applies to all staff and trustees who are interacting with students, parents, staff, trustees and members of the broader community on social media channels and online platforms.

References

[Ontario College of Teachers – Maintaining Professionalism - Use of Electronic Communication and Social Media](#)
[College of Early Childhood Educators – Using Social Media](#)
[Institute for Catholic Education – Ontario Catholic School Graduate Expectations](#)
[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Government of Canada - Digital Citizenship Guide for Parents](#)

Definitions

Social Media - social media refers to the use of web-based technologies (websites/blogs, platforms and/or applications) that enable users to communicate and share information online.

Social Media Channels - an application, platform or networking site that enables online interaction; e.g. Facebook, Twitter, Instagram, Microsoft 365, etc.

User - for the purposes of this procedure, a user is any individual who communicates online through the use of web-based technologies (websites/blogs, platforms and/or applications).

Digital Citizenship - users recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

Principles

- HCDSB is committed to preparing our students for the workplace and for success in a world that continues to evolve through advances in technology.
- Fundamental to this commitment, is helping students develop a positive digital footprint by teaching and modeling the responsible and professional use of social media.
- HCDSB recognizes the use of social media in our schools and workplaces,
 - to share pertinent information and engage stakeholders; and
 - to support instructional practice and develop professional learning networks.

Requirements

1. Authorization to Open a School/Classroom/Program/Department Account

Social media accounts that represent a school, classroom, program, and/or department are viewed as extensions of the Halton Catholic District School Board. Therefore, any social media account managed by staff must reflect the Mission, Vision, and Values of HCDSB.

- Permission must be granted to staff who are interested in setting up a social media account for instructional purposes (a classroom Twitter account or blog, for example) or to represent a classroom, school, or any other related school or Board activity.
- Staff interested in creating or assuming a school/classroom/program/department social media account are advised to speak to their School Principal or direct supervisor before doing so.

- Concerns may be raised about social media activity involving an account or page managed by school or Board staff. The School Principal and/or the Strategic Communications department reserves the right to address any activity that may negatively impact the school, Board, or the students, staff and school community. This may involve further investigation by the School Principal and/or Strategic Communications department, which may lead to termination of an account.
- Staff must receive permission from their School Principal or the Strategic Communications department before including a logo, school crest, emblem, tagline, or name that implies association with their school or the Board.
- Staff are required to consult with the Strategic Communications department before branding a social media page with the school/Board logo or visual identity.

2. HCDSB Staff or Trustees on Social Media

Every time a member of staff or trustee communicates, they shape public opinion about themselves, their profession, their school or workplace setting, the Halton Catholic District School Board, and publicly-funded Catholic education.

HCDSB staff and trustees should at all times maintain a sense of professionalism in online interactions, whether it be for professional or personal use.

It is vital that staff and trustees adhere to appropriate and professional boundaries in all online interactions in order to model digital citizenship to students and maintain public trust in the community. Any interaction that would be considered inappropriate in the classroom, school, office or Boardroom setting would also be inappropriate on social media.

Best Practices

- All interaction on school/classroom/program/department social media account managed by staff must reflect the Mission, Vision, and Values of the HCDSB.
- As a representative of HCDSB, staff or trustees interacting on their personal social media accounts should use their discretion when sharing content, and at all times maintain a level of professionalism outside their school or workplace setting.
- Staff and trustees should not follow students on their personal social media accounts. Personal or private social media messages between staff and students are not encouraged.
- Staff may share and refer back to their professional accounts (for the classroom, school, Board, etc.) if a student or parent/guardian connects with them through a personal account.

3. Securing School/Classroom/Program/Department/Board Social Media Accounts

It is the responsibility of an authorized member of staff to manage a school/classroom/program/department/board social media account.

- Staff should refrain from sharing account credentials and passwords to those unauthorized (students, parents, members of the community, staff who are not account administrators).

- The School Principal and/or direct supervisor should be provided with the account credentials for all school/classroom/program/department social media accounts.
- It is recommended that school account credentials be provided to Strategic Communications as an additional measure of security, and to assist when administrators transfer locations.
- Some social media channels may offer additional security. It is strongly recommended to set up two-step authentication, wherever available.

4. Privacy and Confidentiality

Safety and protection of privacy are overriding concerns with regard to information posted and shared online. Staff and trustees must always ensure they are adhering the Municipal Freedom of Information and Protection of Privacy Act, and all other applicable legislation.

- Staff and trustees must always respect and protect the privacy and confidentiality of all stakeholders.
- For the safety and security of our community, staff and trustees are not permitted to share personal information related to students, parents, staff, trustees, etc.
- Particular care must also be taken into consideration if there are custody or safety concerns related to a child or family. Staff must do their due diligence to ensure that the privacy and confidentiality of identified students are protected.
- It is common practice to capture photos and video footage of adults over the age of 18 (staff, parents, volunteers, and trustees) during public meetings, and public events in the community. As a courtesy to those involved, verbal consent must be provided before obtaining any photographs or video of adults. Staff are asked to remove any online photo or video if the affected person has requested that it be removed.
- Verbal consent should be obtained from any adult whose photo, video, and/or work is posted on social media. Exceptions include photos taken at public events where there is no expectation of privacy.

5. Photos, videos and student work

- Before posting photo and/or video content of students on social media, staff must confirm that there is written consent from the parent/guardian, through the *Family Information Consent Form*. Permission must be granted for the current school calendar year.
- Student work (artwork, literature, performances, etc.) should only be posted on social media with consent of the parent/guardian.
- Students who do not have parental consent on file must be excluded from photos and/or video footage appearing on school and/or Board social media channels.
- There may also be events and activities throughout the school year that require additional parental consent, which is typically covered through another form and letter sent home to parents (events and activities may include, but are not limited to: field trips outside of school, trips outside of school hours, third-party educational presentations and visits, etc.)

- Contact your School Principal and/or the Strategic Communications department for further information and the requirements before posting photo/video content of students.
- From time to time, parents/guardians may request some information be withheld from posting online (for example: their child's full name, school, or area of residence). Staff must respect the wishes of the affected parent/guardian and their child. This is typically handled upon request, on a case-by-case basis.

6. Duty of Care

There are concerns about personal duty of care in terms of monitoring social media when a student identifies that he or she is in crisis.

- All of the expectations and duties of educators apply with respect to conduct, responding to a child in need of protection or in crisis, as well as policies and procedures generally, and specifically regarding bullying, or activities that would be actionable through progressive discipline.
- While we know staff and administrators are always vigilant with respect to students in crisis, it is important for the safety of students and legal liability that we clearly state the supports that should and should not be expected through social media.
- There is no expectation that a school, classroom, department or personal social media account is monitored 24/7. It is important that this be communicated to potential users.
- School accounts must have a social media disclaimer that defines when the account is monitored and what to do if help is needed.

APPROVED: Regular Meeting of the Administrative Council

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

Use of School Facilities – Election Day

Adopted:

September 27, 2010

Last Reviewed/Revised:

April 1, 2019

Next Scheduled Review: 2018-2019

Associated Policies & Procedures:

[**V-01** Use of School Grounds and Community Use of School Facilities](#)

[**VI-64** Community Use of School Facilities](#)

Purpose

To provide guidelines for all schools designated to accommodate electoral polling stations on Election Days.

Application and Scope

This procedure will be in effect for all schools to accommodate electoral polling stations for any federal, provincial, or municipal elections.

Requirements

- In the event that appropriate security is not assigned to the school by the election Returning Officer, the Superintendent of Facility Management Services will assign additional custodial or security staff to assist schools with election polling stations during school hours on Election Days.
- The assigned additional custodial or security personnel will be stationed outside of the polling station room to greet and direct visitors to the polling station and ensure that no voters or visitors go in the out of bounds areas of the school.
- The Election Day **pPlan** is to be developed for each school designated to accommodate an election polling station(s) in consultation with the School Administrator, the Superintendent of Facility Management Services or designate, or the Family of School's Superintendent as appropriate and the **eElection** Returning Officer or designate.
- An Election Day **pPlan** is to be developed to accommodate polling station needs such that the disruption to normal school operations is mitigated as reasonable as possible. In addition, potential student interaction with the general public is to be prevented to the extent possible.

- The Election Day **pPlan** is to include a school site plan and school floor plan(s) that identify the following:
 - Convenient designated parking area for election staff and voters;
 - Voter entry/exit door location;
 - Election Day greeter location;
 - Polling station location(s);
 - Designated washroom facilities for election staff and voter use to mitigate visitors walking through the school building;
 - School **oOut of bBounds** areas and;
 - Other school strategies as determined by the School Administrator.
- The School Administrator and the **eElection** Returning Officer or designate should meet at least three (3) weeks prior to Election Day to review and confirm safety/security concerns and the Election Day **sSafe sSchool pProcedures** for the school.
- The **eElection** Returning Officer or designate is to provide and review the **sSafe sSchool Election Day Plan Administrative Procedures** with all on-site election personnel prior to their arrival at the school on Election Day.
- The School Administrator is to inform their school community that their school will be used as an **eElection pPolling sStation** and is to advise staff, students and parents of the Election Day **pPlan** procedures.
- The School Administrator is to review with school staff the **eEmergency pPlans** for lockdowns, evacuations, and related guidelines prior to Election Day and is to modify the school's **eEmergency pPlan** to accommodate the presence of the election polling operations.
- The day before the Election Day, the School Administrator is to brief school staff on the security procedures and the need for staff to be extra vigilant and highly visible on Election Day.
- On Election Day, the School Administrator should meet with the custodial/security staff and the onsite **eElection** Poll Supervisor to review and confirm the Election Day **pPlan** for the school.
- The School Administrator **is and polling station staff are** to ensure that signage is clearly posted to direct voters to the appropriate voting areas at the school, per the **sSafe sSchool Election Day pPlan**. Signage will be provided by the ~~Board and/or the~~ **eElection** Returning Officer.
- All doors in elementary schools are to be locked at all times on Election Day except for the doors designated to allow voter access. Any doors which are kept open for student entry or dismissal must be supervised by a school staff member.
- In the event of inquiries from the public regarding poll open hours, etc., the School Administrator is to direct the individual to the **eElection** Returning Officer.

Procedure No. VI-49 | Use of School Facilities – Election Day

APPROVED: Regular Meeting of the Administrative Council

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

Community Use of School Facilities	
Adopted: April 1, 2019	Last Reviewed/Revised:
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: V-01 Use of School Grounds and Community Use of School Facilities VI-49 Use of School Facilities Election Day II-28 Alcohol, Tobacco, Vaping, and Drug Education and Abuse in Schools	

Purpose

To outline the procedures and practices exercised by the Halton Catholic District School Board for community use of school facilities permits, in accordance with Board policies and procedures, and school use requirements.

Application and Scope

This administrative procedure applies to:

- All school sites, buildings, facilities, playfields, playgrounds, parking lots, furniture and equipment under the jurisdiction of the Board;
- All eligible community members, groups, organizations, institutions and agencies making application for use of Board property;
- Eligible users who complete and gain approval for a community use of school facilities permit issued under this policy and associated procedures.

Definitions

Permit Applicant – an individual submitting the request for the use of a Halton Catholic District School Board facility or property, for a specific date, time and use.

Permit Holder – an individual that has been granted a community use of school facilities permit for the use of a Halton Catholic District School Board facility or property, for a specific date, time and use. The Permit Holder is identified on the community use of school facilities permit.

Community Use of School Facilities Permit – a document granting the Permit Holder use of a Halton Catholic District School Board facility or property, for a specific date, time and use.



Principles

Commented [MR1]: Includes policy Principles

- Use of school grounds and community use of school facilities will be in accordance with the Board's policies and procedures, including Board Policy II-45 on Equity and Inclusive Education. The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the Constitution Act, 1982 and as recognized at section 19 of the Ontario Human Rights Code.
- Use of school grounds and community use of school facilities will be in accordance with the Education Act, subsection 301(2) of Part XIII and the Provincial Code of Conduct 301(3.1); whereby the Halton Catholic District School Board entering into agreement with another person or entity, other than the Board, respecting the use of a school operated by the Board, the Board shall include in the agreement a requirement that the person or entity follow standards that are consistent with the code of conduct. 2012, c.5, s.10 (2).
- The Halton Catholic District School Board recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of School Facilities" and therefore maintains appropriate procedures, rules and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.
- It is understood that a priority will be accorded to the educational program of the school and to the protection of buildings, facilities, playfields, parking lots, grounds, furniture and equipment.
- The Board recognizes that as a publicly funded body and responsible community member, school buildings, facilities, playfields, parking lots, grounds, furniture and equipment should reasonably be made available to eligible Permit Applicants for community use where such use does not impede or compromise the educational programs offered in the Board's schools or interfere with custodial and maintenance work programs, or violate the Board's Governing Values or the core values of the Catholic Church.
- The Board recognizes while making its buildings, facilities, playfields, parking lots, grounds, furniture and equipment available for community use, there is a need to recover certain costs associated with such usage by community groups, organizations, agencies or individuals.
- The Board recognizes that a schedule of fees and cost recoveries should reflect the varying nature and purpose of community use of its school facilities and property.
- Formal agreements based on mutual benefit may be established with organizations, such as the Diocese of Hamilton, the municipalities of Halton Region, local community colleges and universities.
- The issuance of permits under this policy shall not establish a rental contract or otherwise between the Halton Catholic District School Board and any individual, group or organization. Board staff may at any time, regardless of whether a fee has been paid, withdraw the use of any school building, facility, playfield, parking lot, grounds, furniture or equipment, if in the



opinion of the Board, in its unfettered discretion, the use to which Board property is to be or is being put is incompatible with the Board's mandate or not in the best interests of the Board or the community.

- Community use of school facilities permits are not granted to individuals or groups unless liability insurance coverage acceptable to the Board is provided through a recognized organization, by a third-party insurance carrier or purchased through the Board.
- Community use of school facilities permits are not granted to individuals or groups unless a Board representative, or a responsible person acceptable to the Superintendent of Facility Management Services, is on duty at the school site during the permitted event to protect the interests of the Board by specifically opening the school, providing access to appropriate areas, ensuring the security of the Board's property, respond to any emergency situations and secure the school at the completion of the program. Any and all costs associated with additional custodial staff time required to accommodate a Permit Applicant shall be charged to the Permit Applicant at a rate determined by the community use of school facilities office.

Requirements

Commented [MR2]: requirements from the policy.

The Board has many longstanding partnerships and agreements with various community partners and groups. As such, access to school grounds and the community use of school facilities shall be in accordance with existing agreements in place with the municipal parks and recreation departments and other community groups.

Refer to Board Permit Conditions for Community Use of School Facilities Permits (Appendix A)

The following principles are to be observed, pertaining to the logistics of community use of school facilities permits:

- School grounds are typically available for public use during the following hours:
 - a) school days: 6:00 p.m. – 10:00 p.m.;
 - b) non-school days: 8:00 a.m. – 10:00 p.m.;
 - c) alternate arrangements may be granted upon request, subject to approval by the Superintendent of Facility Management Services.
- A Board Custodian(s) shall be on duty and will have the authority to demand corrective action by the Permit Holder and/or shut down the event. The Permit Holder will pay all applicable custodial costs. No exceptions.
- Facilities shall not be altered in any way to suit the users.
- All necessary equipment shall be provided by the users.
- Parking shall be restricted to designated areas. It shall be the responsibility of the users to control parking.

All community use of school facilities permits shall be issued based on the following principles:



- A community use of school facilities permit application is required for all bookings. The Superintendent of Facility Management Services or designate will review all applications and may issue a permit for the use of appropriate areas of Board premises.
- Community use of school facilities permits change from time to time as users and the Board make modifications to bookings. Permit Holders shall have a printed copy of the latest community use of school facilities permit on-site during their use of a Board facility or property to show to Board staff. In the event of a discrepancy between the Permit Holder's community use of school facilities permit and the Board's copy, the Board's copy shall prevail. Up to date community use of school facilities permits can be printed by Permit Holder's through the Board's electronic permitting portal.
- Community use of school facilities permit applications and approval procedures, partnerships and reciprocal agreements are established such that Board programs, Board or school sponsored activities, continuing education, adult learning programs, custodial and maintenance work programs and facility repairs are given first priority.
- Board and school sponsored events such as Catholic School Council meetings, parent interviews, celebrations, sporting events, concerts, school fundraisers, etc., receive first priority. Therefore, Principals must submit their school use requests by April 30th for the following school year to assist the community use of school facilities office in scheduling the use of school facilities.
- School staff shall plan their after regular school hours facility needs in advance of the school year, so as not to cause unnecessary cancellation of community use of school facilities permits after they have been issued.
- Parish sponsored events shall receive priority after Board or school sponsored events and before other community groups.
- The Board reserves the right to cancel a community use of school facilities permit at any time without cause or sufficient notice, and in the event of such cancellation, there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the Permit Applicant.
- All Permit Holders must provide evidence of the following, where applicable:
 - Sponsorship by a recognized organization and the name, mailing address, telephone number and/or fax number and e-mail address of a contact person;
 - Certificate of appropriate liability insurance coverage or purchased liability insurance through the Board;
 - Any licence or permit required by a government authority.
- All time limits as defined on the permit issued shall be observed.
- The Permit Holder must provide appropriate notice for the postponement and/or cancellation of a permit, in accordance with the Board's permit conditions, which are provided to the Permit Applicant at the time of application.



- The determination of user group classification categories, rental rates, insurance rates, processing fees, custodial rates and other applicable costing shall be as determined by Board staff.

In order to protect the Board's property and to reduce unnecessary hazards to individuals or groups within the neighbourhood who may be using the grounds, the following principles have been adopted:

- The unauthorized use of school grounds by any type of motorized vehicle is strictly prohibited
- The issuance of a community use of school facilities permit is subject to the terms and conditions approved by the Board. Any individual or group that cannot agree to the terms and conditions for the use of school facilities shall not be issued a permit.
- If a community use of school facilities permit has been issued and the terms and conditions of the agreement have been breached, the permit will be cancelled immediately.
- Permit Holders will be held responsible to the Board for costs associated with any and all damage to the buildings, facilities, playgrounds, parking lots, grounds, furniture or equipment.
- Permit Holders must comply with all Board Policies on "Smoking Ban", "Safe Schools", "Substance Abuse", "Harassment/Abuse & Neglect" and other applicable policies.
- Permit Holders must comply with all provincial and municipal fire safety standards and regulations.
- The Permit Holder shall be 18 years of age or older, accepts full and personal responsibility for the conduct and supervision of all persons admitted to school buildings and grounds, and is accountable for any and all damages as a result of the use of school property.
- The Permit Holder must be in attendance on the school property during the times and uses to which the permit applies, unless alternate satisfactory arrangements have been made with the Superintendent of Facility Management Services or designate.
- Proof of appropriate insurance coverage as determined by and satisfactory to the Board shall be provided to the Board before a community use of school facilities permit is issued.
- No alcohol use shall be allowed on Board property except for school mass or events that are approved in writing by the Director of Education.
- The Permit Applicant is responsible for decision-making during the event and must be able to assume the lead role in facilitating and controlling all aspects of the event. All event workers must also be available to assist in maintaining control at the event.
- The Board will not be responsible for any costs or losses incurred by the Permit Holder or their patrons or guests if Board staff deems it necessary to close down an event prematurely due to a violation of the Board Policy or Procedures while on Board premises.



Procedure No. VI-64 | Community Use of School Facilities

APPROVED: Regular Meeting of the Administrative Council

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

**BOARD PERMIT CONDITIONS
for Community Use of School Facilities Permits**

1. Adult supervision for youth organizations shall be provided **at all times**.
2. Permit Applicants shall be responsible for the conduct and supervision of all persons admitted to the school premises.
3. The Permit Applicant agrees to ensure that all groups from their organization using the boards facilities, follows the Halton Catholic District School Boards Medical Conditions Policy IL42 and the following protocols: anaphylaxis, asthma, diabetes and concussions. Copies of these policies and respective procedure can be found on the HCDSB website.
4. Custodians are to be on duty to supervise all permits, in accordance with the Board's Community Use policy. Applicable custodian supervision charges determined by Board must be paid by the Permit Applicant.
5. The Permit Applicants' failure to take proper security measures when leaving school premises shall result in the cancellation of this Agreement.
6. Use of the facilities is restricted to the purposes expressly stated on this form and to the areas, dates and times as approved by the Board staff.
7. Use of the school equipment is not permitted and storage of Permit Applicants' equipment on school premises is prohibited, unless such use of storage has been approved by authorized Board staff.
8. Use of any narcotics as defined in the Narcotic Control Act is strictly prohibited. Use of alcoholic beverages is strictly prohibited.
9. Games of chance, lotteries or gambling in any form, other than to raise charitable funds, are prohibited. All uses must comply with applicable statutes.
10. Issuance of keys to Permit Applicants is prohibited.
11. The Permit Applicant shall be liable for, and shall be charged with, the full costs of repairs resulting from damage caused through use. All damages are to be reported immediately to Board staff.
12. The Board shall not be responsible for personal injury, damage, loss, or theft of clothing or equipment owned by the Permit Applicant or persons associated with the Permit Applicant or anyone attending at the invitation of the Permit Applicant. The Board shall further be held free from all liability resulting from use of school facilities by the Permit Applicant.
13. The Permit Applicant must be 18 years of age or older.
14. The Permit Applicant shall ensure:
 - a. That this group should not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on the permit.
 - b. That there is a no smoking permitted anywhere on school property.
 - c. That the type of program or entertainment to be provided during the term of the license by the Permit Applicant shall, at all times, confirm with the law and the rules and regulations of the Halton Catholic District School Board.

- d. That vehicles will be parked on school grounds in designated parking areas only.
 - e. That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.
 - f. That this group has an Emergency Action Plan in place to deal with emergencies while on School Property.
 - i. Posted near each classroom door exit is an emergency response plan. The school board has listed what to do in instances of emergency including evacuation, lockdown, hold and secure, shelter in place, and accidents/injuries.
 - ii. A bright yellow sign with the fire exit and alternate exit route plan is also located in every room in the school (classrooms, gymnasium, libraries) and posted next to each exit door.
15. The Permit Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the Permit Applicant, its servants or agents, of the facilities licensed. The Permit Applicant shall provide proof of comprehensive liability insurance in the amount of at least Two Million Dollars (\$2,000,000.00). The insurance policy will name the Halton Catholic District School Board as an Additional Insured.
16. Notwithstanding the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow plowing for Permit Applicants. School grounds shall be snow plowed according to the regular schedule established by the Maintenance Department of the board.
17. The Halton Catholic District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the permit through its employees or agents and the Board further reserves the right to revoke this permit at any time for any cause or causes which in its sole discretion may be deemed advisable through its employees or agents.
18. The term of yearly agreements shall be as negotiated with the Board and shall not exceed one school year in length.
19. New or renewal agreements shall be as negotiated with the Board each year.
20. Schools are closed during Christmas, March Break and Summer holidays and are not be used for any activity during this time unless such use is approved by authorized Board staff.
21. School activities take priority at all times.
22. The Board, through the Director of Education or designate, reserves the right to withdraw the permission for school use at any time and change or cancel these regulations.
23. Maximum attendance at any facility shall be governed by Fire Regulations and all exits must be kept free from obstruction at all times.
24. Payments must be paid in advance for all Permits, unless alternate arrangements have been approved by authorized Board staff or a credit card is stored within your online account to which your permit charges will be at the end of every month.

25. When Permit Applicants are to be accepted under the sponsorship of a Department of Recreation, the permit must be signed by an official of that Department of Recreation.
26. All after hours use of schools during the school year Monday to Friday must end at 10:00pm and all persons must vacate the school premises, unless such use is approved by authorized Board staff.

Refund Policy

1. Issued rental contracts may be cancelled through the online system with at least 10 working days notice prior to the booking date. Associated administrative fees will be applied.
2. A credit will be applied to your account to offset any future purchases.
3. Accounts that do not have a purchase balance will be refunded to the original credit card.
4. Cancellations with less than 10 working days' notice prior to the booking date will not be refunded or rescheduled.

Privacy Statement for the Rentals application

1. This site was designed to manage aspects of booking Halton Catholic District School Board facilities and associated services. In order to meet this objective, you must voluntarily provide personal or confidential information. The Halton Catholic District School Board along with the third party providers who manage this website and handle monetary transactions will hold in confidence and appropriately use personal and financial information collected and not share this information with other unauthorized parties.
2. Upon termination of the business relationship, third parties will return information to the Halton Catholic District School Board and destroy information collected.
3. Any personal information you do provide is managed according to the Municipal Freedom of Information and Protection of Privacy Act and/or the Education Act. The third-party provider will promptly notify the Halton Catholic District School Board of any unauthorized release of this collected information.

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			
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		
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		✓	✓			2018/12/18						2018/12/20	2021-2022
I-26 Student Trustees on the Halton Catholic District School Board		✓	✓			2018/12/18						2018/12/20	2021-2022
II-20 Child Abuse and Protection of Students		✓	✓			2018/12/18						2018/12/20	2021-2022
II-28 Alcohol Tobacco and Drug Education and Abuse in Schools		✓	✓			2018/12/18						2018/12/20	2021-2022

Policy Committee Work Plan 2018 -2019

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	Establish	Review	Revise	Rescind	Approved at 1 st Reading	Approved/ Approved as Amended	Rescinded						
January 8, 2019													
I Governance of Policy		✓ (DEFEATED)											2021-2022
I-07 Protection of Privacy		✓	✓			2019/01/15						2019/01/16	2021-2022
II-39 Progressive Discipline and Safety in Schools		✓	✓			2019/01/15						2019/01/16	2021-2022
V-17 Request for Promotion and Distribution of Program/Activity Related to Materials through Board Schools		✓	✓			2019/01/15						2019/01/16	2021-2022
February 26, 2019													
IV-06 School Sites and Facilities Criteria		✓	✓			2019/03/05						2019/03/06	2021-2022
IV-07 Alternative Arrangements for School Facilities		✓				2019/03/05						2019/03/06	2021-2022
IV-08 School Sites and Operating Budget		✓				2019/03/05						2019/03/06	2021-2022
V-03 Photography, Advertising and Sales Representatives		✓	✓			2019/03/05						2019/03/06	2021-2022
V-09 Public Concerns/Complaints Process		✓	✓			2019/03/05						2019/03/06	2021-2022
April 9, 2019													
I-13 Appointment of Architect													2021-2022
I-43 Use of Technology and Digital Citizenship													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
~NEW POLICY~ V-18 Community Engagement and Public Consultation													2021-2022
May 14, 2019													
I-30 Video Surveillance													2021-2022
I-33 Classroom Observations by External Third Party Professionals													2021-2022
II-02 Educational Assistants													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														
Procedural By-Laws														2022-2023
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 Non-Academic 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