

**POLICY COMMITTEE MEETING  
AGENDA**

Date: Tuesday, January 14, 2020  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

	<b>Pages</b>
<b>1. Call to Order</b>	
1.1 Opening Prayer (P. DeRosa)	
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<b>3. Declarations of Conflict of Interest</b>	
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6.11	Upcoming Agenda Items (February 25, 2019)	
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6.11.2	Policy I-31 Apparel Purchases and Fair Labour Practices (A. Lofts, D. Tkalcic)	
6.11.3	Policy I-10 Banking, Investment and Borrowing (A. Lofts)	
6.11.4	Policy I-25 Purchasing (A. Lofts)	
6.11.5	Policy I-34 (A) Reimbursement of Board Business Expenses (A. Lofts)	
6.11.6	Policy III-13 Corporate Purchasing Card Distribution Usage (A. Lofts)	
6.11.7	Policy V-14 Alcohol at Board School Sanctioned Events-Off Premises (A. Lofts)	
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6.11.9.1	Administrative Procedure VI-91 Banking, Investment and Borrowing (A. Lofts)	
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6.11.9.4	Administrative Procedure VI-90 Reimbursement of Board Business Expenses for Employees (A. Lofts)	
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6.11.9.6      Administrative Procedure VI-86 Corporate Purchasing Card (A. Lofts)

6.11.9.7      Administrative Procedure VI-33 Redistribution and Disposal of Surplus Furniture and Equipment (A. Lofts)

7.      **Miscellaneous Information**
8.      **In Camera**
9.      **Motion to Excuse Absent Committee Members**
10.     **Motion to Adjourn/ Closing Prayer (M. Duarte)**

## POLICY COMMITTEE MEETING MINUTES

Date: December 10, 2019  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Members Present B. Agnew H. Karabela  
P. DeRosa P. Murphy  
M. Duarte T. O'Brien  
N. Guzzo J. O'Hearn-Czarnota  
V. Iantomasi

Staff Present P. Daly, Director of Education  
S. Balogh, Superintendent of Education, School Services  
J. Crowell, Superintendent of Education, School Services  
A. Lofts, Superintendent, Business Services  
R. Merrick, Superintendent, Facility Management Services  
J. O' Hara, Executive Officer, Human Resources Services  
A. Prkacin, Superintendent of Education, Curriculum Services  
D. Ilczyna, Senior Manager, Human Resources Services  
A. Swinden, Manager, Strategic Communications  
F. Thibeault, Senior Manager, Planning Services

Regrets

Recording Secretary J. Neuman

### 1. Call to Order (P. Daly)

#### 1.1 Opening Prayer (S. Balogh)

P. Daly called the meeting to order. The meeting began at 7:02 p.m. with a prayer led by S. Balogh.

### 2. Approvals (P. Daly)

#### 2.1 Approval of Agenda

**P#01/20**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** the agenda be approved.

**CARRIED**

#### 2.2 Approval of Minutes (November 12, 2019)

**P#02/20**

**Moved by:** P. DeRosa

**Seconded by:** B. Agnew

**That,** the minutes of the Policy Committee Meeting held on November 12, 2019 be approved, as submitted.

**CARRIED**

### 3. Declarations of Conflict of Interest (P. Daly)

There were no Conflicts of Interest declared.

### 4. Action Items

#### 4.1 Election of the Chair of the Policy Committee (December 10, 2019 - December 2020) (P. Daly)

Acting Chair, P. Daly, reviewed the election process and called for nominations for the position of Chair of the Policy Committee for the period of December 10, 2019 until the first Policy Committee meeting in December 2020.



**P#03/20****Moved by:** V. Iantomasi**Seconded by:** M. Duarte**That,** Nancy Guzzo be appointed Chair of the Policy Committee for the period of December 10, 2019 to December 2020.

N. Guzzo accepted the nomination. There were no other nominations

**P#04/19****Moved by:** J. O'Hearn Czarnota**Seconded by:** H. Karabela**THAT,** the nominations be closed.**CARRIED**

N. Guzzo was declared the Chair of the Policy committee by acclamation.

N. Guzzo assumed the responsibility as Chair of the Policy Committee.

**4.2 Policy I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, and Bomb Threat Response (J. Crowell, R. Merrick)**

R. Merrick shared the amendments to the policy

**P#05/20****Moved by:** J. O'Hearn Czarnota**Seconded by:** B. Agnew**That,** the Policy Committee recommends that Policy I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, and Bomb Threat Response name be changed to Policy I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat, and be forwarded, along with amendments, to the December 17, 2019 Regular Board Meeting for approval.

There was no discussion

The chair called for a vote. Recommendation **P#05/20 CARRIED**

In favour	Opposed	Abstain	Absent
T. O'Brien			
V. Iantomasi			
H. Karabela			
P. Murphy			
P. De Rosa			
M. Duarte			
B. Agnew			
J. O'Hearn-Czarnota			

**4.3 Policy I-35 Trustee Honoraria (B. Agnew)****P#06/20****Moved by:** V. Iantomasi**Seconded by:** T. O'Brien**That,** the Policy Committee recommends that Policy I-35 Trustee Honoraria, be forwarded, along with amendments, to the December 17, 2019 Regular Board Meeting for approval.

Discussion ensued. Trustees commented on the changes to the policy. Questions for clarification were asked and answered.

The chair called for a vote. Recommendation **P#06/20 CARRIED**

In favour	Opposed	Abstain	Absent
T. O'Brien	P. Murphy		
V. Iantomasi	J. O'Hearn-Czarnota		
H. Karabela	P. De Rosa		
B. Agnew			
M. Duarte			

#### 4.4 Policy II-19 Educational Field Trips (S. Balogh)

**P#07/20**

**Moved by:** B. Agnew

**Seconded by:** J. O'Hearn Czarnota

**That,** the Policy Committee recommends that Policy II-19 Educational Field Trips, be forwarded, along with amendments, to the December 17, 2019 Regular Board Meeting for approval.

S. Balogh shared the amendments to the policy.

Discussion ensued. It was determined by Trustees that a statement would be added to the policy under the requirements section regarding special accommodations to meet students' needs to accommodate medical conditions, accessibility, transportation, etc.

S. Balogh will email the amended policy for review prior to the December 17, 2019 Board of Trustees Meeting.

The chair called for a vote. Recommendation **P#07/20 CARRIED**

In favour	Opposed	Abstain	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte			
P. De Rosa			
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

#### 4.5 Policy II-35 Access to School Premises (J. Crowell, R. Merrick)

**P#08/20**

**Moved by:** J. O'Hearn Czarnota

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy II-35 Access to School Premises, be forwarded, along with amendments, to the December 17, 2019 Regular Board Meeting for approval.

J. Crowell shared the amendments to the policy.

Questions were asked and answered for clarification. It was determined by Trustees to include "Shelter in Place" to the list of examples in the Requirements.

It was noted that the list of recognized persons in the associated administrative procedure doesn't mention Trustees. Trustees asked if it could be included. Staff agreed.

The chair called for a vote. Recommendation **P#08/20 CARRIED**

In favour	Opposed	Abstain	Absent
T. O'Brien			
V. Iantomasi			
H. Karabela			
P. Murphy			
P. De Rosa			

M. Duarte			
B. Agnew			
J. O'Hearn-Czarnota			

#### 4.6 Policy II-42 Medical Conditions (S. Balogh)

**P#09/20**

**Moved by:** T. O'Brien

**Seconded by:** J. O'Hearn-Czarnota

**That,** the Policy Committee recommends that Policy II-42 Medical Conditions, be forwarded, along with amendments, to the December 17, 2019 Regular Board Meeting for approval.

S. Balogh shared the amendments to the policy to comply with PPM158.

There was no discussion.

The chair called for a vote. Recommendation **P#09/20 CARRIED**

In favour	Opposed	Abstain	Absent
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte			
P. De Rosa			
P. Murphy			
H. Karabela			
V. Iantomasi			
T. O'Brien			

#### 4.7 Policy III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel (J. O' Hara)

**P#10/20**

**Moved by:** M. Duarte

**Seconded by:** H. Karabela

**That,** the Policy Committee recommends that Policy III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel be forwarded, along with amendments, to the December 17, 2019 Regular Board Meeting for approval.

Trustees commented on the policy. Questions for clarification were asked and answered.

The chair called for a vote. Recommendation **P#10/20 CARRIED**

In favour	Opposed	Abstain	Absent
T. O'Brien	P. Murphy		
V. Iantomasi	P. De Rosa		
H. Karabela	J. O'Hearn-Czarnota		
M. Duarte			
B. Agnew			

### 5. Discussion Items

#### 5.1 Expanding French Immersion Programming Plan (A. Prkacin, R. Merrick, A. Lofts, F. Thibeault)

The chair requested a recess at 8:02 p.m.

The meeting resumed at 8:07 p.m.

F. Thibeault and A. Prkacin shared the Expanding French Immersion Programming Plan.

Options A – D were shared with Trustees. It was noted that all options would require boundary reviews in all municipalities and some of the ramifications were explained. Additional costs (e.g. Transportation and portable costs) were mentioned in order to meet demands. Additional staffing was noted. Uncertainty of open access concerns were noted.

Trustees were asked to consider the expansion into secondary schools, as well.

Questions for clarification regarding costs, student numbers, wait lists, boundary reviews, regular track utilization, capital funding, student displacement averages, and current core French success rate, were asked and answered.

P. Daly spoke to the options, and the policy.

Policy is scheduled for the next board meeting for third reading.

## **5.2 School Uniform Community Consultation(s) Update (J. Crowell, A. Swinden)**

J. Crowell shared the timelines for the uniform community consultation.

Questions for clarification regarding feedback, consultation format, providers, and timelines were asked and answered.

Revisions to the policy will be presented at the February 25, 2020 Policy Committee Meeting and will be sent out for stakeholder feedback. The policy will be returned to the April 14, 2020 Policy Committee Meeting with a recommendation for approval at the April 21, 2020 Board meeting.

## **6. Information Items**

### **6.1 Administrative Procedure VI-20 Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat (J. Crowell, R. Merrick)**

### **6.2 Administrative Procedure VI-70 Educational Field Trips (S. Balogh)**

### **6.3 RESCIND - Administrative Procedure VI-08 School Security (R. Merrick)**

### **6.4 Administrative Procedure VI-30 Access to School Premises (J. Crowell, R. Merrick)**

### **6.5 Administrative Procedure VI-71 Concussion Safety (S. Balogh)**

S. Balogh shared the procedures for trustee information.

It was noted that the requirement that was added to Policy II-19 Educational Field Trips would be added to Administrative Procedure VI-70 Educational Field Trips for consistency.

### **6.6 Upcoming Agenda Items (January 14, 2020) (S. Balogh)**

#### **6.6.1 Policy II-38 Educational Research (L. Collimore)**

#### **6.6.2 Policy I-01 Catholic School Support (A. Lofts, F. Thibeault)**

#### **6.6.3 Policy I-21 Corporate and Community Investment in Education (A. Lofts)**

#### **6.6.4 Policy II-24 Home to School Transportation (A. Lofts, F. Thibeault)**

#### **6.6.5 Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities (A. Lofts, A. Prkacin)**

#### **6.6.6 Policy III-17 Attendance Support Program (J. O'Hara)**

#### **6.6.7 Policy V-07 Donations Bequests to a School or to the Board (A. Lofts)**

#### **6.6.8 Information Items**

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

##### **6.6.8.2 Administrative Procedure VI-85 Corporate Investment in Education (A. Lofts)**

##### **6.6.8.3 Administrative Procedure VI-07(a) - School Bus Accident Procedure (A. Lofts, F. Thibeault)**

##### **6.6.8.4 Administrative Procedure VI-47 Inclement Weather - Transportation Cancellations and Emergency School Closures (A. Lofts, F. Thibeault, A. Swinden, P. Daly)**

##### **6.6.8.5 Administrative Procedure VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities (A. Lofts, A. Prkacin)**

##### **6.6.8.6 Administrative Procedure VI-05 Secondary School Cafeteria Commissions (A. Lofts)**

##### **6.6.8.7 Administrative Procedure VI-06 Charitable Receipts (A. Lofts)**

##### **6.6.8.8 Administrative Procedure VI-31 Trust Funds (A. Lofts)**

##### **6.6.8.9 Administrative Procedure VI-76 Attendance Support Program (J. O'Hara)**

**7. Miscellaneous Information**

**7.1 Policy Committee Work Plan 2019-2020 (S. Balogh)**

The Policy Committee Work Plan 2019-2020 was provided to Trustees as information.

**8. In Camera**

There were no In Camera items.

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

All Trustees were present.

**10. Motion to Adjourn/ Closing Prayer (B. Agnew)**

**P#11/20**

**Moved by:** V. Iantomasi

**Seconded by:** P. DeRosa

**That** the meeting adjourn.

**CARRIED**

B. Agnew closed meeting with prayer at 9:25 p.m.

Policy II-38 Educational Research	Item 4.1
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-38 Educational Research* as recommended by staff.

## Commentary

This policy is returning to the Policy Committee earlier than scheduled for consideration of the third requirement. Since 2019-20 is also a school climate administration year, we have some evidence of how this current requirement will affect the survey administration.

At its last renewal in 2017-18, a sentence regarding the consent procedure was added by the Board of Trustees to this policy. This sentence states that active consent is required for the school climate survey. Active consent procedures typically involve distributing a parent letter explaining the nature of the data collection and providing a method to document permission.

Historically, however, when administering the school climate survey our school board as well as other boards, have distributed a parent letter explaining the nature of the data collection and provided a method to retract permission; a process known as a passive consent procedure.

When a Board wants to hear from a large group that is representative and interested in the entire school student population, a passive procedure is more inclusive as it leads to higher response rates than an active consent procedure.

In our last cycle of the school climate survey (2017/18) we utilized a passive procedure, and we had a very high response rate (93% for Gr. 4-8 and 81% for Gr. 9-12). Thus, passive consent allows the Board to capture student voice from groups of students, including those who are typically under-represented, like those who are at risk or who are new to our country and school communities. It is important to include the voice of those who are at risk, as these students are often the ones that need the most support.

Following the current policy, we began the consent process communication with our schools in September 2019, with multiple reminders since, as we knew it would be time-consuming and would require time to organize with our schools.

*After 4 months, we have parental permission for 30.7% of our elementary and 9.4% of our secondary students to partake in the survey. These values represent the percentages of students who will be*

invited to participate – students may of course, choose to decline participation or be absent the day of the survey.

In any of these cases, these are very low numbers, and if they remain this way or are even lower due to the possibilities above, suppression rules will need to be applied when/if disseminating the results. More importantly though, a low response rate for a school will likely not represent the voice of the majority of students, which is important for effective change/plans to be made. Essentially we may not be able to use/share this data if response rates continue to be this low, and some school administrators have voiced concerns about how they will integrate the survey into class time if the majority of their class did not receive consent to participate.

With low response rates, HCDSB will not be able to use this student voice data as it will not be representative of the student population, which is the level at which we report the data after it has been analysed. Requiring active consent for the school climate survey *reduces* our ability to use data gathered from our students and to satisfy the ministry mandate of sharing school climate data with safe and accepting schools teams, as per [PPM No. 145](#). Of particular importance, will be the data missing on safety and bullying, positive relationships, inclusion and acceptance, mental health and well-being, and risky behaviours such as vaping and smoking.

As such, the third requirement in the policy was modified to remove the statement pertaining to active consent. Historically we have not had this requirement in the policy, as the data collected on school climate is mandated by the Educational act (section 2.1) to establish and maintain safe and inclusive learning environments. This amendment will also align the consent process for the School Climate Survey with other ministry mandated data collections such as the *Early Development Instrument (EDI)*, the *EYE@K Kindergarten Survey*, and the *EQAO Questionnaire*, which all use the passive consent procedure.

The revised *Policy II-38 Educational Research* is attached for review and consideration by the Policy Committee.

## Recommendation

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

Moved by:

Seconded by:

***That***, the Policy Committee recommends that Policy II-38 Educational Research, be forwarded, along with amendments, to the January 21, 2020 Regular Board Meeting for approval.

Report Prepared by:

Dr. Lisa Collimore  
Chief Officer, Research and Development Services

Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Educational Research</b>	
<b>Adopted:</b> December 4, 2006	<b>Last Reviewed/Revised:</b> June 19, 2018
<b>Next Scheduled Review:</b> 2020-2021	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-25 Educational Research</a> <a href="#">II-37 Volunteers in Catholic Schools</a> <a href="#">I-07 Protection of Privacy</a> <a href="#">VI-81 Privacy Procedure</a>	

## Purpose

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

## Application and Scope

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

## References

[Education Act](#)

[Tri-Council Policy Statement](#)

## Definitions

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

**Internal Research** is described as a central office, school or classroom research project that is related to Board or Ministry initiatives, conducted by any Board employee. It also includes a Board



employee who conducts research within his/her own work environment to promote professional growth (e.g., AQ course).

## Principles

- The Board acknowledges the potential benefit of engaging in external and internal research activities as a means to gather data for educational and research purposes.
- The Board promotes and endorses the gathering of data for research purposes in keeping with the core values of the Catholic Church.
- All research activities shall be consistent with HCDSB mission and values, policies, procedures, and strategic directions.
- The Board acknowledges that on occasion the Ministry of Education mandates that data be collected on various educational initiatives and that they may work with independent researchers and/or university partners to conduct research in our Board to inform provincial educational strategies.
- External researchers must actively seek permission from parents/guardians when interested in inviting students to participate in a research study.

## Requirements

- All research activities that involve our staff and/or students requires review and approval from the HCDSB Research Advisory Committee before the research is started. A checklist is used to assist the committee with the review process.
- The Board expects that all educational research proposals adhere to the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#).
- Informed consent is required for all research activities that are not conducted under the authority of the Education Act. The form of this consent may vary across projects, but it should be obtained from participants, before the study begins. ~~Active consent from parent/guardian is required for participation in the School Climate Survey.~~ When students participating in the study are under the age of 18, consent must be obtained from a parent/guardian.
- Consent must be voluntary, informed, and an ongoing process.
- All research activities shall be in accordance with *Administrative Procedure VI-25 Educational Research* and the Education Act, where applicable.

APPROVED: Regular Meeting of the Board

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

Policy III-17 Attendance Support Program	Item 4.2
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee revisions to Policy III-17 Attendance Support Program.

## Commentary

The Attendance Support Program Policy was adopted October 18, 2016. It was designed to assist employees experiencing frequent absences from work due to illness or injury.

The Executive Officer of Human Resources Services and Human Resources Management staff have reviewed the policy and recommends minor changes which are highlighted in the draft attached policy.

## Recommendation

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

Moved by:
Seconded by:
<i>That, the Policy Committee recommends that Policy III-17, Attendance Support Program, be forwarded to the January 21, 2020 Regular Board Meeting for approval.</i>

### Report Prepared by:

J. O'Hara  
Executive Officer, Human Resources Services

### Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Attendance Support Program</b>	
<b>Adopted:</b> October 18, 2016	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-76 Attendance Support Program</a>	

## Purpose

The Halton Catholic District School Board ("the Board") is committed to creating and maintaining a healthy work environment for all employees. The Attendance Support Program is designed to assist employees experiencing frequent absences from work due to illness or injury.

## Application and Scope

This policy applies to all Board employees. This includes all employees represented by the Canadian Union of Public Employees (CUPE) Local 2888, 3166, ~~46055200.00~~, 5200.01, 5200.02-Unit B, the Ontario English Catholic Teachers' Association (OECTA) Elementary and OECTA Secondary, the Association of Professional Student Services Personnel (APSSP) and all non-union and Management employees.

This Attendance Support Program Policy requires the Director to create and implement an Attendance Support Program. The program is a process of addressing absenteeism and is supportive and non-disciplinary in nature.

The intent of the Attendance Support Program is to:

- Support regular attendance of all employees as an essential element of their employment;
- Advise employees of the support services available; and
- Allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

It is also the duty of all supervisory personnel to monitor the attendance of their staff. This includes holding coaching and counselling meetings regarding attendance when there is a concern about an employee's lack of regular attendance. It is also the duty of all supervisors within the Board to report to Human Resources Services any individual absence or attendance pattern that, in their opinion, warrants further investigation.

The Human Resources Services department will monitor attendance and report attendance statistics to the Board on a regular basis.

## References

[Employment Standards Act](#)

## Principles

- The Halton Catholic District School Board is committed to providing a learning and working environment that is safe, harmonious and sensitive to the needs and well-being of the individual employee and student.
- It is the policy of the Board to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the Board's Mission and Vision Statement, and Governing Values.
- By fostering an environment that encourages support of employees and promoting a Healthy Work Environment, this program should also improve the quality of service to students through consistent and regular attendance of employees at work.
- All employees contribute to the Board's Mission and Vision Statements and their regular attendance at work is required to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work amongst colleagues.

## Requirements

- The Halton Catholic District School Board is committed to the overall health and wellness of its staff. This is exemplified by the existence of the *Employee Assistance Program* ("EAP"), the comprehensive Wellness Program offered by the Board and the existence of local site-based Joint Health and Safety committees.
- It is a required term of employment that employees will attend work on a regular basis and will provide their services in return for the salaries wages and benefits for which they are compensated. Irregular attendance at work has a detrimental effect on the delivery of the services provided by the Board to its students, staff and other members of the school community.
- All employees of the Board are expected to attend to personal matters outside of their working hours, unless the employee has received authorization to be absent to deal with a personal matter, such as a medical/dental appointment or bereavement, where such matter is of overriding importance and cannot be dealt with outside of normal working hours, or unless the matter is an "emergency" which entitles the employee to claim emergency leave under the Employment Standards Act (e.g. sudden family illness or death).

- The Board is committed to differentiating between culpable and non-culpable absenteeism. Culpable absenteeism is defined as absences which are in the control of the employee, whereas non-culpable absences are outside of the control of the employee.
- Culpable absenteeism will be dealt with through the Board's progressive discipline procedure. Attendance support is available for staff members whose absences are beyond the scope of their control which is referred to as *Innocent Absenteeism* or non-culpable absenteeism.
- Attendance Support is intended to differentiate between disability management and attendance management.
- The Halton Catholic District School Board endeavours to ensure that all employees of the Board are aware of, and receive the appropriate support(s) that is available to them, to ensure a healthy workforce.
- The Halton Catholic District School Board requires that its employees properly record and report their absences in accordance with Board policy and their respective collective agreement.
- The Halton Catholic District School Board supports a culture of inclusion and is committed to meeting the needs of individuals within the organization and to adhere to the legislative requirements under the *Ontario Human Rights Code* and the *Workplace Safety and Insurance Act*, with respect to employment accommodation and successful return to work.

The operational details of this program are outlined in the Board Human Resources Services Administrative Procedure – “Attendance Support Program” (VI-76).

APPROVED: Regular Meeting of the Board

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

Policy I-01 Catholic School Support	<b>Item 4.3</b>
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-01 Catholic School Support* as recommended by staff.

## Commentary

*Policy I-01 Catholic School Support* has been reviewed by staff as part of the three year review cycle. No changes to the policy are recommended.

## Recommendation

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

Moved by:
Seconded by:
<b><i>That,</i></b> the Policy Committee recommends that <i>Policy I-01 Catholic School Support</i> , be forwarded to the January 21, 2020 Regular Board Meeting for approval.

### Report Prepared by:

A. Lofts  
Superintendent, Business Services

### Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Catholic School Support</b>	
<b>Adopted:</b> September 21, 1971	<b>Last Reviewed/Revised:</b> October 18, 2016
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-22 Admissions to Schools, Elementary and Secondary</a> <a href="#">VI-19 Admissions to Schools, Elementary and Secondary</a>	

## Purpose

To inform Halton Catholic District School Board employees, students, parents, guardians, and the general Halton Region community of the importance of directing their school support to the Catholic system.

## Application and Scope

This policy applies to all ratepayers who wish to endorse the Catholic school system, namely in the Halton Region, through the Direction of School Support (DOSS) process.

## References

[Direction of School Support Form](#)

[Lease Form](#)

[Ontario Regulation 412/00: Elections to and Representation on District School Boards](#)

## Principles

The Halton Catholic District School Board is committed to the task of providing for its students. Accordingly, the Board will make all efforts to secure a provincial interest and demonstrate the support for the Catholic education system in the Province of Ontario.

The Board, therefore, encourages those employees who are eligible to be Catholic school ratepayers to direct their school tax support to the Catholic school system in which they reside.

The Board also encourages all parents and or guardians who have a child or children attending a Catholic elementary or secondary school to direct their school support and demonstrate their endorsement of the Catholic school system in which they reside, as well as to enhance the data collection used by the Board, Region, and the Province to measure the apportionment of students.



As per Ontario Regulation 412/00, the total number of supporters within the jurisdiction of a board is also an indicator of the number of trustees that will be allocated to the Board. The jurisdiction of the Board includes the municipalities of the City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville.

The ratepayers that direct their school support to the Catholic system will be permitted to vote for Catholic school trustees in Municipal Elections. The Board will make every effort to inform the school community and catholic community members of the importance to direct their support to the Catholic system, by making this policy and other relevant information available on the Board website, school websites and in parish bulletins.

APPROVED: Regular Meeting of the Board

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

Policy I-21 Corporate and Community Investment in Education	<b>Item 4.4</b>
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee *Policy I-21 Corporate and Community Investment in Education* as recommended by staff.

## Commentary

Board staff conducted a review of *Policy I-21 Corporate and Community Investment in Education* as part of the regular review cycle. Minor changes in wording are recommended for clarification.

The revised *Policy I-21 Corporate and Community Investment in Education* 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:
<b><i>That</i></b> , the Policy Committee recommends that <i>Policy I-21 Corporate and Community Investment in Education</i> , be forwarded, to the January 21, 2020 Regular Board Meeting for approval.

### Report Prepared by:

A. Cross  
Senior Manager, Financial Services  
A. Lofts  
Superintendent of Business Services

### Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Corporate and Community Investment in Education</b>	
<b>Adopted:</b> November 28, 1995	<b>Last Reviewed/Revised:</b> February 21, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-85 Corporate and Community Investment in Education</a> <a href="#">V-03 Photography, Advertising and Sales Representatives</a> <a href="#">V-04 School Fundraising Activities</a> <a href="#">VI-59 School Fundraising Activities</a> <a href="#">V-07 <del>Donations</del> Requests to a School or to the Board</a> <a href="#">VI-06 Charitable Receipts</a> <a href="#">VI-31 Trust Funds</a> <a href="#">V-17 Request for Promotion and Distribution of Program Activity Related Materials Through Board Schools</a> <a href="#">VI-40 Request for Promotion and Distribution of Program-Activity Related Materials Through Board School</a> <a href="#">VI-50 Technological Education Service Procedures</a>	

**Commented [JK1]:** Title should be Requests to a School or to the Board

## Purpose

To define the parameters within which corporate and community investment in education shall occur and to ensure consistency in approach.

## Application and Scope

This Policy applies to all corporate and community investment in education outside businesses or other agencies and any school, department or other groups within the Halton Catholic District School Board ("the Board").

## Definitions

- **Donation** is support offered by a community group or business, in cash or equivalent, to a school or to the system that may or may not involve a public statement of appreciation or recognition.



## Policy No. I-21 | Corporate and Community Investment in Education

- **Sponsorship** is financial support, or the equivalent, offered by a community group or a business to a school or to the system that includes an agreement to give public recognition and /or preferential treatment to the sponsor.
- **Agreements** will vary in nature depending on the situation. Normally, in exchange for access to schools or the Board for referrals, advertising or sales, the sponsor agrees to provide the school or system with goods or services at a preferential rate or at no cost to the Board.

### Principles

- The Board believes that corporate and community partners can expand limited resources and positively impact the education of students.
- The Board believes that business and community agencies have a desire to enhance the quality of life in the community through investment in educational endeavours.
- The Board believes that it has a responsibility to ensure fair and equitable dealings with all members of the community.

### Requirements

The procedures under this policy shall ensure that the arrangements with corporate and community partners comply with the following:

- Congruency with the Board and school governing values and mission statements.
- Appropriate authorization for corporate and community support or sponsorship as established in the procedures.
- All agreements are recorded and reported to the appropriate level of administration.
- Any activity involving system personnel or students shall be authorized by the principal or administration of the Board as outlined in the procedures.
- Agreements that provide an exclusive arrangement and extend beyond one year require board approval.
- The Board of Trustees must approve Corporate and Community Donations and Sponsorships with the value of \$10,000.00 or greater ~~must be approved by the Board of Trustees.~~



**Policy No. I-21** | Corporate and Community Investment in Education

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APPROVED: Regular Meeting of the Board

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

Policy II-24 Home to School Student Transportation	Item 4.5
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-24 Home-to-School Student Transportation* as recommended by staff.

## Commentary

*Policy II-24 Home-to-School Student Transportation* was brought forward for review as part of the three year review cycle. Information was added regarding the home to school distance calculation methodology. This addition comes as a result of a motion made at the November 22, 2019, Halton Student Transportation Services (HSTS) Board of Directors meeting. The motion requested that a statement that speaks to the calculation methodology be added to both the Halton Catholic District School Board and the Halton District School Board policies.

Accordingly, Point 4 in the Requirements section was added, which speaks to the general methodology used to calculate distance (i.e. from nearest home to school property line), and references the associated HSTS Operating Procedure, which provides more technical details ([HS-3-013 – Distance Measurement](#)).

Other changes include updating the template format of the policy, and adding links to the resources section pointing to all applicable HSTS Operating Policies, Guidelines, and Procedures.

The revised *Policy II-24 Home-to-School Student Transportation* 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:
<b><i>That, the Policy Committee recommends that Policy II-24 Home-to-School Student Transportation, be forwarded, along with amendments to the January 21, 2020 Regular Board Meeting for approval.</i></b>

Report Prepared by: F. Thibeault  
Senior Manager, Planning Services

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

<b>Home-to-School Student Transportation</b>	
<b>Adopted:</b> January 31, 1995	<b>Last Reviewed/Revised:</b> September 20, 2016
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-07 (A) School Bus Accident Procedure</a> <a href="#">VI-47 Inclement Weather - Transportation Cancellations and Emergency School Closures</a> <a href="#">I-30 Video Surveillance</a> <a href="#">VI-83 Video Surveillance Procedure</a> <a href="#">II-51 Optional French Programming (Early French Immersion and Extended French)</a> <a href="#">VI-53 Optional French Programming</a>	

## Purpose

To support and regulate the efficient provision of transportation services to eligible students of ~~this~~the Board.

~~This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board and to all eligible students served by Halton Student Transportation Services (HSTS).~~

## Application and Scope

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board and to all eligible students served by Halton Student Transportation Services (HSTS).

## References

[HSTS Eligibility](#)

[HSTS Roles and Responsibilities](#)

[HSTS Operating Procedure HS-2-002 – Student Responsibilities](#)

[HSTS Operating Procedure HS-2-008 – Disciplinary Actions](#)

[HSTS Operating Procedures or Guidelines](#)

[HSTS Operating Procedure HS-3-013 – Distance Measurement](#)

[HSTS Operating Guidelines Procedure HS-3-014 – Process for Appealing Decisions](#)

[HSTS Emergency Procedures](#)



## HSTS Accessible Transportation

[www.haltonbus.ca](http://www.haltonbus.ca)

## Principles

1. The Halton Catholic District School Board recognizes that there are conditions which warrant provision of transportation services for certain students, or as a result of safety concerns identified by HSTS;
2. The Board understands that parents share in the responsibility for the safety and welfare of their children;
3. The Board recognizes that transportation services that are provided for eligible students are by virtue rather than a right;
4. The Board provides transportation services in the most safe, cost-effective and economically feasible manner as possible; as such, the Board's transportation services are provided in a consortium (HSTS) consisting of the two (2) coterminous English Boards servicing Halton Region.

## Requirements

1. Transportation services may be provided for registered Halton Catholic District School Board pupils, residing within the Region of Halton based on the following:
  - 1.1. Distance from home to the designated home school;
  - 1.2. Distance from home to the designated Board Approved Program school boundary, offering transportation;
  - 1.1. Identification, Placement and Review Committee (~~IPRC~~) decisions;
  - 1.2. Hazardous walking conditions; and/or,
  - 1.3. Validated physical, emotional, ~~and/or~~ developmental, and/or disciplinary reasons.
2. Transportation privileges may be withdrawn at any time if student responsibilities outlined in the HSTS Operating Procedure HS-2-002 – Student Responsibilities are not met. Notice of the withdrawal of bus privileges is outlined in HSTS Operating Procedure HS-2-008 – Disciplinary Actions.
3. The following distances determine eligibility for home to school:

Grade	Distance
Junior Kindergarten to Grade 8	more than 1.6 km
Grade 9 to 12	more than 3.2 km

4. All measurements for transportation purposes will be calculated by HSTS using a Geographic Information System (GIS) with base map information provided by the Region of Halton. As

outlined in *HSTS Operating Procedure HS-3-013 – Distance Measurement*, The home to bus stop distance calculation is measure from closest property line of the student's primary address to the closest property line of their Board designated home school.

4.5.\_\_\_\_\_ An appeal process will be used for the resolution of disputes regarding transportation eligibility, as outlined by *HSTS Operating Guidelines-Procedure HS-3-014 – Process for Appealing Decisions*.

5.6.\_\_\_\_\_ The Board recognizes that it may be necessary to alter transportation services as a result of safety concerns, or in order to accommodate the validated needs of students and/or their parent(s)/guardian(s) because of their identification with a ground or grounds under the Ontario Human Rights Code.

6.7.\_\_\_\_\_ For additional information on HSTS procedures pertaining to Eligibility; Roles and Responsibilities; ~~operating~~ Operating Guidelines; Emergency Procedures; and, Accessible Transportation, please visit [www.haltonbus.ca](http://www.haltonbus.ca)

APPROVED: Regular Meeting of the Board

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

Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities	<b>Item 4.6</b>
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee *Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities* as recommended by staff.

## Commentary

Board staff conducted a review of *Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities* minor changes in wording are recommended.

## Recommendation

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

Moved by:
Seconded by:
<b><i>That</i></b> , the Policy Committee recommends that <i>Policy II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities</i> , be forwarded, to the January 21, 2020 Regular Board Meeting for approval.

### Report Prepared by:

A. Cross  
Senior Manager, Financial Services  
  
A. Lofts  
Superintendent of Business Services

### Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board

<b>Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities</b>	
<b>Adopted:</b> November 15, 2011	<b>Last Reviewed/Revised:</b> June 21, 2016
<b>Next Scheduled Review:</b> 2018-2019	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-57 Fees for Learning Materials, Program, Curricular and Co-Curricular Activities</a> <a href="#">V-04 School Fundraising Activities</a> <a href="#">VI-59 School Fundraising Activities</a> <a href="#">VI-05 Secondary School Cafeteria Commissions</a>	

## Purpose

To provide direction to principals regarding charging student fees for learning materials, programs, curricular and co-curricular activities.

## Application and Scope

This policy applies to all schools of the Halton Catholic District School Board and the provision of learning materials, programs, curricular and co-curricular activities.

## References

[Education Act](#)

## Definitions

### Student Activity Fees:

Student Activity Fees are voluntary fees permitted under the HCDSB Policy II-47 *Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities* and are amounts that are used to supplement a student's school experience through materials and activities such as, but not limited to student agendas, student recognition programs yearbooks, extracurricular activities, school dances, or theme days.

### **Enhanced Programming and Materials:**

Enhanced Programming and Materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance and production courses (music, woodworking, etc.) students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade.

Where students choose not to access these enhanced programs or materials alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

### **Optional Programming:**

Optional programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement® (AP), International Baccalaureate® (IB).

## **Principles**

- Every student has the right to attend a school, where they are a qualified resident pupil without payment of a fee (*Section 32(1) Education Act*).
- When schools or school boards choose with the support of the school community to offer enhanced or optional programming, parents may be asked to contribute resources in the way of time, money or materials to support these programs or activities.
- The school principal is responsible for ensuring that the materials required to meet the expectations of the core curriculum are available without cost to students. No fee may be charged for learning resources that are essential to the delivery of a core course or program.
- The school may only charge reasonable fees which are in compliance with the *Education Act*. In situations where fees may be charged to students, every effort shall be made to assist students with limited financial means.
- The purposes for which funds are collected are consistent with the Board's Mission and Values.
- Fees raised for school purposes are to complement, and not replace, public funding for education.
- Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. Students must be able to participate in school activities and access resources regardless of financial barriers.
- The dignity of every student and parent should be honoured in the school fee collection process, collection methods afford reasonable expectations of privacy for students and

parents, and a respectful practice for discreet identification of students/parents who may be experiencing financial hardship is clearly communicated.

## Requirements

### School Activity Fees:

#### Regular Day School

- The school may collect a fee at the beginning of a school year, term or semester or for an activity or excursion planned by the school.
- With the exception of a School Activity Fee, there shall be no fees charged to a student to participate in the regular day school program
- Fees may be charged where the student chooses voluntary enrichments or upgrades to the material or where purchasing the material is optional. Enhanced Programming and Materials include but are not limited to higher quality woodworking, design or tech materials
- The school principal must review all proposed optional charged charges for all courses prior to inclusion of such optional charges in any publication, ~~and prior to the fee being levied.~~
- The school principal will develop collection methods that afford reasonable expectations of privacy for students and parents and develop and communicate clearly a practice for the discrete identification of students/parents who ay be are experiencing financial hardship
- Fees may not be charged for a textbook fee or a textbook deposit or a workbook used as a textbook
- All field trips for which there is a cost must be optional to a course. Where the student chooses not to participate in an optional field trip, alternative assignments must be provided in order for the student to meet the expectations of the course.
- Student activity fees may be requested to subsidize the cost of student agendas, yearbooks, extra-curricular activities, optional field trips, or school dances or theme days. These fees are voluntary, and may vary from school to school.
- The school principal shall consult with staff, Student councils and Catholic School Councils about student activity fees.
- School Principals will endeavour to ensure that all families and students are explicitly aware that student activity fees are voluntary.

#### Other School Registers:

- Schools may charge fees or institute a book deposit if the student's enrolment is contained on a continuing education student register, an adult credit course student register, or an international language student register.

**Student Fees at Secondary Schools:**

- No student will be denied access to any course based on an inability to pay a course/program fee, nor will report cards or transcripts be withheld for the same reason.
- No student will be denied access to any course, or ~~to the~~ use of the library and any related online resources, for failure to pay student activity fees.
- Clothing worn for physical education classes must be compliant with OPHEA Guidelines and the school dress code, which is developed in consultation with the Catholic School Councils. Where the dress code requires particular clothing, such clothing will be available for purchase at cost for each secondary school.

**Fees for Damaged or Lost Material:**

- The principal may charge fees for the replacement or repair of textbooks, workbooks, library material and other loaned materials and equipment if said loaned material is not returned as required or is returned in damaged condition. The fee may not exceed current replacement or repair cost, as appropriate.

APPROVED: Regular Meeting of the Board

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

Policy V-07 Donations Bequests to a School or to the Board	Item 4.7
Tuesday, January 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee *Policy V-07 Donations Bequests to a School or to the Board* as recommended by staff.

## Commentary

Board staff conducted a review of *Policy V-07 Donations Bequests to a School or to the Board*. It is recommended that the title of the Policy be changed to remove the word “Donations” so as to better reflect the purpose of the policy. Other minor changes in wording are recommended for clarity.

The revised *Policy V-07 Donations Bequests to a School or to the Board* is attached for review and consideration by the Policy Committee.

## Recommendation

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

Moved by:
Seconded by:
<b>That</b> , the Policy Committee recommends that <i>Policy V-07 Donations Bequests to a School or to the Board</i> , name be changed to <i>Policy V-07 Bequests to a School or to the Board</i> , and be forwarded along with amendments to the January 21, 2020 Regular Board Meeting for approval.

### Report Prepared by:

A. Cross  
Senior Manager, Financial Services  
  
A. Lofts  
Superintendent of Business Services

### Report Submitted by:

P. Daly  
Director of Education and Secretary of the Board



## ~~Donations/~~Bequests to a School or to the Board

### **Adopted:**

March 27, 1990

### **Last Reviewed/Revised:**

October 18, 2016

**Next Scheduled Review:** 2019-2020

### **Associated Policies & Procedures:**

[I-21 Corporate and Community Investment in Education](#)

[VI-85 Corporate and Community Investment in Education](#)

[V-04 School Fundraising Activities](#)

[VI-59 School Fundraising Activities](#)

[VI-06 Charitable Receipts](#)

[VI-31 Trust Funds](#)

[VI-50 Technological Education Service Procedures](#)

**Commented [JN1]:** I-21 & VI-85 - reflects current title of documents.

## Purpose

The Halton Catholic District School Board endorses the receipt of ~~donations and~~ bequests, known as a gift by will, to the school system or to specific schools. In response of such ~~donation~~ bequests, the Board has established the following policy which shall be administered by the Superintendent of Business Services ~~and Treasurer of the Board~~.

## Application and Scope

~~The procedures described herein~~ This policy shall apply to ~~bequests/donations~~ to the Board or school(s). ~~The bequest is by community groups, industry, associations, individuals and bequests; and shall apply to each donation~~ to be used as:

- ~~to be set up as~~ a scholarship award, or
- ~~to be used~~ a trust fund to be used as an award in the future, or
- ~~to be used~~ for the donation or purchase of equipment and/or learning materials.

## References

~~Fundraising Guideline - Ministry of Education~~

**Commented [JK2]:** This reference is not required as it is referenced in one of the associated policies



## Principles

- Each ~~bequest/donation~~ to a school shall be forwarded by the ~~P~~principal to the Superintendent of Business Services ~~and Treasurer of the Board~~ accompanied with an appropriate background description detailing donor and directions regarding the disposition ~~of such funds.~~
- ~~The Superintendent of Business Services and Treasurer of the Board will officially acknowledge receipt of donations or bequests, and shall establish a trust fund for each donation on behalf of the school, with the appropriate signing authority, and in accordance with guidelines established by the Board auditors and Ministry of Education. Release of funds to the school shall be through the Superintendent of Business Services and Treasurer of the Board.~~
- ~~Donations or bequests to the Board shall be acknowledged and administered in the same manner as per donations to schools outlined in paragraph 2.~~
- ~~Donations/Bequests~~ to a school shall be disbursed in accordance with the wishes of the donor and shall have no impact on the regular operational budget for the school.
- A school which has benefitted from a ~~donation or~~ bequests shall publicly acknowledge in an appropriate manner, unless directions to the contrary are given, the contribution of the benefactor/benefactress and shall advise the students and parent community accordingly.
- An information report for ~~bequests in the amount of \$10,000 or greater donations under this policy~~ shall be tabled ~~with the board at the next a~~ regular meeting of the Board following receipt ~~of said donation.~~

**Commented [JK3]:** Duplicate info

**Commented [JK4]:** \$10,000 is also the threshold for sponsorships

APPROVED: Regular Meeting of the Board

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

<b>Attendance Support Program</b>	
<b>Adopted:</b> October 2009	<b>Last Reviewed/Revised:</b> <del>September 5, 2017</del> <u>January 6, 2020</u>
<b>Next Scheduled Review:</b> <del>2020-2021</del> <u>2022-2023</u>	
<b>Associated Policies &amp; Procedures:</b> <u><b>III-17</b> Attendance Support Program</u>	

## Purpose

To establish the guidelines for managing the Board's Attendance Support Program in conjunction with its Wellness initiative.

## Application and Scope

This administrative procedure applies to all Board employees to:

- Support regular attendance of all employees as an essential element of their employment;
- Advise employees of the support services available; and
- Allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

The Human Resources Services department will monitor attendance and report attendance statistics to the Board on a regular basis.

## References

[Ontario Human Rights Code](#)

[Workplace Safety and Insurance Act](#)

[Employment Standards Act](#)

## Principles

This operating procedure applies to all personnel working under the jurisdiction of the Halton Catholic District School Board. This includes all employees represented by CUPE Local 3166, ~~46055200.00~~, ~~5200.01~~, ~~2888~~, ~~5200.02~~, ~~2888~~ and OECTA Elementary and Secondary, APSSP and all non-union and Management employees.

## Requirements

- The Halton Catholic District School Board is committed to the overall health and wellness of its staff. This is exemplified by the existence of the *Employee Assistance Program* (“EAP”), the comprehensive Wellness Program offered by the Board and the existence of local site-based Joint Health and Safety committees.
- It is a required term of employment that employees will attend work on a regular basis and will provide their services in return for the salaries, wages and benefits for which they are compensated. Irregular attendance at work has a detrimental effect on the delivery of the services provided by the Board to its students, staff and other members of the school community.
- All employees of the Board are expected to attend to personal matters outside of their working hours, unless the employee has received authorization to be absent to deal with a personal matter, such as a medical/dental appointment or bereavement, where such matter is of overriding importance and cannot be dealt with outside of normal working hours, or unless the matter is an “emergency” which entitles the employee to claim emergency leave under the *Employment Standards Act* (e.g. sudden family illness or death).
- The Board is committed to differentiating between culpable and non-culpable absenteeism. Culpable absenteeism is defined as absences which are in the control of the employee, whereas non-culpable absences are outside of the control of the employee.
- Culpable absenteeism will be dealt with through the Board’s progressive discipline procedure. Attendance support is available for staff members whose absences are beyond the scope of their control which is referred to as *Innocent Absenteeism* or non-culpable absenteeism.
- Attendance Support is intended to differentiate between disability management and attendance management.
- The Halton Catholic District School Board endeavours to ensure that all employees of the Board are aware of, and receive the appropriate support(s) that is available to them, to ensure a healthy workforce.
- The Halton Catholic District School Board requires that its employees properly record and report their absences in accordance with Board policy and their respective collective agreement.
- The Halton Catholic District School Board supports a culture of inclusion and is committed to meeting the needs of individuals within the organization and to adhere to the legislative requirements under the *Ontario Human Rights Code* and the *Workplace Safety and Insurance Act*, with respect to employment accommodation and successful return to work.

### Attendance Support Process

- It is the duty of all supervisory personnel to monitor the attendance of their staff. This includes holding coaching and counselling meetings regarding attendance when there is a concern about an employee's lack of regular attendance. It is also the duty of all supervisors within the Board to report to Human Resources Services any individual absence or attendance pattern that, in their opinion, warrants further investigation.
- The following procedure is designed to provide a comprehensive guideline for adherence to the principles of attendance support:
  - Employees will be provided the opportunity to have Union representation accompany them on any meeting with Human Resources to discuss attendance related matters. This provision does not include an informal coaching/counselling meeting between the employee and their immediate supervisor.
  - The Human Resources Services department will monitor attendance and report attendance statistics to the Board on a regular basis. An absence threshold is for all Board employees is established and reviewed on an annual basis for each employee group based on the attendance statistics of that group and what is determined to be reasonable.
  - Any staff member who exceeds the absence threshold established for their Board respective employee group's statistics will be reviewed to determine if they will be required to meet with Board Administration and/or a member of Human Resources Services for a Step 1 assessment meeting. The Board will take all relevant factors into consideration and will determine whether or not to schedule a meeting with an employee in who is above or below the threshold, having regard to the particular circumstances of each case.

### **Step I: Assessment Meeting**

- a) At the Step 1 assessment meeting, the Human Resources official and the employee will discuss:
  1. The employee's level of absenteeism including the attendance threshold for their Board respective group. Depending on the circumstances the Human Resources official and the employee may discuss the employee's attendance history with the Board.
  2. The Board's expectations for employee attendance.
  3. The employee's rationale for the current absence level. This will include the reasons that prevent the employee from attending work regularly.
  4. The Board's attendance goals based on the employee's attendance history and the information presented at the Assessment meeting; these goals will be unique to the employee.
  5. The Board administration will provide the employee with information regarding the support available to them, including the Employee Assistance Program and the employee's rights under the *Employment Standards Act* regarding Leaves of Absence and the *Ontario Human Rights Code* with respect to employment accommodation.

- b) Depending on the information exchanged at the above mentioned meeting, where appropriate, the Board representative will make a determination whether or not to refer the employee for workplace accommodations.
- c) At the completion of the Step I assessment meeting, the Board representative will advise the employee of the time period for attendance review. This is a discretionary decision based on individual circumstances. Human Resource Services may meet with an employee before the end of the review period depending on the circumstances.
- d) Employees who were referred for workplace accommodations at the Step I meeting are fully responsible for initiating contact with the Officer, and are responsible for providing any required documentation that the Officer may request in assessing any potential accommodation needs.
- e) The workplace accommodation will indicate whether or not regular attendance at work is limited or restricted by the supporting medical documentation. Should the medical information provide a rationale for the employee's attendance (i.e. it is non-culpable), then the employee will be directed through disability management.
- f) If the employee's absenteeism rate is explained due to temporary medical reasons or extenuating circumstances acceptable to the Board, the employee may exit the Attendance Support Program.
- g) If the goals established at Step I have not been met following the review period, the representative of the Board will make the determination whether or not the employee moves into Step II Attendance Support. This is a discretionary decision and will be based on the individual circumstance outlined in the information provided at the completion of the step I review period. The Board representative also has the discretion to determine whether or not the employee needs to repeat a Step I review period.
- h) All employees who are required to participate in a Step I Attendance Support Meeting will receive a letter of confirmation. Depending on the circumstances, letter may have to vary.
- i) Discretion in applying the Attendance Support Program includes the right in certain individualized circumstances to advance an employee, following a meeting with a Human Resource Services Management representative to Step II of the program. In some cases, this may occur before the employee has fully completed Step I, or in some circumstances without the employee being required to complete Step I.

## **Step II: Attendance Support**

1. If the attendance goals established at Step I have not been met and the absenteeism rate is not explained by extenuating circumstances or supporting medical documentation, the employee is moved to Step II Attendance Support.
2. Human Resources Services Management representative will meet with the employee to discuss their personal barriers, if any, to regular attendance. Where possible and appropriate, the Board will offer assistance to the employee in dealing with those particular barriers.

3. At the meeting, the Human Resources Services representative will inform the employee of their attendance expectations, goals for attendance improvement and the potential outcome should the attendance not improve. The results of the Step II ~~a~~A~~s~~Attendance ~~s~~S~~u~~Support ~~m~~M~~e~~eting will be confirmed in writing to the employee.
4. The Executive Officer, Human Resources Services will utilize discretion to determine whether or not the employee will be required to certify absences with a medical certificate for a defined review period. For the medical note to be acceptable, it must be dated within the absence period, to ensure that the employee was medically assessed during the absence period.
5. Following the completion of the defined review period, should the employee's attendance improve to the satisfaction of the Board, they may exit the program. The success of each employee in achieving their defined attendance goals or a more consistent attendance practice will be based on the specifics of that individual case.
6. If the goals established at Step II have not been met following the review period, the representative of the Board will make the determination whether or not the employee moves into Step III Attendance Support. This is a discretionary decision and will be based on the individual circumstance outlined in the information provided at the completion of the previous review period. The Board representative also has the discretion to determine whether or not the employee needs to repeat the Step II review period.
7. Should the attendance goals not be met following the review period, the employee will be required to meet with the Executive Officer, Human Resources Services to discuss their future employability and move to Step III ~~a~~A~~s~~Attendance ~~s~~S~~u~~Support.

### **Step III – Attendance Support**

1. When an employee enters Step III ~~A~~a~~s~~Attendance ~~s~~S~~u~~Support, they are required to attend a meeting with the Executive Officer, Human Resources Services. At this meeting the Executive Officer, upon review of the attendance history and extenuating circumstance, will set clear attendance expectations and timelines.
2. Employees will receive a written confirmation of their Step III ~~a~~A~~s~~Attendance ~~s~~S~~u~~Support status. Following the meeting with the Executive Officer, Human Resources Services, the employee will receive written confirmation of the attendance expectations discussed in the meeting, including the timelines discussed.
3. The Executive Officer, Human Resources Services may also reserve the right to move the employee back to Step II of the program to continue with their Attendance Support. This would be confirmed in writing to the employee, following the review period, if the attendance goals have been met.
4. At the end of the period set for review under this Step, the employee may face termination should the attendance goals and expectations not be met such that it is clear that the employee is unable to attend work regularly.
5. If the goals and expectations are met, within the timeframe established by the Executive Officer, Human Resources Services, the employee may exit the program. Written confirmation to the

employee will accompany the end of the review period, and will include the specific individualized direction as determined by Executive Officer, Human Resources Services and communicated to the employee at their meeting.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*



<b>Corporate and Community Investment in Education</b>	
<b>Adopted:</b> February 13, 2017	<b>Last Reviewed/Revised:</b> <del>N/A</del> <u>January 6, 2020</u>
<b>Next Scheduled Review:</b> <del>2019-2020</del> <u>2022-2023</u>	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-21 Corporate and Community Investment in Education</a> <a href="#">V-03 Photography, Advertising and Sales Representatives</a> <a href="#">V-04 School Fundraising Activities</a> <a href="#">VI-59 School Fundraising Activities</a> <a href="#">V-07 <del>Donations</del> Requests to a School or to the Board</a> <a href="#">VI-06 Charitable Receipts</a> <a href="#">VI-31 Trust Funds</a> <a href="#">V-17 Request for Promotion and Distribution of Program Activity Related Materials Through Board Schools</a> <a href="#">VI-40 Request for Promotion and Distribution of Program - Activity Related Materials Through Board School</a> <a href="#">VI-50 Technological Education Service Procedures</a>	

**Commented [JK1]:** Reflects title change

## Purpose

To define the parameters within which corporate and community investment in education shall occur and to ensure consistency in approach.

## Application and Scope

This procedure applies to all corporate and community investment in education from outside businesses or other agencies and any school, department or other groups within the Halton Catholic District School Board ("the Board").

## Principles

- The Board believes that corporate and community partners can expand the limited resources and positively impact the education of the students.
- The Board believes that business and community agencies have a desire to enhance the quality of life in the community through investment in educational endeavours.



## Procedure No. VI-85 | Corporate and Community Investment in Education

- The Board believes that it has a responsibility to ensure fair and equitable dealings with all members of the community.

### Requirements

The procedures shall ensure that the arrangements with corporate and community partners comply with the following:

- Congruency with the Board and school governing values and mission statements;
- Appropriate authorization for corporate and community support or sponsorship as established in the procedures;
- All agreements are recorded and reported to the appropriate level of administration;
- Any activity involving system personnel or students shall be authorized by the principal or administration of the Board as outlined in the procedures;
- Agreements that provide exclusive arrangement and extend beyond one year require board approval; and
- Corporate and community partners must be approved by both the Director of Education and the Superintendent of Business Services.

### Donations

Donations may be accepted by a school, principal or designate, if the following conditions are met:

- The donated material or goods are appropriate and of use to the school/system. The product and operations of the business must be compatible with the *Mission Statement and Governing Values of the Board*;
- With the exception of awards or bursaries which may be designated to an individual, the donation of goods or materials will be made to the school or department and used or distributed at the discretion of the Pprincipal or Ssupervisory Officer;
- If the donor of non-cash items wishes to receive a receipt for tax purposes, an independent assessment of the value of the contribution will have to be obtained. The arrangements will be completed in accordance with Administrative Procedure VI-06 for Charitable Receipts;
- Donations that include an advantage, such as receiving advertising on a banner, typically do not meet the criteria for a receipt for tax purposes. Please contact the Senior Manager, Financial Services, to discuss; and
- Donations with a value of \$10,000 or greater must receive the approval of the Board.

### Sponsorship

- When sponsorship is financial support for schools or the system valued at less than \$10,000, approval from the Director of Education or Superintendent of Business Services is required.



If the consideration is valued at \$10,000 or more, the sponsorship must receive the approval of the Board.

- For sponsorship to be approved, the product and operations of the business must be compatible with the *Mission Statement and Governing Values of the Board*.
- All agreements for sponsorship shall be in writing with a statement setting out the expectation of both parties. A copy of all such agreements shall be forwarded to and maintained on file by the Superintendent of Business Services.
- Appropriate recognition shall be permitted in acknowledgement of sponsors.
- Sponsorship (for example advertising on a banner), typically do not meet the criteria for a receipt for tax purposes. Please contact the Senior Manager, Financial Services, to discuss.

#### Agreements

- Agreements may include preferential access or exclusive service provided by a corporate sponsor.
- For agreements to be approved, the product and operations of the business must be compatible with the *Mission Statement and Governing Values of the Board*.
- Agreements less than \$10,000 with either an individual school or the entire system require the approval of the Director of Education or Superintendent of Business Services.
- All agreements that provide exclusive consideration to a supplier of the Board shall be approved only after other suppliers have had the opportunity to receive similar consideration. Calls for proposals, tenders or other such methods will be used as deemed appropriate by the Superintendent of Business Services.
- Agreements shall normally be for a period no longer than one year but may be subject to renewal.
- Agreements that provide exclusive consideration and that extend beyond one year shall require Board approval.
- Agreements involving consideration valued at \$10,000 or more shall require Board approval.

#### Communications

- Business or community groups may contact the principal of the school or the Superintendent of Business Services, to initiate a donation, sponsorship or agreement.
- When contacted, the Superintendent of Business Services, will be responsible for initiating the processing of the agreement.
- Principals should solicit support from local business only or those community groups where there is a local or ~~close~~ proximity relationship.
- Solicitation to other businesses should be made only through the Superintendent of Business Services, so as to ensure that duplicate solicitation does not occur. For this purpose, other businesses are those not located within the community served by the school.



- Individuals or firms wishing to provide goods or services at a reduced cost or at no cost, justifiably believe that they are extending a favour to the school or the Board. Therefore, every effort will be made to facilitate a prompt response to any offer that has been extended.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

**Commented [JN1]:** Recommended index number change as this procedure is not supplemental to VI-07 Transportation of Students in Private Vehicles Driven by other Students

<b>Student Transportation School Bus Accident Procedure</b>	
<b>Adopted:</b> May 14, 2003	<b>Last Reviewed/Revised:</b> <del>May 6, 2009</del> January 6, 2020
<b>Next Scheduled Review:</b> <del>2018-2019</del> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">II-24 Home to School Student Transportation</a> <a href="#">I-30 Video Surveillance</a> <a href="#">VI-83 Video Surveillance Procedure</a> <a href="#">II-19 Educational Field Trips</a> <a href="#">VI-70 Educational Field Trips</a>	

### Purpose

To establish ~~actions to respond to vehicular accidents that occur during home-to-school procedures for dealing with~~ student transportation ~~provided by Halton Student Transportation Services (HSTS), and other accidents that are appropriate to an integrated school transportation provided by system operated jointly with the co-terminous Halton District School Board~~ for other events and/or activities.

### Application and Scope

~~The~~These procedures set out ~~below identify a series of communications and the actions undertaken to be taken by Board staff in the event a school bus or taxi under contract with HSTS and/or the Board that is parties who are likely to be involved in an accident or incident.~~

~~responding to student transportation accidents, specifically, the driver, the bus operator, the Board and the school.~~It is recognized that ~~home-to-school~~ transportation in Halton Region is operated jointly with the Halton District School Board ~~through the Halton Student Transportation Services (HSTS).~~ There is a high likelihood that any incidence may involve and/or affect both ~~and that,~~ therefore, School Bus Accident Procedures must be congruent for the two school boards.

To maintain consistency in application and scope, the present administrative procedure is to be consistent with HSTS Operating Procedure HS-4-005 – Accident/Incident Procedures.

The procedures also apply to non-home-to-school transportation services organized by the school administration, which fall outside of the responsibility of HSTS.

### REFERENCES

HSTS Operating Procedure HS-4-005 – Accident/Incident Procedures



## Principles

1. ~~The These procedures recognize that in all cases of accidents the well-being of the students is~~ always the primary concern in all cases of accidents.
2. ~~Initiate. For this reason, it is imperative that emergency assistance is initiated as quickly as possible once an incident but it is~~ reported.

~~Use all also important that available means of communication are utilized to contact and inform all of the pertinent stakeholders of the accident that occurred, and the status and wellbeing of students with regard to what has happened.~~

## Requirements

1. As per HSTS Operating Procedure HS-4-005 – Accident/Incident Procedures, the School Principal, Vice Principal, and/or Designate is responsible for the following in the event of an incident involving transportation :
  - 1.1. Remain on scene if accident occurs on school property, and/or field trip location.
  - 1.2. Inform their Superintendent of Education and apprise them of the situation.
  - 1.3. Communicate to parents/guardians the incident as information becomes available, and provide follow up communications if required.
  - 1.4. Inform students, teachers, parents/guardians, and/or any support staff at the school that should they start to notice a student exhibiting any symptoms (e.g. aches, pains, etc.) they should report it to a member of the school's administrate immediately.
  - 1.5. If necessary, coordinate with and arrange to provide a section of the school to receive students and parents/guardians following an incident in concert with direction from (but not limited to) HSTS and/or emergency services.
  - 1.6. Designate responsibilities to staff to address the following (if necessary):
    - 1.6.1. Escort students to the appropriate holding area the vehicle returns to school or a designated area.
    - 1.6.2. Respond to telephone calls from parents/guardians and Board staff.
    - 1.6.3. Manage and monitor the security entrance to the school.
    - 1.6.4. Direct parking for incoming parents/guardians, or other transportation coming into the school property.
    - 1.6.5. Transportation for students returning home.
    - 1.6.6. Monitor students involved in the incident to ensure there are no post-accident symptoms developing and report any potential post-accident symptom that may occur.



2. In the event there is an incident that occurs related to the services HSTS provides for Home-to-School Transportation, the following process is to be undertaken. Note, this is to be read in conjunction with HSTS Operating Procedure HS-4-005 – Accident/Incident Procedures.

2.1. The Bus Company will notify HSTS immediately after the incident has occurred, and emergency services has been contacted.

2.2. Once notification is received, HSTS is to notify the following Board staff:

2.2.1. Director of Education [if there are injuries – regardless of severity]

2.2.2. Superintendent of Business Services and Treasurer of the Board

2.2.3. Superintendent of Education of affected Family of Schools

2.2.4. Principal and Vice-Principal of affected school(s)

2.2.5. Manager of Strategic Communications [if there are injuries]

2.2.6. Senior Manager of Planning Services

2.2.7. Staff responsible for insurance claims

#### **No Apparent Injuries**

~~1. Driver will notify Dispatcher immediately.~~

~~2. Dispatcher calls Police. (Police must be called regardless of extent of damage.) NO STUDENTS SHALL LEAVE THE SCENE UNTIL A POLICE OFFICER OR AMBULANCE ATTENDANT GIVES PERMISSION.~~

~~3. Dispatcher will notify Transportation Manager/Officer. If the accident will have an impact on the partner Board (late route), then both Boards must be notified.~~

~~4.1. Transportation Department will notify Principal(s) and Board Staff responsible for insurance claims.~~

~~5. Once communication is received by Principal and/or Vice-Principal, they will communicate if possible, once students have been released by emergency personnel, Dispatcher to send another bus to pick up students and continue with route/trip.~~

~~6.2. Principal will send a letter to parents of students who were on the bus informing them of accident. Please refer to Appendix A & Appendix B for letter templates to send to parents. Principal will also ask teachers and parents to monitor the children to ensure that no problems develop.~~

~~7. HSTS Driver will provide a complete an Accident Report as soon as possible. A list of students ALL STUDENTS ON BOARD AT THE TIME OF THE ACCIDENT MUST BE INCLUDED.~~

~~8.3. Obtain the details of how the accident occurred. Special note should be taken of anything that were riding the bus at the time of the incident and forward the list directly could have contributed to the school Principal and/accident i.e. weather, road, and vehicle or Vice-Principal driver condition.~~



- ~~2.3. Principal and/or Vice-Principal are to notify staff for the incident and instruct them to monitor the well-being of students that were involved upon their return to school.~~
- ~~2.4. If there are injuries to a student or volunteer, an OSBIE Online Incident Report should be completed. For employee injuries, an Employee Online Accident Incident Report should be completed.~~
3. In the event there is an incident that occurs related to **Non-Home-to-School Transportation**, specifically transportation services contracted by the school (e.g. field trip buses), the following procedures are to be followed by the School Administration:
  - ~~3.1. Designated supervisor is defined as the individual designated by the Principal and/or Vice-Principal responsible to supervise the activity.~~
  - ~~3.2. Designated supervisor on the vehicle will coordinate with the Driver to inform the necessary emergency services, and immediately call Emergency Services regardless of severity of injuries and/or extent of damage.~~
  - ~~3.3. Designated supervisor will notify the school Principal and/or Vice-Principal immediately of the incident.~~
  - ~~3.4. Designated supervisor will ensure that students remain at the scene until a police officer and/or ambulance attendant gives permission to do otherwise.~~
  - ~~3.5. Once notification is received by Designated supervisor, Principal and Vice-Principal to notify the following Board staff:~~
    - ~~3.5.1. Director of Education [if there are injuries – regardless of severity]~~
    - ~~3.5.2. Superintendent of Education of affected Family of Schools~~
    - ~~3.5.3. Manager of Strategic Communications [if there are injuries]~~
    - ~~3.5.4. Staff responsible for insurance claims~~

~~9. Written Accident Report to be forwarded to the Transportation Department within 24 hours of the accident.~~

**Apparent Injuries (However Minor)**

- ~~1. Driver will notify Dispatcher.~~
- ~~2. Dispatcher calls Police. Based on the severity of the accident, the Principal and/or Vice-Principal, Fire Department and ambulance must be sent to the scene. NO STUDENTS SHALL LEAVE THE SCENE UNTIL A POLICE OFFICER OR AMBULANCE ATTENDANT GIVES PERMISSION.~~
- ~~3. Dispatcher will notify Transportation Manager/Officer. If the accident will have an impact on the partner Board (late route), then both Boards must be notified.~~
- ~~4. Transportation Department will notify Principal(s) and Board Staff responsible for Insurance. Based on the severity of the injuries, the Transportation Officer will contact the Superintendent of Business and Area School Superintendent, Communication Officers and Director of Education.~~





~~5.1. Based on the severity of the accident, the Manager of Transportation may proceed to the accident scene to document the incidence.~~

~~3.6. The Designated Supervisor is responsible of the following on the scene of the accident:~~

~~3.6.1. Ensure that all students remain at the scene until an Emergency Services ambulance attendant has had an opportunity to assess the condition of the students.~~

~~6.2. Ensure that students are~~ **Students may only be permitted to leave with a parent/guardian, after they have been** evaluated by an ambulance attendant or the police **prior to permitting them to leave with a parent/guardian** ~~have released the passengers.~~

~~7.3. Determine who was on the bus at the time of the accident and if possible where they were seated.~~

~~8.4. Obtain the names of any~~ **the injured students along with the hospital to which they are taken and notify the Principal and Vice-Principal** ~~Transportation Department.~~

~~9. Once Obtain the details of how the accident occurred. Special note should be taken of anything that could have contributed to the accident i.e. weather, road, and vehicle or driver condition.~~

~~10.5. If possible, once students are~~ **have been released by Emergency Services, Principal or delegate is to coordinate with Bus Company** ~~emergency personnel, Dispatcher to send another vehicle~~ **bus to pick up students and direct** ~~continue to the appropriate destination~~ **school and/or home.**

#### **Principal's Responsibilities**

~~1. Depending on the severity of the accident, the principal may set aside a section of the school for the reception of parents (auditorium, staff room).~~

~~2. Allocate responsibilities to staff in~~

- ~~• Receiving parents~~
- ~~• Responding to telephone calls~~
- ~~• Security entrance to school~~
- ~~• Parking~~
- ~~• Transportation~~

~~3. If applicable, follow "Educational Liability Manual" procedures on Accidents.~~

~~4.1. Principal will communicate~~ **send a letter** ~~to parents of students who were on the bus but were not injured informing them of accident. Principal will also ask teachers and parents to monitor the children to ensure that no problems develop.~~

#### **PRINCIPAL WILL PROVIDE A LIST OF Driver's Responsibilities**

~~1. Uninjured students that were riding the bus at the time are to be removed from any source of danger.~~



Procedure No. ~~VI-07(a)~~ **VI-98** | ~~School Bus~~ **Student Transportation** Accident Procedure

- ~~2. Any injured person is to be made as comfortable as possible but not moved unless it is absolutely necessary.~~
- ~~3. Police or ambulance will take control of the incident and distribute situation— follow their instructions.~~
- ~~4. Contact your dispatcher by two way radio or by telephone and relay the following information:~~
  - ~~• Where and when the accident happened~~
  - ~~• Whether you need or do not need an ambulance (if in doubt assume you do)~~
  - ~~• A list of the list to the necessary students and school staff(s) involved~~
- ~~3.7. Principal and/or Vice-Principal are to notify staff for the incident and instruct them to monitor the wellbeing of students that were involved upon their return to school.~~
- ~~3.8. If there are injuries to a student or volunteer, an OSBIE Online Incident Report should be completed. For employee injuries, an Employee Online Accident Incident Report should be completed.~~

**Contractor's Responsibilities**

- ~~1. Call an ambulance if required.~~
- ~~2. Call the Police.~~
- ~~3. Call the Board's Transportation Department with all pertinent information.~~
- ~~4. Dispatch a replacement vehicle to finish the route.~~

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
Director of Education and Secretary of the Board

**Appendix A:**

School Letterhead

Date

Dear Parent/Guardian:

This morning your child's bus, route (insert route number) was involved in a minor accident on the way to school.

It is my understanding an accident occurred this morning at ( insert location ). Halton Regional Police Services (HRPS) were called to the scene. HRPS released all students after assessing the situation and concluding there were no injuries.

Next Sentence Options:

The students were transferred to another bus and continued on their way to school.

Or

The students were then transported to school.

I want you to be aware of this situation so that you can monitor your child in case they exhibit any symptoms that may require medical attention.

Best regards,

Principal



**Appendix B:**

School Letterhead

Date

Dear Parents:

I learned this morning that your child's bus was involved in a minor accident on the way home yesterday. You may already be aware of this because your child was later than usual arriving home and hopefully shared what had happened.

It is my understanding the accident occurred at (insert location). Police and (Insert name of Transportation Provider) were called to the accident scene. The Halton Regional Police Service released the students after assessing the situation; some students did receive medical attention. The remaining students were transferred to another bus and continued on their way home.

I wanted you to be aware of this situation so that you can monitor your child in case s/he exhibits any symptoms requiring medical attention.

Sincerely yours,

Principal.

## Inclement Weather – Transportation Cancellations and Emergency School Closures

**Adopted:**

December 15, 2009

**Last Reviewed/Revised:**

~~September 2, 2014~~ January 6, 2020

**Next Scheduled Review:** ~~2019-2020~~ 2022/2023

**Associated Policies & Procedures:**

[II-24 Home to School Student Transportation](#)

[VI-39 Inclement Weather Safety](#)

[VI-58 Parent Notification System](#)

[II-07 The School Day \(Daily Sessions\) - Elementary and Secondary](#)

[II-33 Safe Arrival at School Program](#)

[VI-18 Safe Arrival at School Program](#)

[II-26 Managing Student Risk in Interschool Sports](#)

## Purpose

To provide ~~athe~~ process and requirements regarding the cancellation of transportation services and closing of schools as the result of inclement weather conditions.

## Application and Scope

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board and to all eligible students served by Halton Student Transportation Services (HSTS).

## References

[HSTS Procedure HS-4-006 - Inclement Weather](#)

[HSTS Procedure HS-4-007 - School Closure](#)

## Principles

1. It is the responsibility of the Halton Student Transportation Services (HSTS) to cancel transportation to schools as a result of inclement weather, in accordance with *HSTS Procedure HS-4-006, Inclement Weather*.

## Procedure No. VI-47 | Inclement Weather – Transportation Cancellations and Emergency School Closures

2. When transportation services have been cancelled due to inclement weather, system schools may remain open at the discretion of the Director of Education (or designate).
3. It is the responsibility of the Director of Education (or designate) to determine whether or not to close schools as the result of inclement weather, ~~on the advice of the Halton Student Transportation Services (HSTS) and in accordance with HSTS Procedure HS-4-007, School Closure.~~

## Requirements

### 1. ~~A.~~ Transportation Cancellation due to Inclement Weather:

~~1.1.~~ In accordance with HSTS Inclement Weather Procedure (HS-4-006), ~~the General Manager of:~~

1.1.1. ~~By 6:00 a.m.~~ HSTS ~~(or designate)~~ shall, ~~by 6:00 a.m.,~~ inform the Directors of Education (or designates) at the Halton Catholic District School Board (HCDSB) and Halton District School Board (HDSB), ~~about the decision to cancel~~ whether school bus transportation is cancelled.

1.1.2. ~~In accordance with HSTS Procedure HS-4-006, the General Manager of HSTS (or designate) shall, by~~ By 6:30 a.m., HSTS shall inform the media of the transportation cancellation.

1.2. The Director of Education (or designate) shall contact the ~~Administrator~~ Manager, Strategic Communications Services (or designate) ~~by telephone~~ to relay the information regarding transportation cancellation, ~~and provide information related to any unique activities (e.g. secondary exams), as appropriate.~~

~~1.3.~~ The ~~Administrator~~ Manager, Strategic Communications Services (or designate) shall ~~contact:~~

~~1.3.1.~~ Post the Senior Administrator, Information Technology (IT) Services (or designate) to have the Board's information on the Board's public website and the Board's auto attendant greeting updated. ~~The Administrator, Strategic Communications Services shall arrange for an update to be posted~~ applicable school websites

~~1.3.2.~~ Share the information on the Board's Twitter ~~account.~~ School and Instagram accounts.

~~1.3.3.~~ Send an email to parents through the parent notification system to notify of transportation cancellation;

~~1.2.1.1.3.4.~~ Advise school principals ~~shall advise parents to inform their parent communities~~ of the cancellation of any unique activities for their respective school communities, as appropriate (e.g. secondary exams, parent information meetings, sports events, etc.).

~~Strategic Communications staff will provide the messaging for the website, the auto attendant greeting and Twitter.~~

## Procedure No. VI-47 | Inclement Weather – Transportation Cancellations and Emergency School Closures

~~1.2.2.1.3.5. Strategic Communications staff will advise~~ Advise all appropriate staff (senior staff, principals, receptionist, etc.) of the cancellation and how the information posted on the website has been shared

~~1.3. IT staff will follow the procedures outlined in the IT Run Book for Emergency Announcements.~~

1.4. If a bus route or transportation services are cancelled in the morning, this decision remains in effect for the entire school day and includes all field trips. It is at the discretion of the parent or guardian to send their children to school when transportation is cancelled; if they choose to do so, it is then their responsibility to provide transportation to and from school for their child(ren).

1.5. When the weather deteriorates during the day, while all the students are at school, transportation services will maintain their regular schedule.

The decision to send students home early may be made by the Director of Education (or designate) after discussion with the General Manager of HSTS (or designate). ~~The~~ if this becomes necessary, schools will ~~continue to follow~~ dismiss students in accordance with the established process related to emergency dismissal in order to inform direction provided by parents/guardians during school closures for all grades. on the Family Information Package – School Emergency Closure.

## 2. ~~B.~~ School Closure due to Inclement Weather:

~~2.1. In accordance with HSTS School Closure~~ Operating Procedure (HS-4-007), ~~the General Manager of~~:

2.1.1. By 6:00 a.m. HSTS ~~(or designate)~~ shall, by 6:00 a.m., inform the Directors of Education (or designates) at the Halton Catholic District School Board (HCDSB) and Halton District School Board (HDSB, ~~about the decision to cancel)~~ whether school bus transportation is cancelled.

2.2. The Director of Education (or designate) shall relay to ~~the General Manager of~~ HSTS ~~(or designate)~~ the decision regarding school and/or Board office closure.

2.3. In accordance with HSTS Procedure HS-4-007, ~~the General Manager of HSTS (or designate)~~ shall School Closure Operating Procedure, by 6:30 a.m., HSTS shall inform the media of the transportation cancellation and school and/or Board office closures.

2.4. The Director of Education (or designate) shall contact the ~~Administrator~~ Manager, Strategic Communications Services (or designate) ~~by telephone~~ to relay the information regarding school and/or Board office closures, ~~and provide information related to activities (such as secondary exams, parent information meetings, etc.), as appropriate.~~

~~2.5. The~~ Administrator Manager, Strategic Communications Services (or designate) shall ~~contact~~:

## Procedure No. VI-47 | Inclement Weather – Transportation Cancellations and Emergency School Closures

~~2.5.1. Post the Senior Administrator, IT Services (or designate) to have information on the Board's public website and all school websites;~~

~~2.5.2. Share the Board's auto attendant greeting updated. The Administrator, Strategic Communications Services shall arrange for an update to be posted information on the Board's Twitter account. School and Instagram accounts;~~

~~2.5.3. Send an email to parents through the parent notification system to notify of school closure;~~

~~2.4.1. 2.5.4. Advise school principals shall advise parents to inform their parent communities of the cancellation of any unique activities for their respective school communities, as appropriate (e.g. secondary exams, parent information meetings, sports events, etc.).~~

~~2.5.5. Send an email to all staff to advise of school and Board Office closure;~~

~~2.5.6. Contact the Manager of IT Services to have the Board's auto attendant phone message updated.~~

~~IT staff will follow the procedures outlined in the IT Run Book for Emergency Announcements.~~

~~Strategic Communications staff will provide the messaging for the website, the auto attendant greeting and Twitter.~~

~~Strategic Communications staff will advise all appropriate staff (senior staff, principals, receptionist, etc.) of the information posted on the website.~~

~~i. Should the Board decide to close schools throughout the day, the information shall be shared by Strategic Communications Services with the General Manager of HSTS (or designate).~~

2.7 When the weather deteriorates during the day, while all the students are at school, transportation services will maintain their regular schedule.

The decision to send students home early may be made by the Director of Education (or designate) in consultation with ~~the General Manager of HSTS (or designate).~~ The. If this becomes necessary, schools will ~~continue to use~~ dismiss students in accordance with the direction provided by parents on the Family Information package as it relates to the process schools will use to dismiss and inform parents/guardians during school closures for all grades. Package – School Emergency Closure.

~~C.~~

### 3. After School Hours Activities and Community Use of Schools Activities:

3.1. Throughout the day, weather conditions will be monitored to determine whether schools will remain open for after school hours and community use of school activities.

3.2. If weather conditions worsen, the notice on the Board's public website will be updated, as appropriate, by Strategic Communications staff.



## Procedure No. VI-47 | Inclement Weather – Transportation Cancellations and Emergency School Closures

~~3.1.3.3.~~ Strategic Communications staff will advise the media of any cancellations to after-school-hours activities and community use of schools' activities through a public service announcement.

~~D.~~

### 4. Emergency ~~Numbers:~~ Contact Information

4.1. The Inclement Weather Emergency Contact List-Information shall be kept up to date and provided to all appropriate staff.

~~E.~~

### 5. Expectations of Staff:

5.1. When transportation services have been cancelled due to inclement weather, but schools remain open and operational:

5.1.1. Teachers are expected to arrive at their schools as soon as possible and to conduct appropriate instructional/review activities or assume other duties deemed appropriate by the principal.

5.1.2. School support staff will also arrive at their school as soon as possible and report to the principal for assignment.

5.2. The cancellation of transportation services does not mean the schools are closed. If no closures are reported, staff are expected to arrive at their school as soon as possible and report to the principal.

5.3. Only extenuating and compelling circumstances, indicated in writing to the ~~Superintendent~~ Executive Officer, Human Resources Services, within forty-eight (48) hours may be accepted as a reason for not reporting for duties. All employees who report their absences as Inclement Weather will have their situation reviewed by Human Resources Services. A determination will then be made whether the absence will be granted with or without pay.

5.4. In the event that the Board announces a system closure due to inclement weather, staff need not report to any Board location.

5.5. Transportation cancellations, school closures and/or a system closure will be posted on the Board's website.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

## Fees for Learning Materials, Program, Curricular and Co-Curricular Activities

**Adopted:**

December 12, 2011

**Last Reviewed/Revised:**

~~June 13, 2016~~ January 6, 2020

**Next Scheduled Review:** ~~2018-2019~~ 2022-2023

**Associated Policies & Procedures:**

**II-47** Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities

**V-04** School Fundraising Activities

**VI-59** School Fundraising Activities

**VI-05** Secondary School Cafeteria Commissions

## Purpose

This procedure provides direction regarding fees, fundraising and commissions and the appropriate uses of these funds for learning materials, programs, curricular and co-curricular activities.

## Application and Scope

This procedure applies to all schools of the Halton Catholic District School Board (HCDSB) and the provision of learning materials, program, curricular and co-curricular activities to all students.

## References

Ministry of Education Fees for Learning Materials and Activities Guideline

## Definitions

**School Board Operating Budget:**

The Ministry of Education provides funding for classroom supplies through both the Pupil and School Foundation Grants and through various Education Program Other (EPO) Grants. These funds are distributed to school operating budgets.

**School Generated Funds:**

School Generated Funds are funds received, raised or collected in the name of the school or school activity. School Generated Funds are categorized as:

- **Student Activity Fees:** Student Activity Fees are voluntary fees permitted under the HCDSB II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities and are amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks extracurricular activities, school dances, or theme days.
- **Fundraising:** Fundraising is any activity permitted under the HCDSB Policy V-4 School Fundraising Activities to raise money or other resources and that is approved by the school principal, supported by the Catholic School Council or a school fundraising organization operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place off school property.
- Examples of school fundraising initiatives are:
  - Major school fundraiser (Dance-a-thon);
  - Fundraising for overnight/extensive trip excursions (Quebec, Ottawa, Europe);
  - Fundraising for a local charity or Social Justice initiatives (Civvies Days, United Way Drives, Lenten initiatives).
- **Commissions:** Where approved by the Board, schools raise funds through partnerships and/or contracts with outside agencies such as cafeteria service providers, school photographers, and school/sports uniform providers. Any profits and/or rebates that are generated by these relationships are considered school generated funds.
- **GST/HST Rebates** are also considered school generated funds, as they are tied to purchases of goods or services made with school generated funds on behalf of the students in the school.

## Requirements

- A. The following list outlines approved expenses that come from the School Board Operating Budget. School Generated Funds **will not** be used for these purchases. Schools will ~~use~~ use the Visa Purchasing Card, purchase requisitions or cheque requisitions for these expenses:
  - Hospitality for staff (meetings, interviews, curriculum nights, any after-hours meetings for employees)
  - All textbooks
  - Mobile devices
  - Teacher resources/Professional Development materials
  - Guest speakers/presentations ~~that support curriculum areas, for staff only~~
  - Professional Learning/Staff Training
  - Photocopy/printing expenses

## Procedure No. VI-57 | Fees for Learning Materials, Program, Curricular and Co-Curricular Activities

- Office administration fees (e.g. post office supplies, office consumables)
  - Instrumental Music items ~~(secondary-only)~~
  - All consumables (classroom consumables – arts/crafts supplies, paper, paint)
  - Any classroom supplies
  - Any materials required for completion of curriculum such as workbooks, cahiers, musical instruments, Science supplies, lab materials and safety goggles
  - Off-site course requirement (e.g. gold, leisure, recreational education)
- B. The following list outlines expenses that can be purchased with either School Generated Funds **or** the Board Operating Budget.
- Technology/Audio Visual equipment
  - Support for school physical enhancements
  - Athletics
  - Library books/literacy rooms
  - Sacramental support
  - Instrumental Music program (elementary)
  - Guest speakers
  - School promotional products
  - Hospitality for school community and Catholic School Council events
- C. Expenses that are **not approved** to be paid by either School Generated Funds or the School Board Operating Budgets are:
- Gifts for employees of the HCDSB (including school promotional and spirit wear)
  - Staff socials
  - Appliance repairs
  - Alcohol and tobacco products
  - Hospitality for staff during instructional time
- D. Refer to Appendix A for a chart which outlines the appropriate source of funds for approved school generated funds expenses
- E. A transparent accounting of the amounts collected and expenditures allocated must be made available to the school community. All monies generated and spent at the school will be reported.

The account of School Generated Funds will be made available to school communities at a minimum of three (3) times a school year. Principals will report on School Generated Funds at

**Procedure No. VI-57** | Fees for Learning Materials, Program, Curricular and Co-Curricular Activities

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Catholic School Council meetings at a minimum of three (3) times a school year and will post these reports on the school website at a minimum of three (3) times a school year.

Refer to Appendix B for the template to be used by schools to report School Generated Funds.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

## Procedure No. VI-57 | Fees for Learning Materials, Program, Curricular and Co-Curricular Activities

### APPENDIX A

#### Approved Expenses That Can Be Charged to School Generated Funds

APPROVED EXPENSE	APPROPRIATE CATEGORIES		
	SCHOOL ACTIVITY FEE	FUNDRAISING	COMMISSIONS
<b>Technology/Audio Visual</b> <ul style="list-style-type: none"> <li>which complement and do not replace existing school board allocations</li> </ul>		X	X
<b>Support for School Physical Enhancements</b> <ul style="list-style-type: none"> <li>upgrades to school facilities that do not increase the student capacity of the school. (e.g. rebuilding cafeteria stage, retrofitting auditorium, gymnasium enhancements)</li> <li>upgrades to sporting facilities (e.g. running tracks, specialized recreational facilities, installation of artificial turf and scoreboards)</li> <li>School improvement projects (e.g. playground equipment, shade structures, gardens, outdoor rink, green initiatives)</li> <li><b>NOT</b> – facility renewal, maintenance, or upgrades normally funded through the school renewal grants such as structural repairs, sanitation, emergency repairs, or replacing floor tile due to wear and tear.</li> </ul>		X	X
<b>Awards</b>	X	X	X
<b>Graduation/Confirmation</b>	X	X	X
<b>Supplement Excursions (Field Trips)</b>	X	X	X
<b>Clubs</b> (e.g. Transportation, uniforms, guest speakers)	X	X	X
<b>Parent Volunteer Events</b>		X	X
<b>Student Council Activities</b>	X	X	X
<b>Library Books / Literacy Rooms</b>		X	X
<b>Specialized Optional Programs (e.g. IB Program, OYAP)</b> <ul style="list-style-type: none"> <li>Optional Programming refers to selected courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the provincially mandated curriculum</li> </ul>	X		
<b>Sacramental Support</b>		X	X
<b>Financial support Families/Students</b>		X	X
<b>Spirit Wear for Students</b>	X	X	X
<b>Transportation</b>	X	X	X
<b>Student/Parent Handbooks</b>	X	X	X
<b>Play Day, Fun Days, Student BBQs</b>	X	X	X
<b>Year Books</b>	X	X	X
<b>Community and Charitable Donations</b>		X	X
<b>Instrumental Music Program</b>		X	X
<b>Guest Speakers</b>		X	X
<b>School Promotional Products</b> <ul style="list-style-type: none"> <li>School pens, agendas, spirit wear</li> </ul>			X
<b>Hospitality for School Community and Catholic School Council Events</b>			X
<b>Athletics:</b> Sports Teams Uniforms, Transportation, Championship Dinners, tournament fees	X	X	X
<b>Trophies/Plaques</b>	X	X	X
<b>Award Winners</b>	X	X	X
<b>Gifts for Volunteers</b>		X	X

## APPENDIX B

### HCDSB – School Generated Funds Reporting Template

<b>YOUR SCHOOL NAME Catholic Elementary School</b>				
<b>School Generated Funds</b>				
<b>As at REPORTING DATE</b>				
	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance</b>
Administration				\$ -
Clubs				\$ -
Departments				\$ -
External Charities				\$ -
Field Trips/Excursions				\$ -
Halton Food For Thought				\$ -
Other				\$ -
School Fundraising				\$ -
Special Events				\$ -
	\$	\$	\$	\$ -

<b>YOUR SCHOOL NAME Catholic Secondary School</b>				
<b>School Generated Funds</b>				
<b>As at REPORTING DATE</b>				
	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance</b>
Administration				\$ -
Clubs and Activity Fees				\$ -
Departments				\$ -
External Charities				\$ -
Field Trips/Excursions				\$ -
Fundraising				\$ -
Halton Food For Thought				\$ -
Other				\$ -
School Council				\$ -
Special Events				\$ -
	\$	\$	\$	\$ -

## Secondary School Cafeteria Commissions

**Adopted:**

December 4, 2000

**Last Reviewed/Revised:**

~~October 3, 2016~~ January 6, 2020

**Next Scheduled Review:** ~~2019-2020~~ 2022-2023

**Associated Policies & Procedures:**

**II-47** Fees for Learning Materials Programs and Curricular and Co-Curricular Activities;

**VI-57** Fees for Learning Materials, Program, Curricular and Co-Curricular Activities;

**V-04** School Fundraising Activities

**VI-59** School Fundraising Activities

## Purpose

To provide a standard procedure for the management and expenditure of cafeteria commissions resulting from secondary school cafeteria agreements.

## Application and Scope

Cafeteria commissions are only applicable to secondary school operations and, therefore, this procedure applies to secondary schools only.

## References

Ministry of Education's School Fundraising Guidelines

## Principles

- Cafeteria commissions are earned based on the agreement with the secondary school cafeteria ~~provider~~ vendor and are distributed to secondary schools for their use.

## Requirements

1. The funds are received by the Board and ~~forwarded~~ sent by electronic funds transfer (EFT) to each secondary school on a ~~monthly~~ quarterly basis.
2. The use of the funds shall be as determined by the school in accordance with the Ministry of Education's *Guideline for School Fundraising*, Administrative Procedure VI-57 Fees for Learning



**Procedure No. VI-05** | Secondary School Cafeteria Commissions

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Materials, Program, Curricular and Co-Curricular Activities and Administrative Procedure VI-59 School Fundraising Activities.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

<b>Charitable Receipts</b>	
<b>Adopted:</b> May 1997	<b>Last Reviewed/Revised:</b> <del>October 3, 2016</del> January 6, 2020
<b>Next Scheduled Review:</b> <del>2019-2020</del> 2022-2023	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-07 Donations</a> Requests to a School or to the Board <a href="#">VI-31 Trust Funds</a> <a href="#">VI-50 Technological Education Service</a> <a href="#">I-21 Corporate and Community Investment in Education</a> <a href="#">VI-85 Corporate and Community Investment in Education</a>	

**Commented [JK1]:** Recommended title change

**Commented [JN2]:** I-21 & VI-85 - reflects current title of documents.

## Purpose

The issuance of charitable receipts to donors in accordance with the *Income Tax Act*.

## Application and Scope

The procedure applies to any individual or company making a charitable donation to the Board and requesting a charitable receipt in return.

## References

[Canada Revenue Agency's Regulation 3501 of the Income Tax Act.](#)

## Principles

Charitable receipts are issued in accordance with the detailed rules contained in the *Canada Revenue Agency's Regulation 3501 of the Income Tax Act*.

## Requirements

### 1. Issuance of Receipts:

- A requested charitable receipt will be issued for an individual cash gift (donation) of \$25 or more or a non-cash gift of \$100 or more. A gift for this purpose is a voluntary transfer of

property, having intrinsic value to the Board, and without the expectation of valuable consideration in return.

- The payment of a basic fee for admission to an event or to a program, whether on behalf of the payer, a dependent of the payer, or someone designated by the payer does not qualify as a charitable donation regardless of whether the payment of the fee was voluntary.
- Contributions of services, i.e. time, skills, effort, which are not property, do not qualify as a gift for tax receipt purposes.
- Donations that include an advantage, such as receiving advertising on a banner, typically do not meet the criteria for a receipt for tax purposes. The Senior Manager, Financial Services should be contacted for clarification.

## 2. Online Receipt Procedures:

- Donations can be made online through School Cash Online.
- Donations are deposited into the Board operating bank account.
- Donations that are deposited are then transferred electronically to the school's School Generated Funds bank account on a monthly basis.
- With these online donations, the receipts are automatically emailed to the donor as soon as the donation has been made.

## 3. Cash Receipt Procedures:

- All donations ~~made~~ to a school should be made in the school's name, regardless of whether a charitable donation receipt is required.
- Cash and/or cheque charitable donations to a school must be promptly deposited into the school's School Generated Fund bank account.
- If the donor requests a donation receipt, the following information must be submitted to Accounting Services using the Excel template "Charitable Donation Receipt Form" found on StaffNet under Forms - Business Services, preferably through email ([charitablereceipts@staff.hcdsb.org](mailto:charitablereceipts@staff.hcdsb.org)):
  - The donor's full name
  - The donor's mailing address
  - The amount of the donation
  - Deposit date
  - The name of the school.
- The Board will send the requested charitable receipt to the donor.
- Business Services is responsible for maintaining a numeric file copy of all issued charitable receipts.

## 4. Non-Cash Receipts (~~Gifts~~ ~~in~~ ~~Kind~~):

- Charitable receipts on behalf of the Board will be issued for non-cash donations, i.e. computers, books, etc., that have a value of \$100 or more and have a useful value to the school and the Board.
- Gifts in kind of less than \$1,000 may be appraised internally for tax purposes.
- Gifts in kind of \$1,000 or more require an independent external appraisal at the expense of the donor.
- Documentation on transfer of ownership (*I hereby transfer ownership*) on donated assets ~~of more than \$1,000 in value~~ is to be prepared by the donor. This document shall give the specifics on the transfer of ownership to the school, i.e. serial numbers, description and quantity.
- Above documentation is to be forwarded to Accounting Services. After reviewing, Accounting Services, will issue a charitable receipt directly to the donor.

#### 5. Charity Information Return:

- Each school is responsible for maintaining records in support of its charitable funds received, on hand and disbursed.
- On or before January 31<sup>st</sup> of each year, the school will submit to Accounting Services, a detailed summary on each charitable fund and/or non-cash donation for the previous calendar year.
- The Senior ~~Manager~~Administrator, Financial Services, will file a registered *Charity Information Return* to Canada Revenue Agency within six months after the end of the Board's fiscal period.

Note: The Board can lose its charitable registration if it issues receipts that contain false data.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

Trust Funds	
<b>Adopted:</b> March 26, 2003	<b>Last Reviewed/Revised:</b> September 26, 2016
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-07 Donations</a> Requests to a School or to the Board <a href="#">I-21 Corporate and Community Investment in Education</a> <a href="#">VI-85 Corporate and community Investment in Education</a> <a href="#">V-04 School Fundraising Activities</a> <a href="#">VI-59 School Fundraising Activities</a> <a href="#">VI-06 Charitable Receipts</a>	

**Commented [JN1]:** Recommended title change

**Commented [JN2]:** I-21 & VI-85 - reflects current title of documents.

## Purpose

The purpose of this procedure is to outline the process for receiving and handling Trust Fund money as well as to establish criteria for the disbursement of such funds.

## Application and Scope

The procedure applies to all trust or award funds currently held by the Board and any new funds the Board may receive in the future.

## Principles

Interest earnings on the principal amount, as well as any further contributions, are available to be used for schools or students based on established criteria. In some cases, the Trust Fund representative may wish to protect or maintain a portion of the principal deposited in the Trust Fund. This would ensure that funds are available for many years to maintain the memory of the individual or family member being honoured or to continue the intention of the donation. Disbursements from Trust Funds should be made in accordance with established criteria based on the wishes of the family/donor/Trust Fund representative.



## Requirements

### Memorial Funds Donation Receipts Procedures:

- All cheques are to be made payable to the “Halton Catholic District School Board”.
- Donations received will be transferred to the Board’s Trust Fund bank accounts.
- Charitable donation receipts will be issued, if requested, by sending a written request to the Senior ~~Manager/Administrator~~, Financial Services, detailing the donor’s name, address and amount donated.
- The Board will send the charitable receipt to the donor.

### Criteria for Distribution of Trust Funds:

Trust Funds will be designated into three categories:

- Centrally distributed – awards to be determined by the Board, senior staff, or their designates.
- ~~System based – awards to be determined by a selection committee, one or two selection committees: Elementary Awards Committee or Secondary Awards Committee.~~
- School based – awards to be determined at the school level in accordance with the criteria set for the Trust Fund.

Distribution of Trust Funds that are not designated for students’ awards will be in accordance with the designated criteria.

The family or person(s) initiating the Trust Fund (Trust Fund representative) will be asked to complete a form outlining the following:

- Detailed criteria for distribution of the fund, i.e., school, grade, other
- Involvement in the selection process
- Whether ~~he/she/~~ they wish to be contacted when the funds are fully disbursed or reach a minimum established level

### Disbursements of Trust Funds:

- An annual report on each fund will be distributed to the Trust Fund representative, if requested, and a report on all funds will be distributed to the Board each year.
- The number of awards and the value of awards to be disbursed annually will be established by the appropriate group or committee at the beginning of each school year.
- Disbursements will be provided only if funds are available in the Trust Fund.
- ~~The amount of the cheque may not exceed a total of \$1,0002,000.00 for each student~~ or such an amount as determined by the Board and the Trust representative, if a contact is available.



- Upon exhaustion of the Trust account, the Superintendent of Business Services will contact the financial institution and close the Trust account.
- A selection committee will determine the recipients and the cash disbursements based on the established criteria and the award will be presented to the student during the graduation ceremony.

**Award Examples That Could Be Considered:**

- Be designated for a specific purpose, i.e., School Library Fund.
- Be used as financial awards for graduating students – criteria should be clearly established, i.e., Grade 12, Grade 8.
- Align with Ontario School Catholic Graduation Expectations

Applicants for the award will have met the following criteria:

- Be in good academic standing at the time of the award.
- Be held in high esteem by his/her peers for their consideration, thoughtfulness, help and kindness to others.
- Have demonstrated Catholic values
- Have overcome personal difficulty in such as his/her life and be needy in a broad sense due to financial, social, or other issues beyond their control.
- Have submitted an essay about his/her dreams and goals for the future.
- Be designated for a specific purpose, i.e., School Library Fund.
- Be used as financial awards for graduating students – criteria should be clearly established, i.e., Grade 12, Grade 8.
- ~~A selection committee will determine the recipients and the cash disbursements based on the established criteria and the award will be presented to the student during the graduation ceremony.~~

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
Director of Education and Secretary of the Board

## Selection and Appointment of Positions of Academic Administrative Responsibilities

**Adopted:**

December 17, 2002

**Last Reviewed/Revised:**

~~November 4, 2019~~ January 6, 2020

**Next Scheduled Review:** 2022-2023

**Associated Policies & Procedures:**

[III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel](#)

[I-02 Records and Information Management](#)

[I-16 Records Management Under MFIPPA](#)

[VI-82 Records and Information Management Procedure](#)

[III-12 Academic Promotion](#)

## Purpose

To provide a consistent system-wide process for the selection and appointment of Positions of Academic Administrative Responsibilities (PAAR), under the jurisdiction of the Halton Catholic District School Board.

## Application and Scope

This administrative procedure is intended for all employees of the Halton Catholic District School Board who participate in the Board's selection and recommendation process of Positions of Academic Administrative Responsibilities appointments.

The Board expects Superintendents, other Supervisory Officer positions, Assistant Superintendents, Principals, Vice Principals and all those employees in positions of responsibility and leadership to:

- demonstrate a commitment to Gospel Values, to Catholic Education and reflect the characteristics, attributes and competencies described within the *Profile for Effective Catholic Leadership*.
- act as an appropriate role model within the Catholic school community, both in and out of the work environment
- foster and promote the spiritual, religious, intellectual, aesthetic, physical and social growth of all students.

This expectation is enhanced through the appointment of quality personnel who understand and endorse the philosophy of Catholic Education.





## Requirements

### Job Postings:

The Executive Officer of Human Resources Services shall ensure that advertisements for openings for PAARs shall be posted:

- i. as needed and directed by the Director of Education;
- ii. internally, externally, as appropriate, under the direction of the Director of Education;
- iii. ensuring that closing of the postings must not be less than three (3) weeks (15 school days) from the initial posting date for external postings and one (1) week (5 school days) for internal postings.

### Eligibility/Application:

The eligibility of a candidate to be invited to the interview component of the selection process will be determined in accordance with the following screening criteria:

- the candidate has met the requirements outlined in the advertisement(s);
- a letter of support from the applicant's immediate Supervisor;
- the candidate has a positive and current (within the past year) letter of pastoral reference;
- the Director, in consultation with Senior Staff, may determine the number of candidates to be interviewed based on:
  - i. system needs;
  - ii. candidate track record of Catholic leadership experiences based on the Halton Catholic District School Board Profile of an Effective Catholic Leader, as presented in a professional portfolio;
  - iii. Leadership Candidate Profile, and
  - iv. any other criteria, pertinent to the individual position, as indicated by the Director of Education.

### Panel Memberships:

The Director of Education has the right to be a member of any of the following panels:

Vice Principal – Elementary:

- Up to three (3) Superintendents of Education as determined by the Director of Education;
- Executive Officer of Human Resources Services, or designate;
- One (1) Principal recommended and approved by the Director of Education from the Elementary Principal/Vice Principal Association.

Vice Principal – Secondary:

- Up to three (3) Superintendents of Education as determined by the Director of Education;
- Executive Officer of Human Resources Services, or designate;



**Procedure No. VI-28** | Selection and Appointment of Positions of Academic Administrative Responsibilities

- One (1) Principal recommended and approved by the Director of Education from the Secondary Principal/Vice Principal Association.

Principal – Elementary:

- Up to three (3) Superintendents, as determined by the Director of Education;
- Executive Officer of Human Resources Services, or designate.

Principal – Secondary:

- Up to three (3) Superintendents, as determined by the Director of Education
- Executive Officer of Human Resources Services, or designate.

Assistant Superintendent:

- Director of Education;
- ~~Up to three (3)~~ Superintendents, as appropriate to the type of position appointed by the Director of Education;
- Executive Officer of Human Resources Services, or designate;
- ~~Up to three~~Three (3) Trustee representatives, at the discretion of the Director of Education.

**Commented [JN1]:** Amendments reflect Policy III-17

Superintendent:

- Director of Education;
- ~~Up to three (3)~~ Superintendents, as appropriate to the type of position, appointed by the Director of Education;
- Executive Officer of Human Resources Services, or designate;
- ~~Up to three~~Three (3) Trustee representatives, at the discretion of the Director of Education.

**Commented [JN2]:** Amendments reflect Policy III-17

**Selection Process (effective September 1, 2011):**

**Stage One – Discernment and Self Identification:**

Self Assessment of the strengths and weaknesses and experiences that the candidate has had throughout his/her career by using the Catholic Leadership Self-Assessment Tool and the Portfolio to map out their leadership readiness. The Candidate will seek recommendation from his/her current supervisor. The supervisor will use The Leadership Candidate Profile as a guideline for discussion.

**Stage Two – Selection Interview:** Panel may include Supervisory Officers, Administrators and other designated staff, at the discretion of the Director of Education.

Superintendents, Assistant Superintendents, Principals and Vice Principals: Questions will be prepared by the Executive Officer of Human Resources Services with input, as appropriate, from superintendents and/or trustees and will be submitted to the Director of Education. The suggested questions should be submitted to the Executive Officer of Human Resources Services for review three (3) days prior to the interview dates. Questions and expected responses should be aligned with



**Procedure No. VI-28** | Selection and Appointment of Positions of Academic Administrative Responsibilities

the six strands of the Catholic Leadership Framework. The Director of Education will have the final decision regarding the number and type of questions.

**Selection Criteria for PAAR Positions:**

- a) Interview Score/Result
- b) Profile for Effective Catholic Leadership
- c) Résumé package and portfolio

The panel will come to a consensus on the top candidate or candidates to be recommended to the Director of Education for appointment and are to be communicated to the Board of Trustees for information.

1. The recommendation(s) of the Selection Committee will be submitted by the Executive Officer, Human Resources Services to the Director of Education for approval.
2. The Director of Education may meet with the recommended candidate(s) to discuss the system's expectations for Principals and Vice-Principals and to further ascertain each candidate's commitment to those expectations. Where this commitment is not evident or forthcoming, the Selection Committee shall be so notified and the candidate's name removed.
3. The Director will create a pool (list) of qualified Principals and Vice Principal candidates. Persons assigned to the pool(s) will not be ranked.
4. Pools for Principals and Vice Principals established by the Selection Committee will be expanded from time to time, at the discretion of the Director of Education, as a result of interviews conducted by the Selection Committee. Persons not selected for appointment from the pools within a three-year period will be required to re-apply for available openings, with an option to extend for one additional year at the Director's discretion.
5. The frequency of the interview/selection process for any PAAR position will be on an "as-needs" basis as determined by the Director of Education.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

Exemption from Instruction related to the Human Development and Sexual Health Expectations in the *Ontario Curriculum Health and Physical Education, Grades 1-8, 2019* (PPM 162) and the Fully Alive Catholic Family Life Program

**Adopted:**

January 6, 2020

**Last Reviewed/Revised:**

**Next Scheduled Review:** 2022-2023

**Associated Policies & Procedures:**

[\*\*II-53\*\* Exemption from Instruction in the Family Life Program Fully Alive Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education, Grades 1-8, 2019](#)

## Purpose

As directed by the Ontario Ministry of Education in Policy/Program Memorandum No. 162 (August 21, 2019), the Halton Catholic District School Board has developed and implemented a policy that allows for students to be exempt, at the request of parents, from instruction related to the Human Development and Sexual Health expectations found in strand D of the *Ontario Curriculum: Health and Physical Education, Grades 1-8, 2019*. Since the Halton Catholic District School Board provides Human Development and Sexual Health instruction through the Family Life program entitled *Fully Alive*, the request to have students exempt will be applied to specific instruction in the Family Life program in Grades 1 to 8.

## Application and Scope

This procedure pertains to pupils enrolled in elementary schools, in Grades 1 to 8, and all individuals who may be involved in the exemption, including parents/guardians, principals, teachers and Board personnel who may have duties and/or responsibilities under the corresponding policy.

**Parents**, as outlined in the Catechism of the Catholic Church, “have the first responsibility for the education of their children.”<sup>1</sup> Thus, the Halton Catholic District School Board upholds, in solidarity, the rights of parents to decide instruction most specifically in the realm of Human Development and Sexual Health and limit the instruction received, in strand D of the Health and Physical Education curriculum.

**Teachers** have a responsibility to communicate to parents through the Fully Alive parent letters the unit of instruction. Teachers will provide parents with letters as prepared by I.C.E. (Institute for Catholic

<sup>1</sup> Catechism of the Catholic Church, 2223

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Education) on Theme 3: Created Sexual: Male and Female. Teachers are to share the process and procedure for exemption, through the use of Board generated forms and procedures. They also have a responsibility to share with parents the time frame in which the said instruction will be given. Teachers are also required to collect parent requests, submit those requests to the principal and carryout those requests specific to the expectations found in strand D of the Health and Physical Education curriculum.

**Administrators** will work in partnership with the bishops, teachers and parents to ensure communication to the parent community with regards to the process and procedure of exemption requests for strand D in the Health and Physical Education curriculum as outlined and approved by board staff. Administrators will collect this information and ensure that each request fulfils the requirements set out by PPM 162 and that this information is shared with their Supervisory Officer.

## References

[Education Act](#)

[Policy/Program Memorandum No 162](#)

[Institute for Catholic Education: Parent Guide Fall 2019](#)

[Catechism of the Catholic Church](#)

## Definitions

**Family Life Education** - refers to the Ontario Catholic Elementary Curriculum Policy Document, Grades 1-8, 2012.

**Fully Alive** - refers to the program, created in partnership with the Assembly of Catholic Bishops of Ontario and Pearson Education, to support the Family Life Education in Ontario Catholic elementary schools.

## Principles

As per the Policy/Program Memorandum, parents can request that there be an exemption from instruction related strand D in the Human Development and Sexual Health Expectations in the Ontario Curriculum: Health and Physical Education, Grades 1-8, 2019.

The Home, the Church and the School are partners in the education of children in faith and morals, and parents are the primary educators of their children. Through PPM 162, parents have the right, and possibility, to request that their child be exempt without academic penalty from strand D in the Human Development and Sexual Health expectations in any given grade.

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As a Catholic educational system, Halton Catholic District School Board is dedicated to the provincial work done in cooperation with the Assembly of Catholic Bishops of Ontario, the Institute for Catholic Education and Pearson Education through the product ***Fully Alive***. This will continue to be the core resource for strand D of the Human Development and Sexual Health Expectations.

## Requirements

### Notice and Communication:

- The Board will provide parents with a list of strand D, Human Development and Sexual Health expectations by grade
- Parents will be notified and receive the Exemption Request Form 20 school days prior to the period of instruction related to strand D, Human Development and Sexual Health
- Parents will, complete and return the Exemption Request Form to the classroom teacher in writing and no later than five school days before the start of instruction
- The Board will inform the parent community of the final date written exemption requests will be accepted. (no more than five school days before the start of the period of instruction)
- Notice and community communication can be but is not limited to: Board website, school website, electronic mail, intra-mail, memos, teacher/school media as well as paper correspondence
- Communication will be provided annually to administrators of due dates for exemption submissions

### Process:

The Halton Catholic District School Board Policy and Procedure for student exemption from strand D of the Health and Physical Education expectations will be reviewed with all administrators and teachers. When administrators receive a parent request for exemption the following process will be followed:

### Protocol for Elementary Administrators in Response to a Parent Request

- Inform parents of Grade level curriculum expectations in Family Life
- If parent(s) request exemption, administrators are asked to invite parents to meet and discuss concerns and encourage parents to articulate which particular expectations are causing concern
- Explain how the concerning expectation will be taught through *Fully Alive* which is vetted and approved by the Assembly of Catholic Bishops of Ontario
- If the parent insists on withdrawal, they are to do so in writing
- Arrange with classroom teacher to deliver last half hour of one specific day during the week. It is the responsibility of the school to provide supervision during this time.

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- Parents can be made aware of the timing of the lesson as they may wish to exercise their right to pick up their child rather than have them go to another class for the duration of the Family Life lesson
- Make clear that, in the case of an unforeseen event, school boards and schools have the authority to move the period of instruction to a later date in the school year and must give notice of the change to parents as soon as reasonably possible.

**Supervision:**

Principals are required to give parents a choice of how their exempted child will be supervised during the exemption period:

- remain in class without taking part in the instruction;
- under supervision, leave the class for the duration of the instruction;
- be released into the care of the parent or designate.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*