

**POLICY COMMITTEE MEETING**  
**AGENDA**

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

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	<b>Pages</b>
<b>1. Call to Order</b>	
1.1 Opening Prayer (H. Karabela)	
<b>2. Approvals</b>	
2.1 Approval of Agenda	
2.2 Approval of Minutes (February 25, 2020)	1 - 7
<b>3. Declarations of Conflict of Interest</b>	
<b>4. Action Items</b>	
4.1 Policy I-15 School Name Selection (H. Karabela)	8 - 11
4.2 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (J. Crowell)	12 - 17
4.3 Policy II-03 Principal Designate in Schools (S. Balogh)	18 - 21
4.4 Policy II-41 School Uniform Dress Code/School Dress Code (J. Crowell, A. Lofts, D. Tkalcic)	22 - 39
<b>5. Discussion Items</b>	
5.1 Policy I-44 Strategic Planning Process (V. Iantomasi)	40 - 47
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6.1 Administrative Procedure VI-84 Catholic School Councils and Catholic Parent Involvement Committee (J. Crowell)	48 - 53
6.2 Upcoming Agenda Items (May 12, 2020)	
6.2.1 Policy I-42 Out of Province Staff Travel (T. Pinelli, S. Balogh)	
6.2.2 Policy II-13 Psycho-Education/Psychological Assessment of Individual Students (C. Cipriano)	
6.2.3 Policy II-18 Non-Motorized and Non-Licensed Motorized Transportation Safety (S. Balogh)	

6.2.4 Policy III-12 Academic Promotion (J. O'Hara; P. Daly)

6.2.5 Policy III-14 Employee Code of Conduct (J. O'Hara)

6.2.6 Upcoming Information Items

6.2.6.1 Administrative Procedure VI-89 Psycho-Educational -  
Psychological Assessment of Individual Students (C. Cipriano)

**7. Miscellaneous Information**

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

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**8. In Camera**

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

**10. Motion to Adjourn/ Closing Prayer (P. Murphy)**

## POLICY COMMITTEE MEETING MINUTES

Date: February 25, 2020  
 Time: 6:30 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

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

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
- A. Swinden, Manager, Strategic Communications
- D. Tkalcic, Manager, Purchasing Services

Regrets P. DeRosa

Recording Secretary J. Neuman

### 1. Call to Order

#### 1.1 Opening Prayer (N. Guzzo)

The meeting began at 6:33 p.m. with a prayer led by Nancy Guzzo.

### 2. Approvals

#### 2.1 Approval of Agenda

**P#25/20**

**Moved by:** V. Iantomasi

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

**That,** the agenda be approved, as amended

Agenda item to be added Discussion 5.2 - Policy I15 School Name Selection

The Chair called for a vote. Recommendation **P#25/20 CARRIED**

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

### 5. Discussion Items

#### 5.1 By-Laws Review

The Chair indicated that the meeting will begin with Discussion Item 5.1 and noted Items 14.1 and 14.2 of the Board By-Laws regarding the review process.

Questions for clarification regarding the motion **P#21/20 Amendment** from the January 14, 2020 Policy Committee Meeting were asked and answered.

Discussion ensued regarding the By-Laws review process.

Preliminary revisions to the By-Laws were made.

Trustees agreed to meet to review Board By-Laws before the April 14, 2020 the May 12, 2020 and the June 9, 2020 Policy Committee Meetings beginning at 6:00 p.m.. Additional dates may be added if necessary.

**2.2 Approval of Minutes (January 14, 2020)**

**P#26/20**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** the minutes of the Policy Committee Meeting held on January 14, 2020 be approved, as submitted.

The Chair called for a vote. Recommendation **P#26/20 CARRIED**

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

**3. Declarations of Conflict of Interest**

There were no Conflicts of Interest declared.

**4. Action Items**

**4.1 Policy II-41 School Uniform Dress Code-School Dress Code (J. Crowell, A. Lofts, D. Tkalcic, A. Swinden)**

**P#27/20**

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

**Seconded by:** P. Murphy

**That,** the Policy Committee recommends that Policy II-41 School Uniform Dress Code/School Dress Code, be forwarded for Stakeholder Feedback to be reviewed at the April 14, 2020 Policy Committee Meeting.

J. Crowell shared the community consultation feedback and the changes to the policy.

Discussion ensued. Questions for clarification were asked and answered, regarding the competitive bid process vs. RFP; mandatory requirements; multiple vendors; Catholic School Council responses; scenario pricing; Request for Expression of Interest (RFI) process; process of voting for uniforms in an elementary school.

Trustees agreed that 3 S.E.A.C. members will be added to the selection committee, along with a student focus group.

Trustees agreed to an amendment to the policy which will include a statement that the Board will ensure that approved uniform vendors provide clothing that meet the physical and sensory needs of students of all abilities.

The following amendment will be added to the policy under Requirement for The Uniform Vendor:



“Elementary schools must use the Board’s authorized uniform vendor, excluding bottoms, which may be purchased from the Board’s authorized uniform vendor, or another source of the parent’s choosing”, and will include that the bottoms, regardless of source, must match the school uniform dress code. Amendments will be made to the Requirements in the policy that will allow for consistency so that school communities can engage in the consultation and voting process for school uniforms at the elementary schools.

An RFI committee will be established and will include the following trustees: P. Murphy; B. Agnew; J. O’Hearn-Czarnota, and N. Guzzo.

The chair called for a recess at 9:18 p.m..

The meeting resumed at 9:33 p.m..

The recommended changes will be made to the policy and will be circulated amongst the trustees for approval prior to being sent out for stakeholder feedback. A clarifying preamble will be written to fully explain the changes to the policy, and will be included with the request for stakeholder feedback.

The Chair returned to the motion and called for a vote. Recommendation **P#27/20 CARRIED**

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

#### 4.2 Policy I-31 Apparel Purchases and Fair Labour Practices (A. Lofts, D. Tkalcic)

**P#28/20**

**Moved by:** B. Agnew

**Seconded by:** T. O’Brien

**That,** the Policy Committee recommends that Policy I-31 Apparel Purchases and Fair Labour Practices, be forwarded, to the March 3, 2020, Regular Board Meeting for approval.

D. Tkalcic shared the changes to the policy.

There was no discussion.

The Chair called for a vote. Recommendation **P#28/20 CARRIED**

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

#### 4.3 Policy I-10 Banking, Investment and Borrowing (A. Lofts)

**P#29/20**

**Moved by:** V. Iantomasi

**Seconded by:** T. O’Brien

**That**, the Policy Committee recommends that Policy I-10 Banking, Investment and Borrowing, be forwarded, to the March 3, 2020, Regular Board Meeting for approval.

A. Lofts shared minor revisions to the policy.

There was no discussion

The Chair called for a vote. Recommendation **P#29/20 CARRIED**

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

#### 4.4 Policy I-25 Purchasing (A. Lofts)

**P#30/20**

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

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

**That**, the Policy Committee recommends that Policy I-25 Purchasing, be forwarded, to the March 3, 2020, Regular Board Meeting for approval.

A. Lofts shared the changes to the policy.

Questions for clarification were asked and answered.

The Chair called for a vote. Recommendation **P#30/20 CARRIED**

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

#### 4.5 Policy I-34 (A) Reimbursement of Board Business Expenses (A. Lofts)

**P#31/20**

**Moved by:** B. Agnew

**Seconded by:** M. Duarte

**That**, the Policy Committee recommends that Policy I-34A Reimbursement of Board Business Expenses for Employees, be forwarded, to the March 3, 2020, Regular Board Meeting for approval.

A. Lofts shared the changes to the policy.

There was no discussion

The Chair called for a vote. Recommendation **P#31/20 CARRIED.**

In favour	Opposed	Abstain	Absent
P. Murphy			P. DeRosa
J. O'Hearn-Czarnota			
B. Agnew			
M. Duarte			

V. Iantomasi			
H. Karabela			
T. O'Brien			

**4.6 Policy III-13 Corporate Purchasing Card Distribution Usage (A. Lofts)**

**P#32/20**

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

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy III-13 Corporate Purchasing Card Distribution and Usage, be forwarded, to the March 3, 2020, Regular Board Meeting for approval.

A. Lofts shared changes to the policy

There was no discussion

The Chair called for a vote. Recommendation **P#32/20 CARRIED.**

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

**4.7 Policy V-14 Alcohol at Board School Sanctioned Events-Off Premises (A. Lofts)**

**P#33/20**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That,** the Policy Committee recommends that Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises, be forwarded, to the March 3, 2020, Regular Board Meeting for approval.

A. Lofts shared changes to the policy.

There was no discussion

The Chair called for a vote. Recommendation **P#33/20 CARRIED**

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

**5. Discussion Items**

**5.1 By-Laws Review**

The Board By-Laws were reviewed above

**5.2 Policy I-15 School Name Selection**

Discussion ensued regarding changing the name of Jean Vanier Catholic Secondary School, Milton.

**P#34/20**

Moved by: P. Murphy

Seconded by M. Duarte

**That**, the Board of Trustees direct the Secretary of the Board to enact Policy I-15 School Name Selection, to rename Jean Vanier Secondary School in Milton forth with.

Discussion ensued. Trustees agreed to use the current process in the policy.

**P#35/20**

**Moved by:** V. Iantomasi

**Seconded by:** M. Duarte

**That**, the meeting continue past 10:00 pm.

**CARRIED**

The Chair called for a vote. Recommendation **P#34/20 CARRIED.**

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

It was noted that Policy I-15 School Name Selection is scheduled further revision in June 2020.

## 6. Information Items

**6.1 Administrative Procedure VI-91 Banking, Investment and Borrowing (A. Lofts)**

**6.2 Administrative Procedure VI-11 Purchasing (A. Lofts)**

**6.3 Administrative Procedure VI-90 Reimbursement of Board Business Expenses for Employees (A. Lofts)**

**6.4 Administrative Procedure VI-73 Meal Expenses for Employees at Board Sanctioned Events (A. Lofts)**

**6.5 Administrative Procedure VI-86 Corporate Purchasing Card (A. Lofts)**

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

**6.7 Administrative Procedure VI-28 Selection and Appointment of Positions of Academic Administrative Responsibilities (J. O'Hara, P. Daly)**

The procedures were presented to trustees as information. Questions were asked and answered.

B. Agnew left the meeting at 10:08 pm

## 7. Miscellaneous Information

There were no Miscellaneous Items

## 8. In Camera

**8.1 Approval of In-Camera Meeting Minutes (January 14, 2020)**

**P#36/20**

**Moved by:** M. Duarte

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

**That**, the meeting move to meeting in camera

**CARRIED**

The meeting moved in to in camera at 10:11 p.m..

The meeting moved out of in camera at 10:15 p.m..

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

**P#37/20**

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

**Seconded by:** H. Karabela

**That,** *Trustee P. DeRosa be excused.*

**CARRIED**

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

**P#38/20**

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

**Seconded by:** M. Duarte

**That,** *the meeting adjourn.*

**CARRIED**

V. Iantomasi closed the meeting with prayer at 10:16 p.m..

Policy I-15 School Name Selection	<b>Item 4.1</b>
Tuesday, April 14, 2020	

## Purpose

To provide for the consideration of the Policy Committee revisions to *Policy I-15 School Name Selection*.

## Commentary

In February 2020, very sadly, credible evidence was brought to light internationally that Jean Vanier had abused several women. This very understandably caused great upset throughout the community of believers and non-believers alike, especially the school community of Jean Vanier Catholic Secondary School (JVCSS) in Milton and all the HCDSB community.

Concern from the JVCSS community was brought forward to trustees by way of correspondence to rename the school.

At the March 3<sup>rd</sup> Board meeting, the following motion was brought forward:

*Motion #64/20*

**RESOLVED**, that the Halton Catholic District School Board direct the Director of Education to begin immediately the process to rename Jean Vanier Catholic Secondary School in Milton, in accordance with the requirements set out in *Policy I-15 School Name Selection*.

The motion passed unanimously, including the non-binding vote of all the student trustees.

Discussion was clear that Jean Vanier could no longer be held up as a role model of Christian living as the integrity of his character was severely compromised, even amid the good work that he had accomplished with L'Arche.

Another significant consequence in renaming a school is the cost involved to change uniforms, banners, gym floors / outdoor fields, and to remove logos throughout.

Currently *Policy I-15 School Name Selection* allows for naming a school after divine persons of the Holy Trinity, members of the Holy Family, the saints and after "a local (Ontario/Canadian) exemplary Catholic, now deceased".

I am proposing that we strike these words out: "a local (Ontario/Canadian) exemplary Catholic, now deceased".

## Item 4.1 | Policy I-15 School Name Selection

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The Catholic Church has a very strong vetting process, the process of canonization, which determines after extensive study and research and even prudently the passage of time after death, and with three (3) verified miracles attributed to the person since death. It was suggested that this would be best practice and prudent going forward to keep the naming of a school when a person to a declared saint to ensure the integrity of process, lasting example of faith and virtue and thus be an excellent role model for students and community alike.

The revised *Policy I-15 School Name Selection* 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 I-15 School Name Selection, be forwarded, along with amendments, to the April 21, 2020 Regular Board Meeting for approval.

Report Prepared by: H. Karabela  
And Submitted by: Trustee

<b>School Name Selection</b>	
<b>Adopted:</b> January 30, 1991	<b>Last Reviewed/Revised:</b> June 20, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-09 School Accommodation Review – Consolidation/Closure</a> <a href="#">VI-35 School Accommodation Review – Consolidation/Closure</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

To develop a policy for the selection of names for elementary and secondary schools within the Halton Catholic District School Board.

## Application and Scope

This policy applies to all new schools in the Halton Catholic District School Board and existing schools involved in consolidation.

## Principles

The Board recognizes that the selection of the name of each school should:

- serve to express our Catholic heritage both local and universal;
- provide our youngsters with an exemplar for their appropriate development; and
- be appropriate to various uses commonly required in a school operation.

There is a Diocese opinion that schools should be named after divine persons of the Trinity, members of the Holy Family, and recognized/verifiable Saints, ~~or local (Ontario/Canadian) exemplary Catholics, now deceased.~~

**Commented [NJ1]:** Proposed change per Action Report

## Requirements

### Consolidation Process:

The Transition Committee established through Policy I-09 will determine whether a name change is recommended for the consolidated school.





**Policy No. I-15** | School Name Selection

If a new name is not recommended, the existing name of the building in which the consolidation will take place will remain.

If a new name is recommended by the Committee, the established process outlined in the New School Process will be followed.

**New School Process:**

The Board will establish a Committee comprised of trustees and student trustees, including but not necessarily exclusive to local area representative; Family of Schools Superintendent, principal of the naming school (if appointed); Pastor(s) of the associated Parish(es); and parent representative(s) from the naming school.

The Committee:

- will invite submissions of suggested names based on diocesan criteria
- will review possible names and develop a priority list of at least two (2) names for consideration
- shall survey local public comment including parents and students who will attend the naming school community

The Board will review and approve a list of two (2) names: a preferred name and an alternate. This list will be forwarded to the Bishop of the Diocese for review and consideration.

The Bishop is requested to advise the Board if:

- The preferred name is acceptable;
- In the event the preferred name does not meet diocesan criteria, or, is for any reason not acceptable to the Bishop. The Bishop is requested to advise the Board if the alternate name is acceptable.

APPROVED: Regular Meeting of the Board

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

Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee	<b>Item 4.2</b>
Tuesday, April 14, 2020	

### Purpose

To provide for the consideration of the Policy Committee revisions to *I-23 Catholic School Councils and Catholic Parent Involvement Committee* as recommended by staff.

### Commentary

*Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee* was last reviewed in February 2017. *Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee* complies with the requirements of the Education Act and Ontario Regulation 612/00 and Regulation 330/10. Both Catholic School Councils and the Halton Catholic District School Board’s Catholic Parent Involvement Committee allow parents to actively participate and provide input into various aspects of how they can ultimately help students in their achievement and well-being. Staff recommend minor changes to the policy which include grammatical consistency, and updating definitions and principles to reflect current practice.

The revised *Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee* is attached for review and consideration by the Policy Committee.

### Recommendation

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

<p style="text-align: center;"><i>Moved by:</i></p> <p style="text-align: center;"><i>Seconded by:</i></p> <p><b>That</b>, the Policy Committee recommends that <i>I-23 Catholic School Councils and Catholic Parent Involvement Committee</i>, be forwarded, along with amendments, to the April 21, 2020 Regular Board Meeting for approval.</p>
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Report Prepared by: J. Crowell  
Superintendent of Education, School Services

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

Catholic School Councils and Catholic Parent Involvement Committee	
<b>Adopted:</b> June 18, 1996	<b>Last Reviewed/Revised:</b> February 21, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">VI-84 Catholic School Councils and Catholic Parent Involvement Committee</a> <a href="#">I-34 (B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a>	

## Purpose

To establish and maintain Catholic School Councils and a Catholic Parent Involvement Committee, in accordance with the Education Act and Ontario Regulation 612/00.

## Application and Scope

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

## References

[Education Act](#)

[Ontario Regulation 612/00](#)

[Ontario Regulation 330/10](#)

[Halton Catholic District School Board Operations Manual: School Councils, Strengthening Our Partnerships](#)

[School Councils: A Guide for Members](#)

## Definitions

**Catholic School Council:** Catholic School Councils are legally constituted bodies of elected and appointed representatives of the local school community established for the purposes of developing, encouraging and promoting activities which will enhance the quality of school programs and improve the levels of student achievement.

**Meeting:** in respect of a Catholic ~~s~~School ~~c~~Council or a Catholic ~~p~~Parent ~~i~~nvolve~~m~~ent ~~c~~ommittee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.

**Parent:**

- in respect of a Catholic ~~s~~School ~~c~~Council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and
- in respect of a ~~p~~Parent ~~i~~nvolve~~m~~ent ~~c~~ommittee of a ~~b~~oard, a parent of a pupil who is enrolled in a school of the ~~b~~oard, and includes a guardian as defined in section 1 of the Act.

**Parent Member:**

- in respect of a Catholic ~~s~~School ~~c~~Council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and
- in respect of a Catholic ~~p~~Parent ~~i~~nvolve~~m~~ent ~~c~~ommittee, a member of the committee who is appointed or elected to the committee in accordance with section 34, or who fills a vacancy created by a parent member ceasing to hold office.

**Catholic Parent Involvement Committee:** The Catholic Parent Involvement Committee is a group of parents, trustees, ~~and board staff,~~ and community members who actively support, encourage and enhance parent engagement and involvement in the Halton Catholic District School Board in order to improve student achievement and well-being.

## Principles

- The Halton Catholic District School Board believes that parents / guardians are the primary educators of their children.
- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents/guardians have the right and a responsibility to participate in the education of their children and can contribute to their children’s development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.

- The Halton Catholic District School Board encourages parents to correspond and communicate with all members of the school board such as: [Teachers](#), Principals, Superintendents, [Director of Education](#) and Trustees.
- The Catholic Parent Involvement Committee provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. Catholic Parent Involvement Committees make parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, the Board, and members of the community.

## Requirements

- Catholic School Councils and the Catholic Parent Involvement Committee are regulated by Regulation 612/00 and Regulation 330/10 (under the Education Act) which came into effect in November 2000 and September 2010. A Catholic School Council may make recommendations, in accordance with the Ontario Regulation, to the Principal of the school or to the Board that established the Council, on any matter.
- Each elementary and secondary school shall have a Catholic School Council.
- Following the first meeting of the Catholic School Council of each school year, the following information will be communicated to each school's parent community:
  - The purpose of each school council as stipulated in Reg. 612/00 Sect. 2.(1).
  - Identification and role of each member.
  - Manner in which parents can communicate with their Catholic School Council.
- Following the first meeting of the Catholic Parent Involvement Committee of each school year, the following information will be communicated to the HCDSB parent community:
  - The purpose of each the Catholic Parent Involvement Committee as stipulated in Reg. 612/00 Sect. 27.(1).
  - Identification and role of each member.
  - Manner in which parents can communicate with the Catholic Parent Involvement Committee.
- The Catholic Parent Involvement Committee and all Catholic School Councils shall create, review and amend By-Laws specific for their committee and council and comply with Regulation 612/00 and Regulation 330/10 - School Councils and Parent Involvement Committees.
- A Catholic Parent Involvement Committee shall develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.



- Every Catholic School Council shall annually submit a written report on its activities to the principal of the school and to the board that established the council, and provide a copy of the report to all parents of pupils enrolled in the school. O. Reg. 612/00, s. 24 (1).
- The Catholic Parent Involvement Committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education. O. Reg. 330/10, s. 6. The Director of Education shall provide the summary of the Catholic Parent Involvement Committee's activities to all Catholic School Councils of the Board and post them on the website of the Board.

APPROVED: Regular Meeting of the Board

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

Policy II-03 Principal Designate in Schools	<b>Item 4.3</b>
Tuesday, April 14, 2020	

**Purpose**

To provide for the consideration of the Policy Committee revisions to *Policy II-03 Principal Designate in Schools* as recommended by staff.

**Commentary**

*Policy II-03 Principal Designate in Schools* was last reviewed in January 2017, and is in place to ensure that, in the absence of the administration at a school, appropriately trained staff are in place to ensure the safe operation of the school.

Minor changes have been made to the policy and include revising the list of Associated Policies and Procedures, updating the Definitions, and clarification of the Assistant to the Principal in the Requirements.

The revised *Policy II-03 Principal Designate in Schools* is attached for review and consideration by the Policy Committee.

**Recommendation**

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

*Moved by:*

*Seconded by:*

***That***, the Policy Committee recommends that *Policy II-03 Principal Designate in Schools*, be forwarded, along with amendments, to the April 21, 2020 Regular Board Meeting for approval.

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

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



<b>Principal Designate in Schools</b>	
<b>Adopted:</b> October 17, 1972	<b>Last Reviewed/Revised:</b> January 17, 2017
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b>	
<a href="#"><b>I-12</b> Emergency Response Plans for Fire, Evacuation, Lockdown, Hold and Secure, Shelter in Place, and Bomb Threat</a>	
<a href="#"><b>I-19</b> Occupational Health and Safety</a>	
<a href="#"><b>II-20</b> Child Abuse and Protection of Students</a>	
<a href="#"><b>II-31</b> Risk Management First Aid</a>	
<a href="#"><b>II-33</b> Safe Arrival at School Program</a>	
<a href="#"><b>II-35</b> Access to School Premises</a>	
<a href="#"><b>II-39</b> Progressive Discipline &amp; Safety in Schools Code of Conduct – Suspensions &amp; Expulsions</a>	
<a href="#"><b>II-42</b> Medical Conditions</a>	

## Purpose

To outline details about the appointment, role description and requirements for the Principal Designate in all elementary and secondary schools within the Halton Catholic District School Board.

## Application and Scope

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board, where there is no School Administrator present at the school, during the school day.

## References

[Education Act Reg. 298](#)

[HCDSB Elementary and Secondary Collective Agreements](#)

[PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour](#)

HCDSB “Teacher in Charge/Assistant to the Principal Handbook”

## Definitions

Throughout this policy the term ~~“Principal Designate” will be used to reference as~~ “Teacher in Charge” and “Assistant to the Principal”, ~~which are all terms are~~ used to describe a teacher that is delegated authority in the absence of the school administration for a short period of time, ~~and will be referred to as “Principal Designate”.~~

**Assistant to the Principal** – teacher delegated authority by the Principals in Elementary schools without Vice-Principal(s)

**Teacher in Charge** – teacher delegated authority by the Principals in Elementary and Secondary schools with a Vice-Principal(s)

## Principles

- Whenever possible, the Board will attempt to have an administrator present on school property.
- The Principal of a school is in charge of the instruction, safety, and discipline of pupils in the school’s organization and the management of the school.
- Teachers assist in developing cooperation and co-ordination of effort among the members of the staff of the school and maintain, under the direction of the Principals, proper order and discipline in the teacher’s classroom and while on duty in the school and on the school grounds.
- The Principal of a school has the authority to delegate his or her powers, duties, and responsibilities to a teacher in accordance with the Education Act, Part XIII, Section 300.1. The delegation of authority to a teacher is limited to the Education Act, Part XIII, Behaviour, Discipline, and Safety.

## Requirements

- At the beginning of every school year, the Principal, in consultation with his or her Superintendent of Schools, shall select at least one teacher to act as Principal Designate in the absence of the Principal or Vice Principal.
- The Assistant to the Principal Designate will receive an allowance as stated in their Collective Agreement.
- The Principal Designate(s) will participate in annual training for the role of Principal Designate.
- The Principal of a school will delegate authority in writing to the Principal Designate with the written consent of the Principal Designate. The written consent will be filed at the school with the Principal and a copy provided to the Principal Designate.
- When the Principal has delegated authority to the Principal Designate, the Principal will communicate with staff the time frame and to whom the administrative responsibilities have been delegated.

APPROVED: Regular Meeting of the Board

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

Policy II-41 School Uniform Dress Code - School Dress Code	<b>Item 4.4</b>
Tuesday, April 14, 2020	

### Purpose

To provide for the consideration of the Policy Committee revisions to *Policy II-41 - School Uniform Dress Code/School Dress Code* as recommended by staff.

### Commentary

At the October 8<sup>th</sup>, 2019 Policy Meeting, *Policy II-41 School Uniform Dress Code/School Dress Code* was presented for discussion. Staff delivered a presentation on the upcoming competitive bid process which will be carried out in the Spring of 2020 as our contract with our current uniform provider expires at the end of the 2020 calendar year. It was determined that a further discussion should happen with regards to a Community Consultation prior to starting the competitive bid process.

At the November 12, 2019 Policy Meeting, Staff presented a [Public Consultation Plan](#). Trustees agreed to change the date of the February Policy Meeting to February 25, 2020 to allow enough time for the Community Consultations, and any potential changes to be made to *Policy II-41 School Uniform Dress Code/School Dress Code*.

At the February 25, 2020 Trustees reviewed the community consultation feedback, and specific language was added, at that time. Other minor changes were made to the policy to provide clarity and continuity between panels.

*Policy II-41 School Uniform Dress Code/School Dress Code* was forwarded for stakeholder consultation from March 3 to March 24, 2020.

Following stakeholder consultation, staff made further revisions which include adding clarification to the uniform “bottoms” and adding equity and inclusion considerations, particularly in the Principles.

A total of 350 responses were submitted through the online form. The summary of the feedback received is available in **Appendix A**.

The revised *Policy II-41 School Uniform Dress Code/School Dress Code* 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-41 School Uniform Dress Code/School Dress Code, be forwarded, along with amendments, to the April 21, 2020 Regular Board meeting for approval.

Report Prepared &  
Submitted by:

Jeff Crowell  
Superintendent of Education, School Services

Andrea Swinden  
Manager, Strategic Communications

Report Approved by:

Patrick Daly  
Director of Education and Secretary of the Board



# Policy II-41 School Uniform Dress Code/School Dress Code

Summary of Stakeholder Feedback

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## Introduction

This report summarizes feedback from Halton Catholic District School Board (HCDSB) stakeholders about *Policy II-41 School Uniform Dress Code/School Dress Code*.

At the October 8<sup>th</sup>, 2019 Policy Meeting, *Policy II-41 School Uniform Dress Code/School Dress Code* was presented for discussion. Staff delivered a presentation on the upcoming competitive bid process which will be carried out in the Spring of 2020 as our contract with our current uniform provider expires at the end of the 2020 calendar year. It was determined that a further discussion should happen with regards to a Community Consultation prior to starting the competitive bid process.

At the November 12, 2019 Policy Meeting, Staff presented a [Public Consultation Plan](#). Trustees agreed to change the date of the February Policy Meeting to February 25, 2020 to allow enough time for the Community Consultations, and any potential changes to be made to *Policy II-41 School Uniform Dress Code/School Dress Code*.

At the February 25, 2020 Trustees reviewed the community consultation feedback, and specific language was added, at that time. Other minor changes were made to the policy to provide clarity and continuity between panels.

## Feedback

*Policy II-41 School Uniform Dress Code/School Dress Code* was forwarded for stakeholder consultation from March 3 to March 24, 2020.

All submitted responses can be found in Appendix Ai, below. Because feedback appears as received, the dataset may contain duplicate responses. The online form was anonymous (aside from a field to include name voluntarily), and not password protected, therefore it was unable to prevent duplicate names and duplicate comments. The form was also unable to ensure that the responses came from authentic HCDSB stakeholders who reside, work, or study in Halton (i.e., HCDSB ratepayers, parents, students, staff, trustees).

## Who Responded?

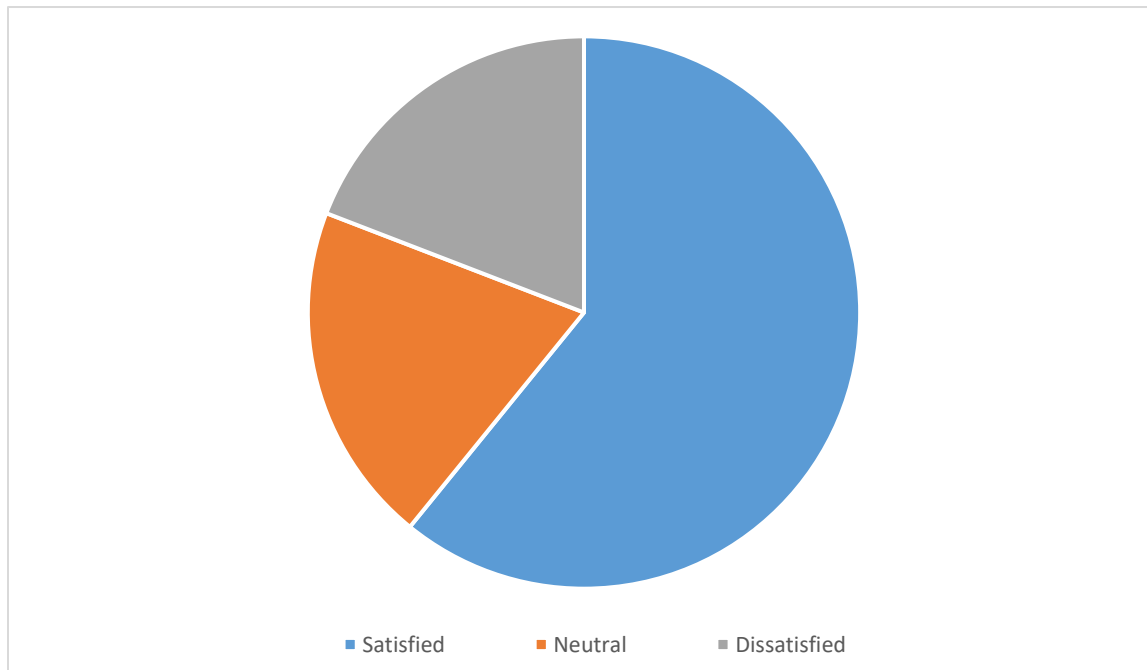
In total, 350 completed responses were submitted using the online form on the HCDSB website. The chart below displays respondents' roles; the vast majority of respondents were HCDSB parents (94%, n = 330).

ROLE	COUNT
HCDSB Parent	330
Member of the Community	1
Halton Parish Member	1
HCDSB Staff	12
HCDSB Student	4
Catholic School Council Chair/Co-Chair	2
<b>TOTAL</b>	<b>350</b>

## Level of Satisfaction with Content of Policy

Respondents were asked to rate their level of satisfaction with the changes to the policy.

- 213 respondents indicated they were satisfied with the policy changes.
- 70 respondents indicated they were neutral about the policy changes.
- 67 respondents indicated they were dissatisfied with the policy changes.





## Key Themes

Respondents were invited to provide comments, questions or suggestions related to the policy changes. **205 comments were submitted.** All responses have been redacted and are [listed here.](#)

The following key themes were identified through the comments submitted.

### THEME 1: Choice of Source for Bottoms (51%; n=105)

More than half of comments submitted were related to the changes allowing choice of source for uniform bottoms.

Of these comments, 27 (26%) expressed that the option to purchase bottoms from any provider should be available to secondary schools too.

Examples:

*“The changes in 2 (bottom source) should be applied to all grades including high school”*

*“Why can pants be purchased anywhere for elementary but not for high school?”*

*“Secondary school students should also have the option of buying bottoms from retailers outside of the uniform vendor.”*

### THEME 2: Cost (16%; n=32)

A number of comments were related to cost of the uniform.

Examples:

*“Uniforms are too expensive for struggling families.”*

*“How much of an increase to the already costly of secondary school uniforms will be??”*

*“I would like to see a further amendment that allows Elementary and Secondary students to wear white/navy tops and navy bottoms from any source. This is important to me as I am concerned regarding the cost of purchasing uniform pieces for my child to enter grade 9 next year, at a time when he is rapidly growing. I appreciate that there is financial support available, but what this looked like a few years ago for us was 2 tops + 2 bottoms at no cost. I am very grateful for this support at a time of financial hardship, but it meant laundering these uniform pieces every other day for an active child, at a time when I had to use a coin laundromat. I have relied heavily on parent volunteer-run uniform exchanges, but need to take unpaid time off work to attend the uniform exchange.”*

### **THEME 3: Choice of Source for Tops (11%; n=22)**

Approximately 11% of comments were related to the allowing choice of source for uniform tops as well.

Examples:

*“I am not clear on the logic of now allowing bottoms to be purchased anywhere, but tops must still be from the uniform provider. Why not allow tops to be purchased elsewhere as well?”*

*“While I appreciate that this amended policy is a start in the right direction, in allowing Elementary students to purchase bottoms from another source of the parents’ choosing...why does this not apply to uniform tops as well?”*

*“Parents should be able to purchase BOTH uniform pants and shirts from whatever source they choose.”*

### **THEME 4: Sensory Sensitivity (9%; n=18)**

A number of comments were related to

Examples:

*“The policy update has not taken the feed back given in the public consultation in Milton, sensory does not change because a student goes to high school, HS students still have sensory issues with fabrics. Sensory issues are not just on the lower portion of a human body it can also be on the upper body and or extremities of students.”*

*“For sensitive kids clothes provided by vendors are not comfortable and acceptable.”*

*“Kids with skin sensitivity issues benefit from higher cotton content but ISU is polyester and their quality and wear is mediocre at best. McCarthy's was better.”*

[View All Comments Submitted.](#)

<b>School Uniform Dress Code/School Dress Code</b>	
<b>Adopted:</b> April 14, 2009	<b>Last Reviewed/Revised:</b> February 6, 2018
<b>Next Scheduled Review:</b> 2020-2021	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-31 Apparel Purchases and Fair Labour Practices;</a> <a href="#">II-39 Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions</a> <a href="#">II-45 - Equity and Inclusive Education</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a> <a href="#">VI-54 Equity and Inclusive Education Procedure</a>	

**Commented [NJ1]:** Addition of policy and procedure as reference for equity and inclusive considerations added

## Purpose

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

## Application and Scope

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

## References

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

[Ontario Human Rights Code](#)

## Definitions

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



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

**Competitive Bid Process** - A fair and transparent process of issuing a public bid whereby Proponents put together their best proposal and compete for the provision of goods and/or services.

## Principles

- A school uniform dress code or a student dress code reflects the distinctively Catholic character of our schools and supports the development of attitudes consistent with Catholic teaching.
- The Board is committed to providing a learning and working environment that is safe and respectful of the needs and well-being of all individuals, and believes that a school uniform dress code supports such environments.
- In our elementary schools, The the Board endorses and encourages the adoption of a school uniform dress code in our elementary schools, consistent with the values, traditions and distinctiveness of Catholic schools as an effective strategy to build inclusive Catholic communities and encourage a sense of belonging for all students.
- For elementary school communities, The the Board affirms a role for parents to determine, through democratic vote conducted in accordance with this policy, whether or not to adopt and implement a school uniform dress code for elementary school communities.
- In each elementary school community that votes not to adopt and implement a school uniform dress code, the The Board requires the adoption of a student dress code, consistent with the values, traditions, distinctiveness of Catholic schools, and the requirements of this policy, in each elementary school community that votes not to adopt and implement a school uniform dress code.
- In each secondary school, the Board requires the adoption and implementation of a school uniform dress code in each secondary school, consistent with the values, traditions and distinctiveness of Catholic schools.
- The Board recognizes that in accordance with the Ontario Human Rights Code and the board's Equity and Inclusive Education Policy and Procedure that there may be certain religious communities or cultural groups in secondary schools that require specific items of dress or accommodations with reference to the school uniform.
- In consultation with students and parents/guardians, schools will provide reasonable accommodations to students with reference to the uniform or required religious attire.
- All accommodation requests should be reviewed in the context of supporting the dignity of the person in keeping with core gospel values that honour each person's dignity.
- The Board recognizes there is a shared responsibility for meeting the expectations of the

Commented [NJ2]: equity and inclusion considerations added

Sschool uniform dress code or student dress code.

- The primary responsibility for the consistent enforcement of the Sschool uniform dress code or student dress code is that of the principal, and school staff, are expected to support the consistent implementation of such uniform dress codes.
- The Board recognizes that circumstances may require schools to access assistance for individual families with the purchase of uniforms.
- The Board will ensure that approved uniform vendors provide clothing that meets the physical and sensory needs of students of all abilities.
- The Board recognizes the necessity of a school dress code for those times when students are not in uniform (i.e. civvies day or spirit days, elementary physical educational classes). Any action taken to implement the requirements of this policy, including the application of supports and consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools (2012).
- The policy shall be in accordance with provisions of the Education Act, Regulation 298, the Human Rights Code, Board Operating Policy I-31 Apparel Purchases and Fair Labour Practices, and the governing values of the Halton Catholic District School Board.

## Requirements

### General:

All elementary schools shall adopt either a Sschool Uuniform Ddress Ccode or a Sschool Ddress Ccode for students in keeping with the Board's Mission Statement, governing values and Catholic social teaching.

All secondary schools shall adopt a Sschool Uuniform Ddress Ccode.

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

### A. Elementary School Uniform Dress Code Implementation Process:

1. A prescribed process for local decision making shall ensure that parents/guardians of students in each elementary school may determine whether an elementary school community adopts and implements a school uniform dress code. In accordance with this policy, each elementary school shall conduct a vote on whether to adopt a school uniform dress code at least once.
2. The principal of each school shall be responsible for ensuring that a community vote is conducted, in accordance with this policy, to consider the adoption and implementation of a school uniform dress code. Approval to proceed with implementation requires a simple majority (50% plus one) of those ballots cast have been marked indicating a "YES" vote.
3. Upon achieving the required approval as described above (50% plus one), all students



registered in the elementary school shall ~~wear~~ adhere to the school uniform dress code. Any action taken to implement the requirements of this policy, including the application of supports or consequences to students must be consistent with the Requirements of Policy II-39 Progressive Discipline and Safety in Schools.

4. Should a school uniform dress code not be adopted after the voting process, no renewed process will be initiated for at least three (3) years. A Student Dress Code shall be established, and implemented in accordance with this policy.
5. At least once annually, at a Catholic School Council meeting, the Principal shall review the school uniform dress code and school dress code. This review may include approval of uniform pieces, the monitoring and enforcement of the school uniform dress code and school dress code, stakeholder consultation (i.e. student, staff, greater school community), approved civvies days/spirit days.
6. In schools that have chosen not to implement a school uniform, the school dress code committee will be established to monitor and review the implementation of the school dress code, and consider the interest in school uniforms.
7. ~~In schools that have chosen not to implement a school uniform, school communities will be consulted to consider the adoption and implementation of a school uniform dress code. This consultation will take place every three (3) years and will determine if a vote will proceed. This review may include a process for consultation will include with~~ students, teachers and staff working in schools, parents and guardians, and school councils.
8. ~~Following the review. The results of the consultation process outlined above, and upon the requirements of the Catholic School Council an elementary school community may choose to will determine whether or not an elementary school community will~~ conduct a uniform vote in accordance to this policy, ~~to adopt a school uniform~~ if they have not yet done so. The implementation of a school uniform shall be decided with a simple majority (50% plus one)
9. Similarly, an elementary school that has previously chosen to adopt a school uniform ~~may shall follow the same review-consultation process, -and upon the recommendation of the Catholic School Council, and based on the school community feedback,~~ may choose to conduct a vote in accordance with this policy to discontinue the implementation of a school uniform.
10. The principal of an elementary school, together with the Catholic School Council will oversee the process of voting on the adoption of a school uniform dress code. Elementary schools considering the adoption of a school uniform dress code shall:
  - a. inform the appropriate Superintendent;
  - b. establish a representative committee including parents, staff and students to explore the implication of introducing a school uniform dress code. The committee must prepare an Action Plan to be distributed prior to a community information night.

~~e. t~~ The following components of the Action Plan will be consistently implemented throughout the Board consistent from school to school:



**Communication Plan:** includes methods of communicating the Action Plan and subsequent community information meeting, notice of vote, voting results, implementation timelines and data collection through newsletters, school websites, and other means as appropriate. The ~~S~~chool ~~U~~niform ~~D~~ress ~~C~~ode ~~P~~olicy must be communicated.

**The Uniform ~~Supplier~~Vendor:**

- Elementary schools must use the Board's authorized uniform ~~supplier vendor, -excluding bottoms, which may be purchased from the Board's authorized uniform vendor, or another source of the parent's choosing.- All bottoms, regardless of source, must be navy blue, and must match the school uniform dress code.~~
- The method of selecting a provider through the ~~RFP-competitive bid~~ process will take place every three (3) years and will include participation by Board staff, as appointed by the Director of Education. At least three (3) members of CPIC (Catholic Parent Involvement Committee) ~~and three (3) members of SEAC (Special Education Advisory Committee)~~ will be involved in establishing the criteria for the ~~RFP-competitive bid~~ process. ~~A student focus group shall be consulted.~~
- The selection criteria to determine the authorized uniform ~~suppliers/vendors~~ must include affordability, accessibility and convenience, quality, support for equity and availability of subsidies/family assistance, and compliance with Board Policy I-31 Apparel Purchases and Fair Labour Practices

Commented [NJ3]: Added clarification of "bottoms"

**The Uniform:**

- The uniform colours at all elementary schools will consist of a combination of navy blue and white only. To supplement the base uniform, individual schools may choose to add additional items of uniform apparel (~~shirts, sweaters, vests, hoodies, etc.~~) that may also reflect a school's colour (one colour).
- Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms is prohibited.
- Any clothing item worn under uniform pieces, but still visible must be in compliance with school dress codes, and generally, will be in the school uniform colours or white (i.e. undershirts, tights or socks).
- No student will be denied access to school as a result of inability to afford appropriate clothing required by a school's uniform dress code policy. A process must be in place to address this issue.
- A school's approved uniform pieces shall be reviewed/monitored every year by the principal and Catholic School Council members.
- The following components will be up to the discretion of the principal and the Catholic School Council:
  - Type and styles of clothing from the chosen uniform provider;
  - A strategy for Non-Uniform Days: ~~or~~ Civvies ~~or~~ Spirit Days.



**Community Information Meeting:**

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

**Elementary Voting Procedures/Ballot Question:**

- **SCHOOL VOTES SHOULD BE CONDUCTED IN FEBRUARY OR MARCH.**
- Every registered family with children in JK – 6 of the current school year is eligible to vote, and receives one (1) vote (ballot).
- Every family with children confirmed as pre-registered for the next school year ([i.e., JK/Early Learning Kindergarten](#), French Immersion, etc.) is eligible to vote, and receives one (1) vote (ballot).
- Families of students with Children only in grade 7 or 8 in the current year are not eligible to vote. In the event that a [School Uniform Dress Code](#) is adopted for the following school year, grade eight students in the initial year of implementation are encouraged to wear the school uniform, but compliance is not compulsory.
- The ballot sample is provided in Appendix A. The ballots shall be numbered to ensure that there is one ballot provided for each family in the school community.
- Members of the [School Uniform Dress Code Committee](#) may initiate [calls/reminders communication](#) to families to remind them of the ballot due dates only.
- Only original ballots will be accepted (no telephone or verbal voting). A ballot signed solely by a student will be considered a void ballot.
- No proxy voting.
- It is recommended that the voting process be completed by March 30<sup>th</sup> in order for successful implementation in the following school year and include all families registered at the school for September of the next school year.
- The voting process must not exceed two (2) calendar weeks but cannot be completed sooner than one (1) week following the community information night.
- The Principal, in collaboration with the Catholic School Council shall communicate the ballot results to the school community no later than one (1) week after the vote occurs. Ballots will be stored at the school for a minimum of three (3) years.

**School Consolidation/Closure:**

- Elementary schools involved in school consolidation/closure where all, or some, of the schools have previously implemented a school uniform will be required to go through the following process **during the transition year (year prior to consolidating)**:
  - A community information meeting
  - Voting procedures followed as above for all families in the boundaries of the new consolidated school





- o If vote determines that the new consolidated school shall implement a uniform, grandfathering of the previous uniform pieces will occur for three (3) years
- o **In the initial year, Grade 8 students will have the option of wearing the school uniform**
- o An appropriate logo for the new consolidated school will be determined after the school name is decided

**New School:**

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

**B. Elementary School Dress Code:**

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

Non-compliance to a ~~S~~student ~~D~~dress ~~C~~code may include but is not limited to logos, sayings and pictures that address/display:

- o sexual content
- o substance abuse
- o violence
- o profanity
- o ~~inappropriate references to nationality, race or gender~~
- o discriminatory or hate-motivated references to any of the protected code grounds under the Ontario Human Rights Code (e.g., nationality, race, -or gender, etc.)
- Parents are encouraged to be involved and active in the decision-making process through

**Commented [NJ4]:** equity and inclusive considerations added



their Catholic School Councils in consultation with the principal and school staff.

- Each school will annually review the school's dress code, through their committee. This review process shall include consultation with students, school staff, parents and other stakeholders as appropriate.
- A copy of the school's dress code will be included annually in the school's School Agenda Book, September newsletter and on the school's website.
- Students will be expected to observe all aspects of the dress code. School staff and parents will be expected to support its consistent implementation.
- Any action taken to implement the requirements of this policy, including the application of consequences to students or direction to visitors to the school grounds or property, must be consistent with the requirements of Policy II-39 Progressive Discipline and Safety in Schools.
- The principal of each school has the discretion to determine whether a student is in violation of the Sschool Uuniform Ddress Ccode or the Sschool Ddress Ccode, has responsibility to enforce the school uniform dress code/school dress code policy, and has the authority to implement the requirements of this policy, including any supports or consequences to students.
- School staff are expected to support the consistent implementation of a school uniform dress code, or school dress code, in accordance with the local school code of conduct.

**C. Secondary School Uniform Dress Code:**

1. A secondary school's uniform shall be in keeping with our Catholic teaching.
2. Each school will review the present uniform policy in accordance with the Appropriate Dress Guidelines from the Ministry. This review process shall include consultation with students, school staff, parents and guardians. Once established, the policy will be reviewed annually or as needed at the discretion of the school community.
3. Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms are prohibited.
4. Any action taken to implement the requirements of this policy, including the application of consequences to students or direction to visitors to the school grounds or property, must be consistent with the requirements of Operating Policy II-39 Progressive Discipline and Safety in Schools.
5. The Board recognizes the necessity of a school dress code for those times when students are not in uniform (i.e. civvies or spirit day). Any action taken to implement the requirements of this policy, including the application of supports and consequences to students must be consistent with the Requirements of Operating Policy II-39 Progressive Discipline and Safety in Schools (2012).
  - On days when students are not in uniform (i.e. civvies or spirit day), Principals will ensure that a school dress code is communicated and applied to all students. Criteria to be used in developing the non-uniform day includes:

Commented [NJ5]: criteria added



- safety conditions
- maintenance of proper decorum
- modesty
- cleanliness
- neatness
- appropriateness in relation to the activity in keeping with Catholic values. Non-compliance may include, but is not limited to, logos, sayings and pictures that address/display:
  - sexual content
  - substance abuse
  - violence
  - profanity
  - inappropriate references to nationality, race or gender
  - discriminatory or hate-motivated references to any of the protected code grounds under the Ontario Human Rights Code (e.g., nationality, race, gender, etc.)

6. A copy of the school's uniform dress code will be included annually in the school's School Agenda Book ~~or~~ and on the school's website.

**Commented [NJ6]:** equity and inclusion considerations added

APPROVED: Regular Meeting of the Board

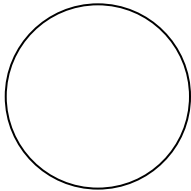
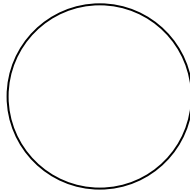
AUTHORIZED BY: \_\_\_\_\_  
Chair of the Board



# SCHOOL UNIFORM BALLOT

SCHOOL NAME: \_\_\_\_\_ BALLOT # \_\_\_\_\_

Please indicate your choice below by marking one appropriate box with an "X"

<p><b>In accordance with Policy II-41 School Uniform Dress Code/School Dress Code, I/we agree to the implementation of a uniform at [name of school] School.</b></p>	
<p><b>YES</b></p> 	<p><b>NO</b></p> 

Parent/Guardian: \_\_\_\_\_  
(Please print your name)

Child's(ren) Name and Grade:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please share your comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is suggested that every family respond for an accurate assessment of the school community's view on this important issue. Please return this form to your child's teacher.

**\*\* Note: Approval to proceed with implementation requires that a majority (50% plus one) of those ballots returned have been signed indicating a "YES" vote.**

(On School Letterhead)

## ACTION PLAN TEMPLATE ELEMENTARY SCHOOL UNIFORM DRESS CODE

**COMMITTEE MEMBERS** (list full names and titles):

- Principal
- Catholic School Council members
- Students
- Other (identify)

The following components of this Action Plan are supported by Operating Policy II-41 School Uniform Dress Code/School Dress Code (copy attached).

1. **COMMUNICATION PLAN:**

- a) Initial Discussion on proceeding to School Uniform Implementation: (date) \_\_\_\_\_.
- b) Discussion to proceed by Catholic School Council and Principal: (date) \_\_\_\_\_.
- c) Tentative timelines/methods of communication

ITEM	DATE	METHOD	RESPONSIBILITY
• Initial notification to community of Development of Action Plan			
• Detailed Action Plan sent to community			
• Parent Information Night with uniform supplier and Superintendent in attendance			
• Ballot to be sent out the night after the Parent Information Night/Notice of voting period			
• Results of Vote			
• To be determined upon approval as per Board Policy (student fitting dates, locations, etc.)			

2. **THE UNIFORM SUPPLIER** approved by the Board is (name of supplier) \_\_\_\_\_.

3. **THE UNIFORM** (with school crests where appropriate):

- a) Components (list types of clothing)
- b) Colours
  - i. Navy Blue/White combinations
  - ii. Acceptable Additional School's Colour (describe) \_\_\_\_\_
- c) Prices – see attached list

4. **VOTING PROCESS**

- see Elementary Voting Procedures Ballot Questions page 3 of Operating Policy (attached)

5. **SAMPLE BALLOT** – (attached)

Policy I-44 Strategic Planning Process	<b>Item 5.1</b>
Tuesday, April 14, 2020	

### Purpose

To provide an opportunity for discussion and infuse the Board’s goals into *Policy I-44 Strategic Planning Process* by outlining the Vision Statement, which will serve to inspire and nurture, strong and resilient Catholic Schools in our Halton communities, which are faith based and publicly funded. HCDSB is driven to inspire students through compassionate service to its communities with a focus on academic excellence and social justice.

We are alive through our faith in Jesus Christ, which we put into action as we educate our students to grow in grace, knowledge to lead our lives of faith, and love and hope for one another. HCDSB will continue delivering academic excellence through a faith filled learning environment!

### Commentary

The strategic direction of this policy will be organized through the three pillars ( ) ( ) ( ) the main themes by which the Board will deliver its Multi Year Strategic Plan. The purpose of the plan is to direct and improve operations so as to implement and monitor strategies to measure the Boards goals.

The Strategic initiatives will serve to use annual activities and outcomes which are directly aligned to the achievement of the Board’s directions. The stated strategic initiatives are monitored through the Board, the departments improvement, and operational plans and progress as reported to the Board of Trustees, quarterly, culminating with the Secretary/Director’s yearly review.

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

Report Prepared &  
Submitted by:

V. Iantomasi  
Chair of the Board

Strategic Planning Process	
<b>Adopted:</b> December 19, 2017	<b>Last Reviewed/Revised:</b>
<b>Next Scheduled Review:</b> 2020-2021	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

To establish a framework and process for the development, implementation and review of the Board's multi-year strategic plan.

## Application and Scope

This policy applies to Halton Catholic District School Board's Trustees, staff, community partners and any other stakeholders involved in the development, implementation and review of the Board's multi-year strategic plan. The Board approved multi-year strategic plan forms the guiding principles for all staff, trustees, community partners and relevant stakeholders.

## References

[Education Act, Section 169.1 – Board responsibility for student achievement and effective stewardship of resources](#)

[Bill 177, Student Achievement and School Board Governance Act](#)

[Ministry of Education – The Strategic Planner's Guidebook, A Resource for Ontario School Board, January 2012](#)

[Ministry of Education – Multi-Year Strategic Planning – A Guide for School Board Trustees](#)

[Ontario Education Services Corporation – Multi-Year Strategic Planning: Supports for School Boards](#)

## Definitions

**Activities** are actions taken to achieve goals.

**Inputs** are the resources used to implement activities.

**Mission statement** is a concise description of the organization's purpose.

**Outcome statements** are specific descriptions of desired impact/results of implementing a strategic goal. Outcome statements outline what success looks like, allowing for measurable progress on the implementation of strategic goals.

**Outputs** are the results of undertaken activities.

**Stakeholders** are staff, students, parents, priests and parish representatives, Catholic ratepayers, community members and partners, and other interested persons or agencies.

**Strategic goal** is what the organization will achieve over the course of the strategic plan. A strategic goal is achieved through activities and/or initiatives the organization implements in order to realize its vision.

**Strategic plans** are high-level statements of where the organization wants to be in a certain timeframe, and what it will achieve to realize that vision. The Board's multi-year strategic plan is a statement of intent to act upon each of the strategic goals identified within it.

**Strategic planning** refers to the process of making fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it.

**Strategic priority** is an overarching, high-level priority that an organization establishes in order to realize its vision. A strategic priority provides the framework for organizing, defining and communicating strategic goals.

**Values statement** outlines the organization's core beliefs that frame how employees and students operate, and how decisions are made.

**Vision statement** is a vivid and engaging description of the organization's idealized future state.

## Principles

- The Halton Catholic District School Board is committed to being a model learning community, providing exceptional Catholic education by meeting the learning needs of all students so that they may realize their God-given potential.
- The Board of Trustees are charged with governance of the organization, setting long-term strategic priorities and goals that are supported by available resources, and monitoring the implementation of the strategic plan.
- The Halton Catholic District School Board is committed to promoting student achievement and wellbeing; ensuring effective stewardship of the Board's resources; and delivering effective and appropriate education programs to its pupils.
- Effective organizations are based on aligned processes so that sustained performance and improvement occurs. The Halton Catholic District School Board acknowledges the importance of connecting all areas of the organization including mission, vision and value statements, priorities, strategies, goals and plans.



- The Board's multi-year strategic plan reflects evidence-based decision making and is supported by data. Progress against goals and targets are monitored by the Board.
- The Halton Catholic District School Board values relationships and partnerships and is committed to encouraging and supporting two-way communication for the purposes of stakeholder consultation, feedback and providing necessary information in the development and progress of the Board's multi-year strategic plan
- Ongoing results-based accountability and evidence-informed decision-making are the standard approaches to planning and improvement efforts. Strategies/initiatives are adjusted in response to evidence.

## Requirements

### **General Requirements**

- The Board's multi-year strategic plan is aligned to the mission, vision and values of the Board.
- The Board's multi-year strategic plan is aligned to Board and School Improvement Plans, annual operating plan and maintaining a focus on performance, effectiveness and sustainability.
- The budget process is aligned with the Board's multi-year strategic plan, and strategic priorities and goals are supported by sufficient resources.
- The Board of Trustees are responsible to approve the multi-year strategic plan for the Board through board resolution.
- The Board's multi-year strategic plan covers a period of four (4) years, and is annually validated by the Trustees through Board resolution.
- The Director of Education is responsible for the implementation of the multi-year strategic plan and the development of annual operating plans that support its implementation.

### **Phase I – Getting Organized**

- Trustees start the strategic planning process in January of the second year in office, through Board resolution.
- Board of Trustees review, validate and update the Board's existing mission, vision and values, through Board resolution.
- A Strategic Planning Steering Committee is formed to guide the process, composed of, but not limited to, the Board of Trustees, the Director of Education, select Senior Staff and Research staff. Roles and responsibilities are established at the start of the process.
- The Strategic Planning Steering Committee determines the timelines for developing the multi-year strategic plan and assesses if a facilitator is beneficial for parts of the strategic planning process. Trustees approve, through Board resolution the recommendation, on timelines and use of a facilitator (if applicable).

### ***Phase II – Gathering Information***

- The Strategic Planning Steering Committee prioritizes data to be collected from the Board’s internal and external environment scans, including identity based data and student level data. The Committee analyzes the data to study emerging themes that will suggest the direction of the Board.
- Senior Staff provide detailed input for the Strategic Plan from their areas of expertise.
- Stakeholder groups are identified and the consultation process to use for gathering data from both the internal and external operating environments is determined. Trustees approve the consultation process through Board resolution.
- Stakeholder consultation takes place.
- A communication plan is developed, to keep all stakeholders informed of the process. The Board of Trustees approves the communication plan, through Board resolution.

### ***Phase III – Developing the Multi-Year Strategic Plan***

- The Strategic Planning Steering Committee analyzes consultation findings and establishes strategic priorities and goals. The Director of Education, in collaboration with the Strategic Planning Steering Committee, creates an evaluation framework to set realistic and measurable targets and outcomes, and identifies champions responsible for each goal.
- The Strategic Planning Steering Committee presents the draft strategic plan, including strategic priorities and strategic goals to the Board of Trustees for approval. Trustees approve, through Board resolution, the strategic plan, including strategic priorities and strategic goals.
- An effective communication strategy is developed, to promote the multi-year strategic plan and to publicly report on the achievements. The approved multi-year strategic plan is communicated to all stakeholders.

### ***Phase IV – Implementing and Monitoring the Multi-Year Strategic Plan***

- The Director of Education provides the Board of Trustees with annual updates on the progress towards the goals and targets identified in the Board’s multi-year strategic plan, through an annual report card and the Director’s Annual Report. To assess progress towards strategic priorities and goals; targets and initiatives are reviewed and analyzed and additional consultation takes place to collect perceptual data from stakeholders. The Director identifies areas of success and challenges and provides updates on the operating plans. Updates to the multi-year strategic plan are posted on the public website.
- Refer to Appendix A for the multi-year strategic planning framework.



**Policy No. I-44** | Strategic Planning Process

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APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_

*Chair of the Board*

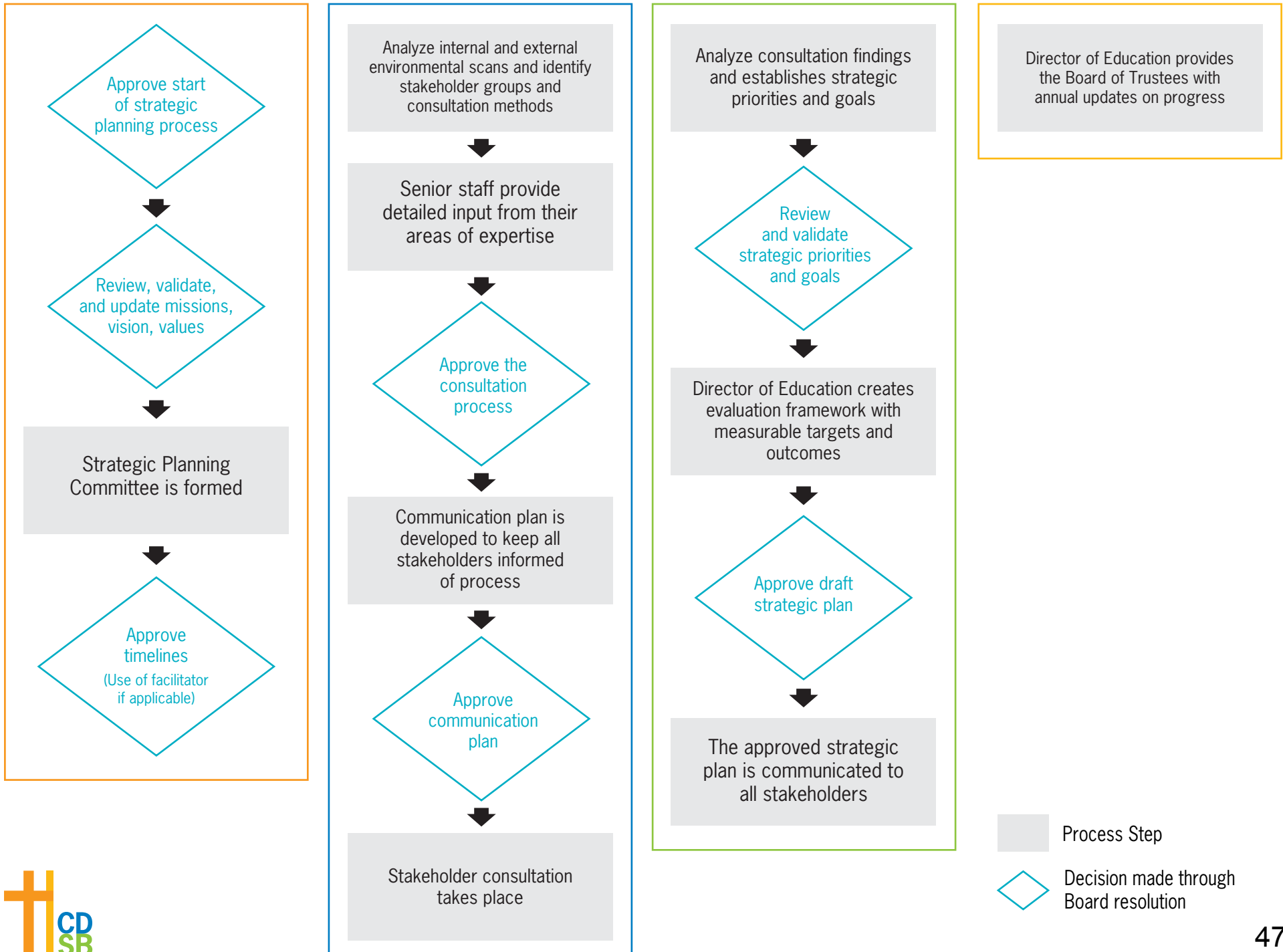


Phase 1  
Getting Organized

Phase 2  
Gathering Information

Phase 3  
Developing the Multi-Year Strategic Plan

Phase 4  
Implementing and Monitoring the Multi-Year Strategic Plan



<b>Catholic School Councils and Catholic Parent Involvement Committee</b>	
<b>Adopted:</b> February 6, 2017	<b>Last Reviewed/Revised:</b> N/A
<b>Next Scheduled Review:</b> 2019-2020	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-23 Catholic School Councils and Catholic Parent Involvement Committee</a> <a href="#">I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a>	

## Purpose

To provide information and guidelines regarding the establishment and administration of Catholic School Councils and a Catholic Parent Involvement Committee, of the Halton Catholic District School Board in accordance with the Education Act and Ontario Regulation 612/00 and Ontario Regulation 330/10.

## Application and Scope

This procedure applies to all schools within the jurisdiction of the Halton Catholic District School Board.

## References

[Education Act](#)

[Ontario Regulation 612/00](#)

[Ontario Regulation 330/10](#)

[Halton Catholic District School Board Operations Manual: School Councils, Strengthening Our Partnerships](#)

[School Councils: A Guide for Members](#)

## Principles

- The Halton Catholic District School Board believes that parents/guardians are the primary educators of their children.

- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents/guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.
- The Halton Catholic District School Board encourages all parents to correspond and communicate with all members of the school board such as: Teachers, Principals, Superintendents, [Director of Education](#), and Trustees.
- The Catholic Parent Involvement Committee provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. Catholic Parent Involvement Committees make parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, the Board, and members of the community.

## Requirements

### **Catholic School Councils:**

- All (Catholic) School Councils shall establish by-laws for their (Catholic) School Council and comply with Regulation 612/00; specifically, they must include election procedures and the filling of vacancies in the membership of the (Catholic) School Council, rules respecting participation in (Catholic) School Council proceedings in cases of conflict of interest, and a conflict resolution process for internal (Catholic) School Council disputes. O. Reg. 612/00, s. 15 (2).
- Catholic School Council By-Laws should be reviewed at the start of each school year at the first council meeting
- The (Catholic) School Council shall be the official advisory group to the school Principal and/or the Board.
- The Principal and/or the Board shall respond to all advice advanced by the local Catholic School Council, under Ontario Regulation 612/00, and be reflected in meeting minutes.

### **Membership**

Membership on the Catholic School Council *must* include the following:

- Parents/guardians (who must constitute a majority of the members of the (Catholic) School Council)
- School Principal
- Teacher representative (selected by teaching staff of the school)
- Non-teaching staff representative (selected by non-teaching staff of the school)
- Parish representative (selected by the Parish)
- Secondary school student representative (secondary schools only)
- Community representative

Membership on the Catholic School Council *may* include the following:

- An elementary pupil (appointed by the Principal after consultation with the (Catholic) School Council), as per Ontario Regulation 612/00.
- An association member, as per Ontario Regulation 612/00.
- All members of the Catholic School Council must be Catholics.
  - Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 612/00, provision may be made by a Catholic School Council for the election of up to ~~two (2)~~ four (4) non-Catholic parents/guardians of ~~Catholic~~ children attending said school.
- The Chair and/or Co-Chair of the Catholic School Council must be Catholic(s).
- The Chair and/or Co-chair of a Catholic School Council cannot be employed by the Halton Catholic District School Board.

The term of office for all Catholic School Council members shall be for one (1) year, in accordance with Ontario Regulation 612/00.

### Meetings

- All meetings of a Catholic School Council shall be open to the public.
- A Catholic School Council is to hold its meetings at a Halton Catholic District School Board site with notice provided to the community.

### Consultation

- Catholic School Councils shall consult with their parent community. The issue before the council will determine when it is appropriate to do so.
- Catholic School Councils may establish a framework that will guide its decisions and strategies about consultation.
- The Halton Catholic District School Board shall solicit the views of the all the Catholic School Councils of the Board with respect to the matters outlined in Regulation 612/00, s. 19.



### **Remuneration/Reimbursement:**

- In accordance with Ontario Regulation 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.
- In accordance with Ontario Regulation 612/00, the Halton Catholic District School Board shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.

### **Record Retention:**

- All Catholic School Council meeting minutes must be retained for 4 years and be available to any person upon request.
- All Catholic School Council financial records must be retained for 4 years and be available to any person upon request.

### **Catholic Parent Involvement Committee:**

- The Catholic Parent Involvement Committee shall establish by-laws and be in compliance with Regulation 612/00 and Regulation 330/10; specifically,
  - the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
  - the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
  - governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
  - the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
  - the length of the term of office for the community representative members of the parent involvement committee,
  - establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
  - establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

### **Membership**

- The Catholic Parent Involvement Committee shall be comprised of:

- Parent representatives consisting of two (2) members from each geographical area (Oakville, Burlington, and North Halton) as well as four (4) members at large
  - Parent members may be employees of the Halton Catholic District School Board, as long as they make the committee aware of their employment
- 3 community representatives comprised of:
  - A Deanery Representative, appointed by the Dean of Halton
  - The Ontario Association of Parent in Catholic Education (OAPCE) Director for Halton
  - One other community representative as deemed necessary by the CPIC members
- ~~Two One~~ Trustees of the Board (~~+2~~ alternate), appointed by the Board
- The Director of Education (or designate)
- One Principal/Vice Principal, appointed by the Director of Education
- (Optional) Past Chair of CPIC
- All members of the Catholic Parent Involvement Committee must be Catholic. In addition to the members' requirements of Ontario Regulation 612/00 and Regulation 330/10, provision may be made by the Catholic Parent Involvement Committee for the election of up to ~~two (2)~~ four (4) non-Catholic parents/guardians of ~~Catholic~~ children attending the Halton Catholic District School Board.
- The Catholic Parent Involvement Committee will be chaired by a parent member of the committee. Only parents with a two-year term are eligible to be elected to the position of chair. The position of chair is an elected position. Elections will be at the first meeting of the committee in a school year. The chair shall act as spokesperson for the committee in communicating with the Director of Education of the Board and the Board.

### Meetings

- Catholic Parent Involvement Committee meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times, and locations will be posted on the Board website.

### Consultation

- The Halton Catholic District School Board may solicit and take into consideration the advice of the Catholic Parent Involvement Committee concerning matters as it relates to improving student achievement and well-being.
- At times, the Catholic Parent Involvement Committee will represent all parents to provide parental voice, as deemed necessary by the Board and the director of education.

### Remuneration/Reimbursement:

- In accordance with Ontario Regulation 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.



**Procedure No. VI-84** | Catholic School Councils and Catholic Parent Involvement Committee

- In accordance with Ontario Regulation 612/00, the Halton Catholic District School Board shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.

**Record Retention:**

- All Catholic Parent Involvement Committee meeting minutes and financial records must be retained for 4 years and be available to any person upon request at the board's office without charge.

APPROVED: \_\_\_\_\_ Regular Meeting of the Administrative Council

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

## Policy Committee Work Plan 2019-2020

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>September 10, 2019</b>													
I-19 Occupational Health and Safety		✓	✓			2019/09/17						2019/09/18	2020-2021
II-51 Optional French Programming (French Immersion - Extended French)		✓	✓ (+ name change)						2019/11/12		2 <sup>nd</sup> reading 2019/09/17		
II-52 Student Use of Service Animals in Schools		✓	✓								2019/09/17	2019/09/18	2022-2023
III-06 Harassment		✓		✓			2019/09/17					2019/09/18	---
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓							2019/10/08				
III-15 Workplace Violence		✓	✓			2019/09/17						2019/09/18	2020-2021
III-16 Workplace Discrimination and Harassment		✓	✓ (+ name change)			2019/09/17						2019/09/18	2020-2021
<b>October 8, 2019</b>													
I-33 Classroom Observations by External Third Party Professionals		✓	✓			2019/10/15						2019/10/21	2022-2023
II-02 Educational Assistants		✓	✓			2019/10/15						2019/10/21	2022-2023
II-09 Opening and Closing Exercises		✓	✓			2019/10/15						2019/10/21	2022-2023
II-12 Management of Aggressive Student Behaviour Within Our Schools		✓	✓			2019/10/15						2019/10/21	2022-2023
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	✓				2019/10/15			2019/10/16	2019/11/06				2022-2023
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓								2019/11/12			2022-2023
<b>November 12, 2019</b>													
II-10 Releasing Pupils from School		✓	✓			2019/11/19						2019/11/21	2022-2023
II-19 Educational Field Trips		✓								2019/12/10			2022-2023
II-51 Optional French Programming (French Immersion - Extended French)		✓								2019/12/10			2022-2023
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		✓									2019/11/19	2019/11/21	2022-2023
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓								2019/12/10			2022-2023

## Policy Committee Work Plan 2019-2020

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>December 10, 2019 (Inaugural Policy Committee Meeting)</b>													
I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, Hold & Secure, Shelter in Place, and Bomb Threat		✓	✓ (+name change)			2019/12/17						2019/12/20	2022-2023
I-35 Trustee Honoraria		✓	✓			2019/12/17						2019/12/20	2022-2023
II-19 Educational Field Trips		✓	✓			2019/12/17						2019/12/20	2022-2023
II-35 Access to School Premises		✓	✓			2019/12/17						2019/12/20	2022-2023
II-42 Medical Health Conditions		✓	✓			2019/12/17						2019/12/20	2021-2022
II-51 Optional French Programming (French Immersion - Extended French)		✓	✓								3rd reading 2019/12/17	2019/12/20	2022-2023
III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel		✓	✓			2019/12/17						2019/12/20	2022-2023
<b>January 14, 2020</b>													
I-01 Catholic School Support		✓	✓			2020/01/21						2020/01/22	2022-2023
I-21 Corporate and Community Investment in Education		✓	✓			2020/01/21						2020/01/22	2022-2023
II-24 Home to School Transportation		✓	✓			2020/01/21						2020/01/22	2022-2023
II-38 Educational Research		✓	✓			2020/01/21						2020/01/22	2022-2023
II-47 Fees for Learning Materials, Programs and Curricular and Co-Curricular Activities		✓	✓			2020/01/21						2020/01/22	2022-2023
III-17 Attendance Support Program		✓	✓			2020/01/21						2020/01/22	2022-2023
V-07 Bequests to a School or to the Board		✓	✓ (+name change)			2020/01/21						2020/01/22	2022-2023
<b>February 25, 2020</b>													
I-10 Banking, Investment and Borrowing		✓	✓			2020/03/03						2020/03/06	2022-2023
I-25 Purchasing		✓	✓			2020/03/03						2020/03/06	2022-2023
I-31 Apparel Purchases and Fair Labour Practices		✓	✓			2020/03/03						2020/03/06	2022-2023
I-34 (A) Reimbursement of Board Business Expenses		✓	✓			2020/03/03						2020/03/06	2022-2023
II-41 School Uniform Dress Code-School Dress Code		✓				2020/03/03		2020/03/03	2020/03/24	2020/04/14		2020/03/06	2022-2023
III-13 Corporate Purchasing Card Distribution Usage		✓	✓			2020/03/03						2020/03/06	2022-2023
V-14 Alcohol at Board School Sanctioned Events-Off Premises		✓	✓			2020/03/03						2020/03/06	2022-2023

**Policy Committee Work Plan  
2019-2020**

Policies for Consideration by the Policy Committee	Action to be Taken				Referred to Board			Start Date ~ Stakeholder Consultation	End Date ~ Stakeholder Consultation	Follow-up Review by Policy Committee	Approved at 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	Website Updated	Next Review (School Year)
	Establish	Review	Revise	Rescind	Approved at 1 <sup>st</sup> Reading	Approved/ Approved as Amended	Rescinded						
<b>April 14, 2020</b>													
I-15 School Name Selection													2022-2023
I-23 Catholic School Councils and Catholic Parent Involvement Committee													2022-2023
II-03 Principal Designate in Schools													2022-2023
II-41 School Uniform Dress Code-School Dress Code													2022-2023
<b>May 12, 2020</b>													
I-42 Out of Province Staff Travel													2022-2023
II-13 Psycho-Education/Psychological Assessment of Individual Students													2022-2023
II-18 Non-Motorized and Non-Licensed Motorized Transportation Safety													2022-2023
III-12 Academic Promotion													2022-2023
III-14 Employee Code of Conduct													2022-2023
<b>June 9, 2020</b>													
Procedural By-Laws													2023-2024
I-06 Delegations to the Board													2022-2023
I-15 School Name Selection													2022-2023
II-25 Selection of Learning and Library Materials													2022-2023
IV-02 Outdoor Facility Maintenance and Security													2022-2023
V-16 Copyright, Visual Identity, and Intellectual Property Protection													