



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
Tuesday, February 26, 2013 ♦ following Board meeting
Boardroom**

Members: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella,
Chris N. Roehrig, June Szeman

1. Opening Business

- 1.1 Opening Prayer – Dennis Blake
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – January 21, 2013 Pages 2-5

2. Committee and Staff Reports

- 2.1 Inclement Weather and Temporary School/Facility Closures 400.01 (revised) Pages 6-10
(formerly known as Closure of Schools/Facilities – Temporary)
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.2 Dress Code for Pupils 200.40 (revised) Pages 11-16
(formerly known as: Appropriate Dress Policy: Elementary, Secondary, Staff)
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.3 Distribution of Materials 400.08 (revised) Pages 17-20
(formerly known as Advertising and Materials Distribution in Schools)
Presenter: Chris N. Roehrig, Director of Education & Secretary

3. Discussion Items

- 3.1 Board By-Laws (revised) Pages 21-45
- 3.2 Trustees' Code of Conduct 100.04 (revised) Pages 46-53
- 3.3 Educational Field Trips and Excursions 500.01 re: splash parks Pages 54-57

4. Adjournment

Next meeting: Tuesday, March 26, 2013 following Board Meeting



Policy Committee
Monday, January 21, 2013 7:00 p.m.
Boardroom

Trustees:

Present: Dennis Blake (Chair), Cliff Casey, Rick Petrella, June Szeman

Absent: Dan Dignard, Bonnie McKinnon

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Bill Chopp (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda of the January 21, 2013 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – October 10, 2012

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee approves the minutes of the October 10, 2012 meeting.

Carried

2. Committee and Staff Reports

2.1 Integrated Accessibility Plan 2013-2017 – Policy 200.32

The goal of the *Ontarians with Disabilities Act 2001* and the *Accessibility for Ontarians with Disabilities Act 2005* is to create an accessible Ontario by 2025. Superintendent Chopp explained that the Integrated Accessibility Plan 2013-2017 Policy, as well as the Integrated Accessibility Plan document, details the Board's strategy over the next five years to identify, remove and prevent barriers to persons who work, learn in and/or use board facilities. The procedures were largely developed by a committee of the London Regional Office of the Ministry of Education, with representation from boards across the region. The procedures were then adapted by the Board's Accessibility Committee. Attention was drawn to a summary of implementation deadlines, as well as some of the work that has already been completed.



Superintendent Chopp confirmed that funding is not provided for renovations. An annual progress report will be made to the Board regarding the implementation of the 2013-2017 Integrated Accessibility Plan.

Moved by: June Szeman
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Integrated Accessibility Plan 2012-2017 Policy 200.32.

Carried

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Integrated Accessibility Plan 2012-2017.

Carried

2.2 Accessibility Standards Policy 200.33

Superintendent Chopp explained that the *Integrated Accessibility Standards Regulation 2011* requires that standards be developed related to customer service, information and communication, employment and transportation, with compliance dates that range from present time through to 2021. Superintendent Chopp advised that a new Accessibility Standards Policy, as well as Administrative Procedures related to the four identified areas, have been developed. He also indicated that the existing *Accessibility – Customer Service Standards Policy 200.32* needs to be rescinded as it is redundant with the proposed new Accessibility Standards Policy 200.33.

Moved by: June Szeman
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Accessibility Standards Policy 200.33.

Carried

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Accessibility – Customer Service Standards Policy 200.32.

Carried

2.3 Nutrition – Creating a Healthy Environment 200.01 (revised)

Superintendent Chopp noted that the Board had approved an “interim” Nutrition policy in May 2011 to meet the government’s requirement that all boards have a nutrition policy in place by September 1, 2011. The interim policy made allowance for an implementation/transition period. A follow-up survey was conducted in May 2012 and feedback provided to the Board’s Nutrition Committee. One amendment to the Administrative Procedure was proposed to allow community organizations that provide breakfast /snack programs in schools the option to follow the Student Nutrition Program Guidelines developed by the Ministry of Child and Youth Services. Trustee Petrella suggested that students be provided with an opportunity to respond to these types of surveys in the future. Trustee Casey requested that a follow-up report be given at a future Committee of the Whole meeting regarding the current use of secondary school cafeterias, the impact on cafeteria profit margins, the percentage of students going offsite for lunch, and student response to the revised nutrition standards.



Moved by: Rick Petrella
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Nutrition – Creating a Healthy Environment Policy 200.01.

Carried

2.4 Board Governance 100.01 (revised)

Director Roehrig presented proposed revisions to the Board Governance Policy which reflects the addition of language to direct the Board to create a trustees' code of conduct consistent with the terms of Bill 177. Concern was expressed regarding the addition of code of conduct language before a revised Trustee Code of Conduct has been approved. Trustee Szeman proposed a motion to postpone the revision of this policy.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Policy Committee postpones revising the Board Governance Policy 100.01 indefinitely.

Carried

2.5 Policy Development 100.03 (revised)

Director Roehrig advised that the policy on Policy Development has been revised to include a provision that the Board ought to adopt policies consistent with the teachings of the Catholic Church. Minor updates have also made to the administrative procedure in the areas of vetting groups, titles, review periods and terminology. Trustees requested that a two-week vetting period be added to the administrative procedure, and that the signature line be removed from the consultation form.

Moved by: Rick Petrella
Seconded by: June Szeman

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Policy Development Policy 100.03, as amended.

Carried

2.6 Copyright-Protected Works 400.03

Director Roehrig advised that the interim Copyright-Protected Works policy was approved by the Board in November 2012 to meet a Ministry requirement that *Fair Dealing Guidelines* be incorporated into board policy and communicated to all schools prior to December 31, 2012. Meeting these requirements allows the Board to opt out of paying the certified Access Copyright Tariff. The interim policy was subsequently vetted across the system and no feedback was received. The "interim" policy is being recommended as a final policy.

Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Copyright-Protected Works Policy 400.03.

Carried



2.7 School Beautification Projects 400.14 (rescinding)

Director Roehrig proposed that the School Beautification Projects policy be rescinded as landscaping and school ground enhancements projects can no longer be supported by the Board's budget as a result of the revised Public Sector Accounting Board (PSAB) accounting principles.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the School Beautification Projects Policy 400.14.

Carried

3. Information Items

3.1 Board By-Laws (revised)

Director Roehrig commented that the Board By-Laws, which were reviewed and revised by trustees over the course of 2011-12, are being distributed to allow trustees the opportunity for a final review and discussion prior to proceeding with the approval process. He highlighted some of the major revisions which include the addition of electronic meetings, the addition of the Audit Committee as a Statutory Committee, revisions of several sections to reflect Education Act wording or Robert's Rules of Order language, and revisions to the order of business.

3.2 Trustees' Code of Conduct (Draft) 100.04 (revised)

Trustees requested that discussion on this item be deferred until a time when all trustees can be present to allow for a thorough review and discussion. Director Roehrig noted that Bill 177 became legislation three years ago and that the existing Code of Conduct, which was adopted over ten years ago, should be addressed within a reasonable period of time to incorporate the requirements of Bill 177.

4. Scheduling February 2013 Meeting Date – to be determined.

5. Adjournment

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of January 21, 2013.

Carried

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: February 26, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**INCLEMENT WEATHER & TEMPORARY
SCHOOL/FACILITIES CLOSURES**

Public Session

BACKGROUND INFORMATION:

As a result of recent deliberations among senior administration, it has become evident that there are inconsistent expectations among employee groups regarding inclement weather, especially as they relate to temporary school closures, bus delays and requirements to report for duty during inclement weather. It became clear that the existing *Closure of Schools/Facilities – Temporary Policy*, last revised in 2004, was no longer effective. The proposed *Inclement Weather & Temporary School/Facilities Closures Policy* has been written to clarify the expectations for all employees when we experience inclement weather (especially extreme winter events and fog).

DEVELOPMENTS:

The policy and corresponding administrative procedures being presented for consideration address the expectations for:

- senior administration;
- principals and managers;
- all non-management employees;
- closing schools in relation to bus transportation;
- all persons having charge of a child; and
- the need to create local site-based plans to address inclement weather.

The policy and administrative procedures have been vetted in accordance with the Board's Policy Development policy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Closure of Schools/Facilities – Temporary" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the "Inclement Weather and Temporary School/Facilities Closures" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Inclement Weather & Temporary School/Facility Closures

		Policy Number:	400.01
Adopted:	TBD	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that the safety and well-being of staff and students is the highest priority. From time to time, the district encounters inclement weather that can lead to delays and temporary closures of schools.

Policy Statement:

It is the policy of the Board that the Director of Education or designate is authorized to delay bus start times or to close schools in the circumstances that inclement weather prevents students and staff from arriving to school safely. It is the responsibility of parents/guardians to decide if they want their child(ren) to travel to school on inclement weather days when transportation is not cancelled.

Glossary of Key Policy Terms: N/A

References

http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf
Education Act, R.S.O. 1990, c.E.2



Inclement Weather & Temporary School/Facility Closures AP 400.01

Procedure for:	All Staff	Adopted:	TBD
Submitted by:	Chris N. Roehrig (Director of Education)	Revised:	N/A
Category:	Operations		

Purpose

The purpose of this Administrative Procedure is to provide direction to all staff regarding the expectations and processes to address inclement weather.

Responsibilities

Direction is given in this Administrative Procedure to supervisory officers, principals, teachers, managers, supervisors and all staff.

Procedures

The Director of Education or designate, in consultation with Student Transportation Services, shall determine when school openings will be delayed or schools will be temporarily closed due to inclement weather.¹ The Director of Education or designate shall determine if a school/facility is to be closed after the start of the day due to inclement weather. The Director of Education or designate is responsible for setting up a notification system to inform the system of any delays or temporary school/facility closures. All bus delays and temporary school closures shall be posted on the Student Transportation Services Brant Haldimand Norfolk website (www.stsbhn.ca) and communicated to local radio stations.

1.0 Temporary School/Facility Closures

- 1.1 Central Office and non-school facilities will remain open. Only in rare situations will the Central Office and non-school facilities be closed. Temporary closure will be at the discretion of the Director of Education or designate.
- 1.2 Schools shall remain open unless all bus transportation in the zone is cancelled in which case the school shall be closed to students and to staff.

2.0 Inclement Weather – Administration and Management

- 2.1 It is the principal's or manager's responsibility to develop a School/Site Inclement Weather Plan. The plan will be renewed and reviewed with staff each year prior to the end of September. Where appropriate, it will be reviewed with students. The plan will include the following:
 - 2.1.1 The content of this Administrative Procedure.
 - 2.1.2 Procedures to alert staff, parents and/or students of closure, cancelled transportation, or delayed dismissal.¹ *As per the provisions of the Child and Family Services Act – No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances.*²
 - 2.1.3 The duties and responsibilities of all staff during a system or school closure, delayed dismissal, or cancelled or delayed transportation.
 - 2.1.4 The process to address the safety of students who come to school despite closure.

¹ http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf

² Child and Family Services Act R.S.O. 1990, c.C.11



- 2.1.5 An alternate work plan for each staff member when travel to the home school is deemed unsafe by the employee and public transit to the home school is not operating or available.
- 2.2 The principal of each school shall endeavour to ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately.
- 2.3 In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of the students to their homes.
- 2.4 In the circumstances that the principal believes the school should be temporarily closed after the start of the school day, they shall consult with the Director of Education or designate before conveying any information regarding closing school early. 1

3.0 Inclement Weather – Non-Management Employees

It is expected that employees will make every reasonable effort to attend at their normal place of work.

- 3.1 In the event of questionable road or weather conditions:
 - 3.1.1 Employees will call the supervisor at their normal place of work to confirm that the work site is open. If the normal place of work is open, employees should endeavour to report to work.
 - 3.1.2 If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall consult with the supervisor and in consultation report to the nearest school/work site to which safe travel is possible and where their attendance is desirable. There, they can assist other staff or, where appropriate, use available time to address their own work needs. In consultation with the supervisor, where an employee feels it is unsafe to travel to an alternate site, staff are expected to use the time at home as time for planning, professional development and/or work related activities.
 - 3.1.3 Employees reporting to work late due to inclement weather will be considered to be present for that work day.
 - 3.1.4 Employees are expected to make ongoing efforts to report to work, and to report to work at the point in the day when it is safe to do so.
 - 3.1.5 Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged.

4.0 Inclement Weather (Winter) – Procedures for Plant and Facilities Staff

- 4.1 All buildings are equipped with temperature sensing devices integrated into the building automation system and monitored 24/7. An automated message will be sent to Facility Supervisors when room or boiler water temperatures fall below a predetermined minimum set point. Facility Supervisors, at their discretion, will call a contractor, facility staff or both to respond to the alert.
- 4.2 Additional school checks may be made, at the discretion of the Manager of Facilities or designate, for cold weather alerts or unusual winter weather conditions. Time, frequency and weather conditions will be determined by the Manager of Facilities or designate. A cold weather alert is currently defined as temperature below -20°C, including wind chill factor.



- 4.3 Facility staff will be paid in accordance with the collective agreement.
- 4.4 Any check of the building will include a systematic walk throughout the interior looking for broken or unsecure windows, water leaks and frozen pipes; ensuring power and heat are available in every room. Doors without exterior handles must be checked from the inside.
- 4.5 A complete tour outside the building will be made, inspecting all doors to ensure they are secure and a visual will be made for property damage or vandalism.
- 4.6 Minor repairs or adjustments may be required and considered part of the school check.
- 4.7 For safety reasons, some minor snow shoveling or sand/salting may be necessary at the entrance to the building and considered part of the school check.
- 4.8 Sidewalk and parking lot conditions will be entered into the Facility electronic snow sand/salt logbook.
- 4.9 Facility staff will notify the Supervisor for emergency assistance or if additional follow-up work is required. Work requests will be entered into the Facility electronic work order system.
- 4.10 Facility staff will notify the Supervisor for removal of large snow drifts on roofs.
- 4.11 Under no circumstance will staff climb outdoor ladders in winter weather to access roofs while working alone.

Definitions – N/A

References – N/A

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: February 26, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

DRESS CODE FOR PUPILS

Public Session

BACKGROUND INFORMATION:

The current Board Policy 200.10, *Appropriate Dress: Uniforms Policy – Elementary / Uniforms Policy - Secondary / Dress Code for Students / and Dress Code for Staff* was approved by the Board in 2001. The policy is due for a substantial overhaul as the policy reflects out-of-date legislation and internal policy documents that no longer exist. Furthermore, the appropriate dress policy mixed students in with staff.

DEVELOPMENTS:

Staff have developed a policy for consideration that unifies all student dress code matters into one policy and one corresponding administrative procedure. The proposed Dress Code for Pupils policy includes:

- processes for establishing local dress codes for students that includes consultation with the parent community;
- processes and protocols for an elementary school to adopt a Uniform Dress Code;
- differentiation between a Local Dress Code and a Uniform Dress Code; and
- a definition of 'principles of modesty'.

The Dress Code for Pupils Policy has been vetted in accordance with the Board's policy on Policy Development.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Appropriate Dress Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Dress Code for Pupils Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Dress Code for Pupils

		Policy Number:	200.10
Adopted:	June, 2011	Former Policy Number:	n/a
Revised:	TBD	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that proper dress for pupils helps to create a positive and safe Catholic learning environment consistent with the mission and values of the Board.

Policy Statement:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board that:

1. All schools within the jurisdiction of the Board shall adopt a Local Dress Code or Uniform Dress Code.
2. The Local Dress Code shall comply with the “principles of modesty”.
3. Dress Codes must be consistent with all Board policies related to procurement, health and safety, safe schools and principles of equity and inclusion.
4. School dress codes must take into consideration:
 - affordability
 - student/family mobility
 - consequences for non-compliance with the Local Dress Code
 - safety conditions
 - age of the students
 - maintenance of proper decorum
 - neatness and cleanliness
 - students with special needs
5. The responsibility for meeting the expectations of the Local Dress Code is primarily that of the parents/ guardians of the students.
6. The enforcement of the Local Dress Code is the responsibility of the principal and school staff are expect to support its consistent implementation.
7. Any action taken to implement the requirements of this policy, including the application of supports and consequences to students, must be consistent with the provincial requirements through applicable Policy/Program Memoranda or applicable legislation and the Board’s policies relating to safe schools and progressive discipline.
10. Local Dress Codes shall be subject to periodic review at the request of the either the school principal or the chair of the Catholic School Advisory Council. The review shall include a process for consultation with students, teachers, and staff working in the schools, parents/guardians and school advisory councils.
11. Administrative procedures shall accompany this policy to address the approval process for establishing Uniform Dress Codes, considerations for the consultation process to review Local Dress Codes, and considerations to guide the compliance to Local Dress Codes.



Brant Haldimand Norfolk Catholic District School Board

Glossary of Key Policy Terms:

Principles of modesty

All student attire must be in keeping with our Catholic teachings and beliefs, and reflect principles of modesty and shall not include the following:

- short shorts/skirts, bare midriffs, halter tops, tank tops, etc.
- accessories such as spiked bracelets/necklaces or any externals not in keeping with the spirit of the dress code as determined by the local school
- language and/or representation on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group

Uniform Dress Code

Prescriptive in nature, determined by the school, specifying clothing that must be purchased from a particular uniform supplier, often with guidelines as to when certain items can/must be worn. No variations from this uniform dress are permitted except as are provided in the Local Dress Code.

Local Dress Code

Refers to the dress code adopted by a school without a Uniform Dress Code.

References:

Education Act, R.S.O. 1990, c. E.2
Education Act – O. Reg. 612/00
Education Act – R.R.O. 1990, Reg. 298
Dress Code for Pupils Policy – Toronto Catholic District School Board



Dress Code for Pupils AP 200.10

Procedure for:	Principals and Vice-Principals	Adopted:	June, 2001
Submitted by:	Chris N. Roehrig (Director of Education)	Revised:	TBD
Category:	Students		

Purpose

Purpose of this Administrative Procedure is to provide direction to school staff regarding the establishment, review and implementation of Local Dress Codes including Uniform Dress Codes. This Administrative Procedure also outlines the procedures related to the ongoing consultation process for established dress codes as well as the enforcement of Local Dress Codes.

Responsibilities

This Administrative Procedure includes direction to supervisory officers, principals, parents and students.

Procedures

1.0 Development and Implementation of Local Dress Codes

- 1.1 All school principals shall seek input from the community through the Catholic School Advisory Council (CSAC) in establishing or changing a Local Dress Code.
- 1.2 Based upon community consultation through the CSAC, principals shall:
 - develop and implement the Local Dress Code
 - communicate the Local Dress Code to the school community
 - encourage full compliance with the Local Dress Code as part of the school Code of Conduct
 - develop measures to deal with issues of affordability and non-compliance
 - develop incentives to promote compliance
 - publish the school's Local Dress Code annually
 - ensure that the voting results are available for review while protecting the confidentiality of respondents
 - review the Local Dress Code at the request of the school principal or the chair of the CSAC
- 1.3 Students are expected to comply with the Local Dress Code for their school.
- 1.4 School staff is expected to support the consistent implementation of the Local Dress Code, according to the local school Code of Conduct.
- 1.5 Parental support of the Local Dress Code for their school is essential for upholding a positive and safe Catholic learning environment in our schools.
- 1.6 The principal of each school has the discretion to determine whether a student is in violation of the Local Dress Code and will consider mitigating circumstances that would prevent a student from complying.
- 1.7 Any action taken to implement the requirements of this policy, including the application of consequences to students, must be consistent with the requirements of applicable legislation, Policy/Program Memoranda and Board policies related to progressive discipline of pupils.



- 1.8 Consequences for students who do not comply with the policy shall be established by the principal in consultation with CSAC and shall be incorporated into the local school Code of Conduct.
- 1.9 Non-compliance with the Local Dress Code shall include but is not limited to sayings, pictures, and logos that address or display sexual content, substance abuse, violence, profanity, inappropriate references to nationality, race or gender, articles of clothing in serious disrepair.
- 1.10 **No student will be denied access to school** as a result of inability to afford clothing required by a school's Local Dress Code. Strategies shall be in place to address issues of affordability and may include: giving advance notice to parents, supplier incentives for parents, supplier discounts, swap days, donation of outgrown items, etc.

2.0 Approval Process For Establishing A Uniform Dress Code

Should an elementary school wish to establish a Uniform Dress Code the following approval process will apply.

- 2.1 The school will develop and distribute an action plan, including a communication strategy and voting process (see below) to determine what the Local Dress Code should be for their own school (suggested by December of the school year preceding implementation).
- 2.2 The school will have a community meeting at least two weeks prior to voting
- 2.3 The Catholic School Advisory Council must be involved in the development and implementation of this action plan. The approval process shall:
 - * provide for a vote every five years to be initiated by the principal in consultation with the CSAC;
 - * clearly establish which parents or students are eligible to vote;
 - * ensure that a minimum of 70% of the eligible respondents have cast a vote;
 - * not include proxy voting;
 - * ensure that information regarding the expected costs to families be given to all families that are voting;
 - be completed by February for successful implementation in the following school year and include all families registered at the school for September of next school year;
 - entitle each family to one vote per student registered in the school (excluding the grade 8 students);
 - require that at least 80% support of those eligible to vote is required to determine whether the Local Dress Code will change from:
 - an Appropriate Dress Code to a Uniform Dress Code
 - a Uniform Dress Code to an Appropriate Dress Code
 - a Uniform Dress Code to an alternate Uniform Dress Code
 - failing the 80% "YES" vote, the Local Dress Code will remain unchanged.

Glossary of Key Policy Terms

Principles of modesty

All student attire must be in keeping with our Catholic teachings and beliefs, and reflect principles of modesty and shall not include the following:

- short shorts/skirts, bare midriffs, halter tops, tank tops, etc.;
- accessories such as spiked bracelets/necklaces or any externals not in keeping with the spirit of the dress code as determined by the local school;
- language and/or representation on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group.



Uniform Dress Code

Prescriptive in nature, determined by the school, specifying clothing that must be purchased from a particular uniform supplier, often with guidelines as to when certain items can/must be worn. No variations from this uniform dress are permitted except as are provided in the Local Dress Code.

Local Dress Code

Refers to the dress code adopted by a school (may or may not have a Uniform Dress Code., i.e., most elementary schools).

References

- Education Act, R.S.O. 1990, c. E.2
- Education Act – O. Reg. 612/00
- Education Act – R.R.O. 1990, Reg. 298
- Dress Code for Pupils Policy – Toronto Catholic District School Board

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: February 26, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

DISTRIBUTION OF MATERIALS

Public Session

BACKGROUND INFORMATION:

The former *Advertising and Materials Distribution in Schools* Policy 400.08 was approved in April 2004 and provided direction to the public and to staff regarding the distribution of advertising and materials in our schools. The average request was to distribute paper flyers, coupons, information sheets, etc. These requests came to the Manager of Communications via mail or email for review and approval. During the 2008-09 school year, over 800 items for distribution were submitted, reviewed and acted on.

DEVELOPMENTS:

Significant changes pertaining to the distribution of materials including the volume of requests, the appropriateness of the items, and the format of the items prompted a review of our policy and accompanying administrative procedures.

For-profit advertising is no longer appropriate for distribution in our schools. For-profit advertising will not be distributed.

Many request for distribution now pertain to the electronic format of information. Staff will not use the internal mail system to distribute electronic information for organizations, but may use the internal portal to post educational student and staff opportunities. This procedure is in support of the appropriate use of the internal mail system and resources.

All requests for distribution will be received and reviewed by the school principal. The school principal is well connected with staff, students and families and is the best person to determine the needs of the school community. Based on this knowledge and on a set of criteria, the school principal will determine what is appropriate for distribution in his/her school.

The revised policy and administrative procedures was vetted in accordance in accordance with the Board's policy on Policy Development.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the "Advertising and Materials Distribution in Schools" policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Distribution of Materials Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: DISTRIBUTION OF MATERIALS

		Policy Number:	400.08
Adopted:	April 27, 2004	Former Policy Number:	n/a
Revised:	TBD	Policy Category:	Operations
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board is committed to excellence in learning and living in Christ. Our schools endeavour to develop relationships with the community we serve. Open communication and sharing information helps build strong lasting relationships.

Policy Statement:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to:

1. allow advertising and distribution of materials in schools provided that it is in keeping with the mission and values of the Board and the Catholic Church; and
2. provide consistent direction and guidelines to Supervisory Officers, Principals and Managers/Supervisors for the approval of requests for, but not limited to, the following: post, display and/or distribute information, literature, advertising, announcements, coupons, admission passes, fundraising information and other similar requests to its students, staff and trustees.

Glossary of Key Policy Terms:

Material

Materials mean all printed and non-printed materials intended for distribution in an elementary or secondary school. Examples include but are not limited to: pamphlets, stickers, brochures, buttons, flyers, petitions, posters, questionnaires, surveys, contests, DVDs, videos, website urls and CD ROMs.

References

Education Act, Regulation 298, Section 24, Advertisements and Announcements



Distribution of Materials AP400.08

Procedure for:	Principals, Vice-principals, Staff	Adopted:	April 27, 2004
Submitted by:	Chris N. Roehrig, Director of Education	Revised:	N/A
Category:	Operations		

Purpose

Purpose of this Administrative Procedures is to provide direction to Principals, Vice-principals and staff regarding expectations and best practices related to receiving and distributing information in schools.

Responsibilities

Principals and vice-principals shall follow the direction in this administrative procedure.

Information

Prior to distributing any information, all content must be carefully reviewed. Schools will deny permission to distribute if the content does not support our Catholic values and beliefs or is not in agreement with the statements in this procedure. This procedure clarified the criteria for approving or denying the distribution of materials.

Procedure

1.0 Permission to distribute

Organizations shall contact the individual schools for permission to distribute material. The school principal/vice-principal is responsible for reviewing a copy of the material an organization wishes to distribute. The material must be appropriate for our Catholic school community.

2.0 Determining appropriateness of material

To help determine what type of material is appropriate for distribution, please review the following lists:

1. Statements to consider
2. Do not distribute / not permitted
3. Examples of appropriate material

1. p Is the information in agreement with the following statements?

- .. The material is consistent with the beliefs of our Catholic learning community.
- .. The material is related to the Catholic elementary or secondary curriculum or academic pursuits.
- .. Distributing the material helps to build positive community relationships.
- .. The material supports the curriculum, faith and/or the academic goals of the Brant Haldimand Norfolk Catholic District School Board.
- .. The requesting organization is not-for-profit.
- .. The material contains information stating who the sponsor is and includes contact information.
- .. The material is age appropriate.



2. Distribution of the following is not permitted:

- § Materials that are not in the best interest of our Catholic learning community.
- § Material from commercial enterprises, for-profit organizations or private individuals.
- § Materials that are of a partisan political nature.
- § Material that interferes with school or Board educational objectives.
- § Materials of a discriminatory nature pertaining to race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.
- § Materials that would be objectively considered sexually inappropriate, libellous, harmful to a person's reputation, indecent, violent, insulting, harassing.
- § Materials which advertise any product, inappropriate service or service that does not support the beliefs of our Catholic learning community.
- § Materials that promote non-Catholic worship services or events (particularly youth groups), unless they are of an ecumenical nature and approved by the Pastor of the Parish.

3. Examples of material an administrator may choose to distribute:

- § Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs.
- § Catholic Parent/Teacher Association and/or School Advisory Council.
- § Catholic Church-associated groups, i.e., Parish Councils, Catholic Women's League, Catholic Youth Organizations. Where appropriate, materials from these organizations should be approved by the Pastor of the Parish.
- § Community Partner information and/or events (including approved information from Haldimand County, Norfolk County, City of Brantford, County of Brant, Best Start).

3.0 Distributing paper material

If approved by the school principal or vice-principal, the distributing agency/organization will be responsible for printing/copying, bundling, and dropping off the publication to the school.

The school is permitted to share classroom and total school population numbers with the distributing agency/organization.

Parent/student emails or other personal contact information is not permitted to be shared with the distributing agency/organization.

4.0 Distributing electronic material

The Brant Haldimand Norfolk Catholic District School Board will not forward information to schools or employees using our electronic mail system. Staff may, however, place appropriate materials in the employee portal. Please refer to the portal's 'Terms of Use' for posting details.

Definitions

Material

Materials mean all printed and non-printed materials intended for distribution in an elementary or secondary school. Examples include but are not limited to pamphlets, stickers, brochures, buttons, flyers, petitions, posters, questionnaires, surveys, contests, DVDs, videos, website urls and CD ROMs.

References

N/A

Brant Haldimand Norfolk Catholic District School Board

BOARD BY-LAWS

Relating generally to the conduct of the
operational and procedural affairs
of the Board

Enacted: June 8, 1998
Amended: June 10, 2003
January 25, 2005
October 23, 2007
February 26, 2008
April 29, 2009
May 25, 2010
January ____, 2013

Chair of the Board: June Szeman

Secretary of the Board: Chris N. Roehrig

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NOTES:

Conflict of Interest – included in Board Policy 100.04

Trustees’ Code of Conduct – see Board Policy 100.04

1.0 PREAMBLE

- 1.1 Pursuant to the provisions of the Education Act and regulations thereunder, the By-laws of the Brant Haldimand Norfolk Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.
- 1.2 Procedural By-Laws of the Brant Haldimand Norfolk Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education and Secretary.

2.0 INTERPRETATION

2.1 Definitions and Meaning of Terms

For this By-Law and all other By-Laws of the Board, unless the context otherwise requires:

- 2.1.1 the singular includes the plural;
- 2.1.2 “ACT” means the Education Act as amended from time to time;
- 2.1.3 “ANNUAL MEETING” means the first meeting held in December of each year, which is not a municipal election year;
- 2.1.4 “BOARD” means the Brant Haldimand Norfolk Catholic District School Board which, in accordance with the Education Act, is a Roman Catholic School Board in union with the See of Rome;
- 2.1.5 “CHAIR” means the Chair of the Board, any Committee or Subcommittee established by the Board;
- 2.1.6 “COMMITTEE” means Committee of the Whole, any special or ad hoc Committee established by the Board;
- 2.1.7 “DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD” means the Chief Executive Officer of the school Board;
- 2.1.8 “EX-OFFICIO” means by “virtue of office”. The Chair of the Board, when acting as “Ex-Officio” to a committee, is counted in the quorum of any committees and has the right to make motions, discuss motions and vote on all questions;
- 2.1.9 “INAUGURAL MEETING” means the first meeting of a newly elected board to be held following a municipal election and the commencement of the term of office;
- 2.1.10 “IN-CAMERA MEETING” means a private meeting of the whole board or a committee from which the public is excluded, as per the Education Act, Section 207 (2);
- 2.1.11 “MEETING” includes a meeting of the Board and of Committees;

- 2.1.12 “OFFICERS” means the Chair of the Board, the Vice Chair of the Board, the Secretary of the Board, and the Treasurer of the Board.
- 2.1.13 “STATUTORY COMMITTEE” means any committee that, by statute, the Board is required to appoint;
- 2.1.14 “STUDENT TRUSTEE” means the person designated as a non-voting trustee of the Board, representing the interests of pupils within the Board on any matters before the Board of Trustees, including but not limited to government legislation and policies or operational practices.
- 2.1.15 “TREASURER” means the person appointed within the Act to fulfill the responsibility of the Treasurer to the Board;
- 2.1.16 “TRUSTEE” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the Municipal Elections Act;
- 2.1.17 “VICE CHAIR” means the Vice Chair of the Board; any Committee or Sub-committee established by the Board;
- 2.1.18 “YEAR” means, unless qualified by word “calendar” or “school year”, the period commencing on the first day of December, and ending on the last day of November next following.

2.2 Calculation of Majorities

Whenever in the By-laws of the Board there is provision for a majority of Trustees present or a majority of all Trustees, such majorities shall be calculated as the simple majority, unless otherwise specified.

3.0 NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be the “Brant Haldimand Norfolk Catholic District School Board” and it shall have jurisdiction as is provided by the Education Act and Regulations.

4.0 STRUCTURE OF THE BOARD

The structure of the Board and its committees will be structured according to the descriptions that follow:

4.1 Board of Trustees

- 4.1.1 Composed of six (6) Trustees.
- 4.1.2 Performs duties according to the Education Act and Regulations.
- 4.1.3 All Trustees shall be entitled to notice of, to attend and to speak at all Meetings of all Committees composed only of Trustees, except:
- meetings of salary negotiating committees;
 - meetings of any committee required by any collective agreement; and
 - meetings of the Executive Council.

4.2 Executive Council

- 4.2.1 Composed of
- the Chair of the Board;
 - the Vice Chair of the Board;
 - the Director of Education and Secretary of the Board; and
 - the ~~Association Director, Corporate Services~~ **Superintendent of Business** and Treasurer.
- 4.2.2 Functions include reviewing and assisting with the preparation of agendas for Board and Committee of the Whole meetings and system planning, coordination and communication.

4.3 Statutory Committees

4.3.1 Special Education Advisory Committee (S.E.A.C.)

4.3.1.1 Composed of

- one Trustee of the Board;
- Superintendent of Education (responsible for Special Education); and
- Community Representatives (The composition of Special Education Advisory Committee is outlined in Reg. 464/97, Section 2)

4.3.1.2 Functions include examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services.

4.3.2 Supervised Alternative Learning (**S.A.L.) Committee** ~~for Excused Pupils (S.A.L.E.P.)~~

4.3.2.1 Composed of **at least**

- one (1) Trustee of the Board;
- **one (1) Supervisory Officer or designate**; and
- **one (1) Community Representative** (non-employee) appointed by the ~~Chair of the Board~~ **Supervisory Officer**

4.3.2.2 In accordance with Ontario Regulation 374/10, the function of the S.A.L. Committee is to make decisions at meetings regarding Supervised Alternative Learning by pupils of the Board.

4.3.3 Discipline Committee

4.3.3.1 Composed of three (3) trustees.

4.3.3.2 Established annually and meets monthly or as necessary.

4.3.3.3 Functions include hearing suspension appeals and expulsion requests.

4.3.4 Audit Committee

4.3.4.1 Composed of

- 4.3.4.1.1 two (2) trustees
- 4.3.4.1.2 Superintendent of Business & Treasurer
- 4.3.4.1.3 two external members (3-year term)

4.3.4.2 Established as per Section 253.1(1) of the Education Act and Regulation 361/10

4.3.4.3 Meets three times annually, at a minimum.

4.3.4.4 Functions include assisting the Board of Trustees in fulfilling its duties related to governance and oversight. Duties fall under the following key areas: financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors, and the Board's compliance with its obligations under legislation.

4.4 **Standing Committees:**

4.4.1 Committee of the Whole

4.4.1.1 Composed of

- Trustees of the Board
- Director of Education; and
- ~~Associate Director; and~~
- Superintendents of Education, as required

4.4.1.2 Chair of this Committee will be the ~~Vice~~ Chair of the Board

4.4.2 Functions include reviewing educational, operational, policy and financial issues and making recommendations, as necessary, to the Board for approval, unless there are strict timelines that will inherently cost the Board money by delaying passage, or said motion needs to meet Provincial timelines.

4.5 **Ad-Hoc Committees**

4.5.1 The Board may establish ad-hoc committees as deemed appropriate.

4.5.2 The establishing motion shall indicate the mandate of the committee, the membership of the committee, and the due date of the final report.

5.0 OFFICERS OF THE BOARD

5.1 The Officers of the Board shall consist of:

- the Chair;
- the Vice Chair;
- the Director of Education and Secretary of the Board; and
- the ~~Associate Director, Corporate Services~~ Superintendent of Business and Treasurer.

5.2 Election of Chair

- 5.2.1 Appointment of Scrutineers
The presiding officer shall name two (2) scrutineers for the election of officers.
- 5.2.2 Nomination and Election of Chair
The Presiding Officer shall conduct the election for the office of the Chair of the Board, which shall be as follows:
- 5.2.3 Nomination shall be by secret ballot.
- 5.2.4 The Presiding Officer shall announce the result of the nominations by declaring the names of those nominated. The nominees will declare their intention. The count shall not be declared.
- 5.2.5 Voting shall be conducted by secret ballot.
- 5.2.6 The Trustee receiving a clear majority of the votes cast by all Trustees present shall be declared elected.
- 5.2.7 Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chair is elected.
- 5.2.8 In case of equality of votes (with only two candidates remaining), one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position as per Section 208(8) of the Education Act.
- 5.2.9 The Presiding Officer shall announce the result of the ballot by declaring the name of the Trustee who has received a clear majority of the votes cast and shall not declare the count.

5.3 Election of Vice Chair

- 5.3.1 The Chair shall then take the Chair and shall conduct the election for the office of Vice Chair using the same procedures as set out for the election of the office of the Chair.
- 5.3.2 At the first meeting after a vacancy occurs in the office of Vice Chair, the vacancy shall be filled by the same method used for the election at the inaugural meeting.

5.4 Officers' Duties and Rights

- 5.4.1 **Duties of the Chair (as per Education Act 218.4, 2009, c. 25, s. 25)**
~~The Chair, in addition to those duties assigned under provincial legislation and these By-laws, shall:~~
- ~~— preside at all meetings of the Board and conduct them according to the By-laws;~~
 - ~~— be a signing officer of the Board as prescribed in the By-laws;~~
 - ~~— assists in the preparation of the final agenda for Board meetings with the Director of Education and may:~~

- ~~— establish committees and appoint the members thereof;~~
- ~~— call special meetings of the Board; and~~
- ~~— issue statements to the public media on behalf of the Board.~~

- (a) preside over meetings of the board;
- (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;
- (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
- (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
- (g) provide leadership to the board in maintaining the board's focus on the multi-year plan;
- (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
- (i) assume such other responsibilities as may be specified by the board.

In addition to the duties assigned under provincial legislation, and these By-Laws, the Chair shall:

- (j) be a signing officer of the Board as prescribed in the By-Laws; and
- (k) call special meetings of the Board.

5.4.2 Rights of the Chair

If eligible by law to vote on a matter, the Chair of the Board, when present, shall:

- be an ex-officio member of all Committees;
- be counted in determining the quorum; and
- have the right to vote at all Committee Meetings; however, the intention to vote must be declared when the item is first on the floor.

5.4.3 Duties of the Vice Chair

The Vice Chair, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those that are precluded by law, By-law, or regulation;
- ~~— serve as Chair of the Committee of the Whole;~~
- be a signing officer of the Board as prescribed by the By-laws; and
- perform duties as outlined from time to time by the Chairperson.

5.4.4 Rights of the Vice Chair

The Vice Chair, when delegated by or in the absence of the Chair, shall have all powers of the Chair, including the right to vote, if eligible by law to vote on a matter, provided that whenever the Vice Chair exercises any of the powers of the Chair, the absence of, or the delegation by, the Chair shall be presumed.

5.4.5 Duties of the Secretary of the Board

The Secretary of the Board, in person or by designate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- attend all meetings of the Board and meetings of Committees;
- prepare minutes of all meetings;
- keep records as required by law and subject to the directions of the Board;
- conduct the official correspondence of the Board;
- receive and pass on to the Board, Committee of the Whole, or the relevant Committee, all correspondence, petition and reports of other officials;
- prepare, in consultation with Executive Council, the draft agenda of all Board, Committee of the Whole, and Committee meetings;
- maintain an up-to-date policy register;
- maintain charge of all correspondence, reports, and other documents;
- promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware; and
- issue verbal or written statements on administrative matters coming under his/her duties and responsibilities; press releases may be issued.

5.4.6 Duties of the Treasurer of the Board

The Treasurer of the Board, in addition to those duties assigned under provincial legislation and the By-laws, shall:

- submit to the Board annually a statement of estimated revenue and expenditures;
- have prepared for submission to the Board the annual financial statements and the auditor's report;
- report annually to the Board particulars of existing insurance bonds expiring during such year with recommendations for renewal; and
- report to the Board from time to time and as required by the Board on all financial matters.

6.0 MEETINGS OF THE BOARD

6.1 Inaugural and Annual Meetings

6.1.1 Presiding Officer

The Presiding Officer at the Inaugural Meeting and Annual Meeting shall be the Director of Education and Secretary of the Board or designate until the Chair is elected.

6.1.2 Meeting Proceedings

6.1.2.1 Inaugural Meeting

- The Inaugural Meeting to be held in the calendar year in which all Trustees are elected or acclaimed at the regular Municipal Election under the Municipal Elections Act shall be held in accordance with the Act.

- The Inaugural Meeting shall include an Inaugural Liturgy.
- At the Inaugural Meeting of the Board, the Chief Executive Officer shall read the returns of the election as certified by the Municipal Clerks.
- At the Inaugural Meeting of the Board, every Trustee elected to the Board shall make and sign the Declaration of Office and Oath of Allegiance before the Secretary of the Board or before such person authorized to administer an oath.

6.1.2.3 Annual Meeting

- The Annual Meeting of the Board, to be convened in the years between Municipal Elections, shall be held in accordance with the Act.
- The Annual Meeting shall include a Liturgy.

6.1.3 Additional Business

The Inaugural and Annual meetings shall include further business as follows:

6.1.3.1 the appointment of the Auditors for the Board;

6.1.3.2 the passing of a resolution authorizing the Director of Education and Secretary or ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer and the Chair or Vice Chair to borrow from time to time by way of promissory note, such sums as the Board considers necessary to meet current expenditures of the Board until the current revenue has been received; and

6.1.3.3 any urgent business of the Board.

6.2 Regular Meetings of the Board

6.2.1 Board Meeting

6.2.1.1 Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Brant Haldimand Norfolk Catholic District School Board will conduct regular meetings of the Board at 7:00 p.m. on the fourth Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

6.2.1.2 School Holidays

During the months of March and December, school holidays impact on the regularly scheduled meeting dates. In December, there will be two meetings: the Inaugural or Annual Meeting as legislated, and a Board Meeting on the second Tuesday of the month. In March, both the Committee of the Whole Meeting and the Board Meeting will be scheduled after the planned March Break.

6.2.1.3 Summer Meetings

The Board will recess from its regular meeting schedule from July 1st to August 31st of each year. The Chair of the Board is authorized to schedule any meetings during July and August as required.

6.2.2 Committee of the Whole Meeting

6.2.2.1 The Committee of the Whole shall be composed of all six trustees and will meet at 7:00 p.m. on the third Tuesday of each month at 322 Fairview Drive, in the City of Brantford.

~~6.2.2.2 The Vice Chair of the Board shall be the Chair of the Committee of the Whole.~~

6.2.2.2 The Committee of the Whole will report directly to the Board on a monthly basis.

6.3 Special Meetings of the Board

6.3.1 Special meetings of the Board shall be held by order of the Board, on the written request of ~~four (4)~~ **three (3)** Trustees to the Chair or the Director; on the call of the Chair; or at the request of the Director of Education.

6.3.2 The Trustees shall be given a 24-hour notice for special meetings, except in emergency situations.

6.3.3 Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-laws, no other business shall be considered.

6.4 Electronic Meetings

(as per Education Act s.208.1, O. Reg. 463/97, O. Reg. 268/06, O. Reg. 234/04)

6.4.1 The Board may hold a meeting of the board or committee meetings (including Committee of the Whole) using electronic means.

6.4.2 The public will be notified about electronic meetings at Board designated sites through postings on the Board's website.

6.4.3 The electronic means by which the meeting will be held may be one of teleconference, videoconference or webconference. The electronic means must provide for a manner to verify that a trustee has left the meeting in the case that the trustee declares a conflict of interest.

6.4.4 At the request of any board member or student trustee, the board shall provide the member or student trustee with electronic means for participating in meetings of the board or of a committee of the board. The electronic means shall permit the member or student trustee to hear and be heard by all other participants in the meeting.

6.4.5 Subject to any conditions or limitations provided for under the Education Act or under Regulations, a member of a board who participates in a meeting through electronic means shall be deemed to be present at the meeting.

- 6.4.6 Roll call for all electronic meetings will be taken verbally and duly recorded to ensure Board members and the student trustee are recognized as in attendance.
- 6.4.7 Board members or the student trustee participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
- 6.4.8 Whatever the electronic means, where a trustee declares a conflict of interest, the trustee shall excuse himself from the meeting and follow the procedures noted in the Trustees' Code of Conduct policy 100.04 by leaving the electronic conference.
- 6.4.9 At every meeting of the board or of a committee of the whole board (including electronic meetings), the following persons be physically present in the meeting room of the board:
- a) The chair of the board or his or her designate.
 - b) At least one additional member of the board.
 - c) The director of education of the board or his or her designate.
- 6.4.10 At every meeting of a committee of the board, except a committee of the whole board, the following persons are to be physically present in the meeting room of the committee:
- a) The chair of the committee or his or her designate.
 - b) The director of education of the board or his or her designate.
- 6.4.11 The meeting room of the board or of a committee of the board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board.
- 6.4.12 The chair of the board, in consultation with the director of education, shall determine whether electronic means should be provided at one or more locations within the area of jurisdiction of the board, to permit participation by members of the public in meetings.
- 6.4.13 Where the board determines that electronic means should be provided under this section, the board shall:
- a) provide for the extent and manner of participation by members of the public through electronic means; and
 - b) ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act.
- 6.4.14 Should the board refuse to provide a member with electronic means of participation in a meeting of the board, a meeting of a committee of the whole board or a meeting of any other committee of the board, where to do so is necessary to ensure compliance with this section, the member will be notified in writing by the chair of the board at least 24 hours prior to the start of the meeting along with a rationale for not being able to provide the member with the electronic means to participate.
- 6.4.15 Should there be technical difficulties and the electronic portion of the meeting is interrupted, the meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the meeting.

6.4.16 Should there be technical difficulties and the electronic portion of the meeting cannot be reconvened before the end of the recess provided in subsection 6.4.15:

6.4.16.1 Subsection 6.5.3 shall apply if there is no quorum;

6.4.16.2 The minutes of the meeting shall indicate the time of any electronic disruption and the recess determined by the chair of the meeting, and the name of any trustee who thereby ceases to be present.

6.5 Quorum for Meetings

6.5.1 Subject to the Municipal Conflict of Interest Act, a majority of the Trustees of the Board shall constitute a quorum for meetings of the Board and of the Committee of the Whole Board.

6.5.2 A majority of Trustees eligible to vote who are members of the Committee shall constitute a quorum for Meetings of the Committee when a committee is composed of only Trustees.

6.5.3 If a quorum is not present within fifteen (15) minutes after the time appointed for any Meeting (or such longer time as may be agreed upon by the Trustees eligible to vote then present), the person assigned as Recording Secretary shall record the names of the persons present and the meeting shall stand adjourned, to be reconvened within seven (7) days at the call of the Chair.

6.6 Notice of Meetings

6.6.1 Written notices of all meetings of the Board and ~~Statutory Committees~~ shall be transmitted, along with the Agenda of the Meeting, at least forty-eight hours before the time of meeting. The agenda may be amended at the opening of a meeting with the consent of the majority of Trustees present at the meeting.

6.6.2 Agendas for the regular meetings shall be made available on the board website and also provided to the following:

- Supervisory Officers of the Board;
- Principals;
- President or Chairs of the local employee groups who have requested the public agenda;
- members of the local news media; and
- public in attendance (if requested).

6.6.3 Portions of the agenda dealing with in-camera shall be distributed only to Trustees and, if applicable, to senior staff and the student trustee.

6.6.4 A Trustee who cannot attend a Board meeting shall inform the Director of Education before the meeting.

6.6.5 The Education Act states – “If a member of a Board absents himself/herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the Board, he/she thereby vacates his/her seat and the provisions of the Act with respect to the filling of vacancies apply.”

6.7 Maximum Length of Meetings

No meeting shall continue in session for more than three and one-half (3½) hours. A meeting may be extended beyond the limits established with consent of two-thirds of Trustees present.

6.8 Seating Arrangements

As far as practicable, at all Board and Committee of the Whole Meetings, the Chair thereof shall be seated at the mid-point of the Boardroom table with the Director of Education and Secretary to the left of the Chair, ~~the Recording Secretary to the left of the Director, the Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer to the right of the Chair, and the remaining Trustees seated across alphabetically by surname.

6.9 Access to Meetings

6.9.1 In accordance with the Education Act, Section 207(2), a meeting of the Board may be closed to the public (in camera) when the subject matter under consideration involves:

- the security of the property of the Board;
- the disclosure of intimate, personal or financial information in respect of:
 - a member of the Board,
 - an employee or prospective employee of the Board,
 - a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the Board; or
- litigation affecting the Board.

6.9.2 The Presiding Officer may expel or exclude from any meeting any person who ~~has been guilty of~~, **at the determination of the Presiding Officer, has exhibited** improper conduct at the meeting.

6.10 Delegations

6.10.1 Any Catholic School elector or group may request to address the Board as a delegation.

6.10.2 The delegation must provide the request in writing to the Director of Education or the Chair of the Board, at least five (5) days prior to the next regular meeting of the Board or Committee at which the Delegation wishes to be heard.

6.10.2.1 The request shall contain the topic to be discussed and the identity of the Spokesperson(s).

6.10.2.2 The person(s) wishing to address the Board or Committee shall be notified of the date, time and location of the meeting at which the presentation will be made.

6.10.2.3 Delegations will, upon notification, have these regulations shared with them prior to their presentation.

6.10.2.4 Copies of the presentation shall be shared with the Board or Committee at the same time that the agenda is distributed or at such time as the presentation is made.

6.10.2.5 In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made unless the matter is on the agenda as pre-determined.

6.10.2.6 Delegations will be advised that the Chair will not allow content or language which is not consistent with the values of the Board.

6.10.2.7 Following the presentation by the Delegation, questions of clarification only will be allowed through the Chair.

6.10.3 A delegation's presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the Chair.

6.10.4 In-Camera rules shall apply to Delegations of an In-Camera nature.

6.10.5 Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations.

7.0 CONDUCT OF BUSINESS FOR REGULAR BOARD AND COMMITTEE OF THE WHOLE MEETINGS

7.1 Order of Business

The order of business for meetings of the Board that are open to the public shall appear as follows:

- A. ~~Call to Order~~
 - ~~Opening Prayer~~
 - ~~Attendance*~~
- B. ~~Routine Matters~~
 - ~~Approval of the Agenda~~
 - ~~Declarations of Conflict of Interest~~
 - ~~Approval of Minutes of Previous Meeting(s)~~
 - ~~Business Arising from Minutes~~
- C. ~~Presentations & Delegations~~
- D. ~~Committee and Staff Reports~~
- E. ~~Information Items and Correspondence Items~~
- F. ~~Notices of Motion~~
- G. ~~Trustee Inquiries~~
- H. ~~Business In-Camera~~
- I. ~~Report on the In-Camera Session~~
- J. ~~Future Meetings and Events~~
- K. ~~Moment of Silent Reflection~~
- L. ~~Adjournment~~
 - ~~* late arrival or early departure times of Trustees will be noted by the recording secretary~~

- 1. Opening Business
 - 1.1 Opening Prayer
 - 1.2 Attendance *
 - 1.3 Approval of the Agenda
 - 1.4 Declaration of Conflict of Interest

2. Presentations
3. Delegations
4. Consent Agenda
 - 4.1 Approval of Minutes of Previous Meeting(s)
 - 4.2 Any Reports/Minutes that are information only.
5. Committee and Staff Reports
6. Information and Correspondence
7. Notices of Motion
8. Trustee Inquiries
9. Business In-Camera
10. Report on the In-Camera Session
11. Future Meetings and Events
12. Closing Prayer
13. Adjournment
 - * Late arrivals or early departure times of Trustees will be noted by the recording secretary

7.2 Rules of Order

- 7.2.1 The rules of order to be observed at meetings shall be in accordance with the provisions of these By-laws.
- 7.2.2 In all cases for which no specific provision is made in these By-laws, the rules and practice of Robert's Rules of Order, Newly Revised 10th Edition, (Henry M. Robert III, William J. Evans, Daniel H. Honeymann, Thomas J. Blach, Perseus Publishing 2000) shall govern so far as applicable.
- 7.2.3 The Chair or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- 7.2.4 In the absence of the Chair and Vice Chair for any cause, the Board may, from the members present thereof, appoint a Presiding Officer who, during such absence, shall have the powers of the Chair of the Board.
- 7.2.5 The Chair or person presiding may vote on all questions and shall declare this intention after the motion is put to the floor.
- 7.2.6 A tie vote is a lost motion.
- 7.2.7 Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice Chair or in his/her absence, one of the members to fill his/her place until he/she resumes it.
- 7.2.8 Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will make every attempt to allow each person wishing to speak, the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the second to last speaker.
- 7.2.9 No member shall speak for more than five minutes or more than three times on the same question without the permission of the Chair.

7.2.10 Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

7.3 Motions and Debate

- 7.3.1 All motions shall be recorded in the minutes of the meeting and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any further discussion on the motion before the vote.
- 7.3.2 When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- 7.3.3 Any Trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- 7.3.4 A Trustee, prior to speaking to any question or motion, shall address the Chair. The Trustee shall confine remarks to the question at hand.
- 7.3.5 When two or more Trustees wish to speak at the same time, the Chair shall name the Trustee who is to speak.
- 7.3.6 No Trustee shall be interrupted while speaking, except in a case where the Trustee is called to order by another Trustee for a transgression of rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair.
- 7.3.7 Where a Trustee wishes to make a point of order or to seek clarification, he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- 7.3.8 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the request of any member, shall be considered and voted upon separately.
- 7.3.9 No question, once decided by the Board at a regular meeting, shall be reconsidered during that meeting unless someone on the affirmative side requests by motion that Trustees reconsider the pass motion, which is seconded and will take a two-thirds majority to reconsider.
- 7.3.10 If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- 7.3.11 Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.

- 7.3.12 In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- 7.3.13 The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered.
- 7.3.14 If a Trustee does not put new motions or amendments in writing for the Chair, the motion as stated by the Chair and recorded by the secretary shall be the motion.
- 7.3.15 When a motion is under debate, the only motion in order shall be:
- to adjourn,
 - to lay on the table,
 - to put the previous question,
 - to postpone,
 - to refer,
 - to amend, and
 - to vote on the present motion.

Such motion shall have precedence in the order above named; and the first, second and third shall be decided without debate.

A question having been postponed indefinitely shall not be taken up again at the same meeting without a two-thirds (2/3) vote in favour.

7.4 Amendment(s) to Motion:

7.4.1 An amendment may be in any of the following forms:

- a) to “add” or “insert” certain words or paragraphs;
- b) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- c) to “strike out certain words and insert others”, which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- d) to “substitute” another resolution or paragraph on the same subject for the one pending; or
- e) to “divide the question” into two or more questions as the mover specifies, so as to get a separate vote on any particular point or points; If an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

7.4.2 No more than three (3) amendments can be made to a motion.

7.5 Notices of Motion

- 7.5.1 Notices of motion on new matters are required from trustees to give trustees the benefit of advance consideration by themselves and administration before any decision is to be made. No new decisions will be entertained unless a written notice of motion has been provided on new matters at a previous meeting or by way of inclusion in the agenda. Notices of Motion will be given to the Secretary or Chairperson of the Board to include ~~as~~ an item in the ~~regular~~ agenda of a regular meeting no less than seven calendar days prior to the meeting, or communicated in writing at a previous regular meeting, ~~or by notifying the Secretary or Chairperson of the Board prior to the distribution of the agenda.~~
- 7.5.2 A member of the Board must give notice of motion if he/she wishes to:
- a) repeal or make permanent amendment to any of the Board's By-laws;
 - b) recommend an action, which has not been considered and recommended to the Board by a Committee of the Board;
 - c) consider a matter by the Board without reference to a Committee.
- 7.5.3 Regulations regarding Notice of Motion
- 7.5.3.1 A Notice of Motion shall not be seconded at the meeting at which it is initially presented.
- 7.5.3.2 A Notice of Motion is not debatable.
- 7.5.3.3 Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a Proposed Resolution, a Trustee must second it. The number of Notices of Motion, which are presented as Proposed Resolutions at any single meeting, shall be limited in number at the discretion of the Chair.
- 7.5.3.4 Notices of Motion, which are not presented for discussion as Proposed Resolutions at the meeting, shall be presented at the next regular meeting.
- 7.5.3.5 Notices of Motion, which require reports or information, shall be presented to the Board without any written reports by any of the senior officials. However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- 7.5.3.6 The officials may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

7.6 Protocol for Debate

- 7.6.1 When, at a meeting, any member wishes to speak in debate, the member shall raise a hand and await recognition by the Chair.

- 7.6.2 Trustees may speak when recognized by the Chair and may not speak to the issue again:
- unless the Chair of the meeting allows further debate; and
 - only after all other Trustees who wish to speak have been recognized by the Chair.
- 7.6.3 After recognition by the Chair, a member shall at all times during debate:
- maintain a courteous tone;
 - avoid personalities;
 - avoid allusion to motives of other members;
 - address all debate, remarks, questions and the like to the Chair;
 - confine all remarks, questions and the like to the motion, which is the subject of debate.
- 7.6.4 No Trustee who does not have the floor shall interrupt a Trustee who does have the floor except:
- on a point of order;
 - on a question of privilege;
 - to request permission to withdraw a motion;
 - to appeal a ruling of the Chair;
 - on a motion to extend the time limit; and
 - in the event that a Trustee interrupts a speaker pursuant to the authority given in this section, the Trustee shall confine all remarks to the particular point.
- 7.6.5 A Trustee may rise on a point of information, that is, a request for information relevant to the matter on the floor but not related to preliminary procedure, only if the member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time.
- 7.6.6. Any member of the Board may require the question/motion under discussion to be read at any time in the debate, but not so as to interrupt any member while speaking.

7.7 Voting Procedures

- 7.7.1 Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways, with preference being given in the following sequence:
- a) By general or unanimous consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection.
 - b) By show of hands, in which each Trustee present and eligible to vote raises a hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.

- c) By rising, in which each Trustee present and eligible to vote stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted.
- d) By individual recorded vote, in which each Trustee present and eligible to vote raises a hand or stands in place in response to the request of the Chair for the votes in the affirmative and in the negative, as the case may be, until the Chair has called the name of each Trustee as voting, respectively.
- e) By ballot, in which each Trustee eligible to vote shall mark on a ballot provided by the Secretary of the Board, the Trustee's choice from among the available alternatives, the ballots being collected and counted immediately thereafter.

7.7.2 Although the method requested by any Trustee eligible to vote should be used to the extent practicable, the particular method of voting to be used to dispose of any matter shall be governed by the following rules:

- a) Determination by general or unanimous consent will be used only when no trustee eligible to vote objects or requests another method.
- b) Notwithstanding that a show of hands vote has been called for and has been taken, on the request of any Trustee eligible to vote, including the Chair, a rising vote will be taken whenever there is any doubt as to the accuracy of the count on the show of hands; and
- c) Voting by ballot shall be used only when ordered by majority vote or general consent.

7.7.3 Votes Lost on Equality

Any motion on which there is an equality of votes, is lost.

7.7.4 Declaration of Votes

The Chair shall declare the result of all votes.

7.7.5 Recording of Votes

The vote on any question shall be recorded in the minutes as "carried" or "defeated".

8.0 COMMITTEES AND COMMITTEE MEETINGS

8.1 All Committees shall be established by the Board.

8.2 Each of the additional Committees of the Board which require Trustee representation shall be composed of not less than one (1) nor more than three (3) Trustees, unless otherwise provided by resolution of the Board, **with the exception of the Policy Committee. The Policy Committee may be composed of more than (3) Trustees.** The Committee will report, as required, to the Board.

8.3 Sub-Committees may be established by any Committee to consider any matter within the Terms of Reference of the Committee.

- 8.4 Only members of a committee are required to attend that committee's meeting. However, all members of the Board shall receive notice, agenda, and minutes of all committee meetings, if requested. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only members of the committee and the Chair of the Board, if present, shall have voting power.
- 8.5 In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a Trustee to have the recommendations dealt with item by item or as a whole.
- 8.6 Committee reports shall be considered public documents, except reports presented to the In-Camera session.
- 8.7 Committee minutes shall be considered public documents except when the subject matter under consideration involves:
- the security of the property of the Board;
 - the disclosure of intimate, personal or financial information in respect of a member of the Board, an employee or prospective employee of the Board, a pupil or his/her parent or guardian;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; and
 - litigation affecting the Board.
- 8.8 Meetings of a Committee shall be called by the Chair of the Committee. If the Chair of a Committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two of its members. All meetings shall be called or cancelled through the Office of the Secretary of the Board. In the absence of the Chair, providing there is a quorum, the members present will elect an interim Chair for that meeting.
- 8.9 The Chair of the Board shall be an ex-officio member of all Committees of the Board. The Chair may delegate some of the ex-officio duties to the Vice Chair of the Board.

9.0 ACCESS TO RECORDS

- 9.1 Any person may, at all reasonable hours, at the Catholic Education Centre, inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request by any individual or group, a copy of a requested section of minute books, audited financial reports, and the current accounts of the Board will be furnished at a cost as determined under the Freedom of Information and Protection of Privacy Act, 1990.
- 9.2 All other materials made available to the public under the Freedom of Information and Protection of Privacy Act will be made available at a similar fee.

10.0 EXECUTION OF DOCUMENTS

10.1 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, and contracts approved by the Board shall be sealed with the seal of the Board and signed by:

- the Director of Education/Secretary of the Board **or delegate**

together with one of:

- the Chair of the Board; or
- the Vice Chair of the Board; or
- the ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer of the Board.

10.2 In the event of a prolonged absence by the Director of Education/Secretary of the Board, a delegate can be appointed by the Director in charge.

10.2 **Bank Signing Officers**

10.2.1 The signatures of the ~~Associate Director, Corporate Services~~ **Superintendent of Business** and Treasurer ~~of the Board~~, together with one of:

- the Chair of the Board;
- the Vice Chair of the Board; or
- the Director of Education and Secretary ~~of the Board~~;

are required when:

- making, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and foreign exchange;
- issuing cheques, drafts or orders for payment drawn on the bank accounts of the Board.

10.2.2 The Treasurer of the Board, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board, but for the credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

10.2.3 Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the regulations.

10.3 **Board Seal**

The Seal of the Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

10.4 **Seal Register**

The Secretary shall keep a record in a special book of the date and the particulars of each use of the seal.

10.5 **Minutes**

The Chair or other presiding member and the Secretary shall sign the minutes of all Board meetings.

11.0 OTHER PROFESSIONAL SERVICES

The Board will periodically issue calls for proposals for various professional services. The call for proposals will specify the term and specifications of the proposal, which will be presented for approval to the Board.

~~12.0 CONFLICT OF INTEREST GUIDELINES~~

~~According to current Provincial Legislation regarding the Municipal Conflict of Interest Act.~~

12.0 BY-LAW AMENDMENTS

12.1 By-laws of the Board may be amended from time to time at a meeting of the Board (such meeting, hereinafter referred to as the “later meeting”) upon the affirmative vote of a **two-thirds (2/3) majority** of all members of the Board, provided:

- a) written notice of motion proposing the amendment shall have been given at a meeting held prior to the later meeting; and
- b) the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion.

12.2 At any time the By-laws may be amended without notice upon the unanimous vote of all the members of the Board entitled to vote thereon.



Policy: Trustees’ Code of Conduct

		Policy Number:	100.04
Adopted:	July 4, 2002	Former Policy Number:	N/A
Revised:	TBD	Policy Category:	School Board Governance
Subsequent Review Dates:	TBD	Pages:	8

Belief Statement:

As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ. The trustees fulfill this mission by providing strategic vision and stewardship of resources in a manner that reflects the Code of Conduct. In this way, the Board of Trustees model how one lives a life of love and service in Christ.

Policy Statement:

Trustees shall conduct themselves in an ethical and prudent manner. This includes proper use of authority and appropriate decorum in group and individual behaviour. Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

1. Catholic Faith, Community and Culture

Each Brant Haldimand Norfolk Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- (a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- (b) provide an example to the Catholic Community that reflects the teaching of the Church;
- (c) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Provincial Minister of Education;
- (d) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- (e) respect the confidentiality of the Board;
- (f) ensure the affairs of the Board are conducted with openness, justice and compassion;
- (g) work to improve personal knowledge of current Catholic educational research and practices;
- (h) affirm a strong sense of Christian Catholic Community; and
- (i) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

2. Integrity and Dignity of Office

Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-Laws and Policies and any other Act or Regulation that may be applicable to the Trustee's duties.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Trustees are elected to represent all stakeholders in the Brant Haldimand Norfolk Catholic District School Board by articulating and supporting a shared commitment to excellence in Catholic education that



Brant Haldimand Norfolk Catholic District School Board

promotes student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the Board's resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction, oversight and evaluation to ensure the development and delivery of quality education programs in order to maximize the achievement and well-being of all students. As advocates, they inform and influence public perceptions and provincial education law and policy. As community leaders, Trustees engage with the public to build understanding, guidance and active support for publicly funded Catholic education.

3. Civil Behaviour

Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, all members of the Brant Haldimand Norfolk Catholic community, as well as the public. As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate Expectations.

Trustees must:

- (a) respect and comply with all applicable federal, provincial and municipal laws;
- (b) demonstrate honesty and integrity;
- (c) respect differences in people, their ideas, and their opinions;
- (d) treat one another with dignity and respect at all times, and especially when there is disagreement;
- (e) respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
- (f) respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees, and in all matters of communication including email, telephone and face-to-face meetings with staff, parents and other stakeholders, appropriate language and professionalism are expected. Trustees are bound to uphold and abide by all Board Policies.

Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides: "The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting."



**Brant Haldimand Norfolk
Catholic District School Board**

4. Complying With Legislation

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties from time-to-time, and/or Ministry of Education requirements and the Board's By-Laws, Policies and Administrative Guidelines.

All Trustees are expected to comply with the following duties of Board members as set out in Section 218.1 of the *Education Act*:

"A member of a Board shall,

- (a) carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the Board's duties under section 169.1, Board By-Laws and Board Policy;
- (b) attend and participate in meetings of the Board, including meetings of Board committees of which he or she is a member;
- (c) consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1(1)(f);
- (d) bring concerns of parents, students and supporters of the Board to the attention of Board staff through Policies determined by the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day-to-day operations and management of the Board to its staff through the Board's Director of Education;
- (g) maintain focus on student achievement and well-being through the development of policies; and
- (h) comply with the Board's Code of Conduct."

5. Upholding Decisions

Trustees must:

- (a) accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- (b) uphold the implementation of any Board resolution after it is passed by the Board;
- (c) comply with Board By-Laws, Policies and Procedures; and
- (d) refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Brant Haldimand Norfolk Catholic District School Board are the Chair of the Board and the Director of Education.



**Brant Haldimand Norfolk
Catholic District School Board**

6. Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.

Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the Act provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- (a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- (b) not take part in the discussion of, or vote on any question in respect of the matter;
- (c) not discuss the issue with any other person;
- (d) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- (e) where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as defined by this Code of Conduct.

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist, each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a



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relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- (a) maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- (b) fostering the highest standard of professional competence amongst those for whom they are responsible;
- (c) complying with and being seen to comply the letter and spirit of:
 - i) The laws of Canada and the Province of Ontario,
 - ii) Contractual obligations applicable to the Board; and
- (d) rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide upon an issue, about which a member has an unavoidable pecuniary conflict of interest, that member shall absent themselves without comment from not only the vote, but also from the deliberation.

6. Lobbying

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education. Trustees must not communicate with a lobbyist during a procurement process and must not use their influence to gain nor advance the interests of any particular party during a procurement process.

7. Confidentiality

All Trustees acknowledge that, as part of their duties to the Board, they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code*.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence.



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Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

8. Board Resources

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code*.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures / Guidelines regarding the use of Board resources, including information technology resources.

9. Guidelines for Gifts and Hospitality

Moderate hospitality and gifts are an accepted courtesy of a business relationship; however, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts valued at more than \$25.00.

10. Enforcement of the Code of Conduct and the Municipal Conflict of Interest Act

In accordance with the provisions of section 218.3 of the *Education Act*, a breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions:



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- (a) Censure of the Trustee.
- (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- (c) Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.

The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board.



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The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- (a) Make a determination that a Trustee has breached this Code of Conduct.
- (b) Impose a sanction on a Trustee for a breach of this Code of Conduct.
- (c) Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- (d) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

Glossary of Key Policy Terms: N/A

References:

This Moment in Promise, Assembly of Catholic Bishops of Ontario
Education Act and Regulations
Municipal Freedom of Information and Protection of Privacy Act and Regulations
Municipal Conflict of Interest Act
Statutory Powers Procedure Act
Board's Bylaws and Procedures, including Workplace Violence Prevention, Workplace Harassment



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Policy: Educational Field Trips and Excursions

		Policy Number:	500.01
Adopted:	March 30, 2004	Former Policy Number:	n/a
Revised:	April 26, 2011	Policy Category:	Educational Programs
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that well organized educational field trips are of significant value to the participants. Educational field trips are to be consistent with the school board's mission, Catholic graduate and curriculum expectations as outlined in the Ontario Curriculum documents.

Policy Statement:

Educational field trips and excursions will be expected to:

1. Provide a safe and enriching learning opportunity for our students.
2. Enhance the spiritual, academic, cultural, social, or athletic components of the curriculum.
3. Provide a proportional educational value in relation to the time spent travelling, the time spent on the activity, and the cost to each student.
4. Provide evidence of adequate preparation and follow-up.
5. Be accessible to all eligible students regardless of special need or ability to pay.
6. Include adequate supervision under the direction of a teacher or employee of the Board and comply with educational health and safety standards.
7. Address the programmes of those students who are not involved in the proposed activity to ensure that they will not be affected adversely.

Glossary of Key Policy Terms:

Educational Field Trip

An Educational Field Trip is any event or programme which, for educational purposes, has students leaving school property. An Educational Excursion is any event or programme which, for co-curricular purposes, has students leaving school property. Use of this term will not include student exchanges, co-op education, credit/non-credit courses outside of school and outside the regular school day.

References: N/A



EDUCATIONAL FIELD TRIPS AND EXCURSIONS AP 500.01

Procedure for:	All Administrators	Adopted:	March 30, 2004
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	October 23, 2012
Category:	Educational Programs		

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding educational field trips and excursions.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, teachers, the Director of Education and superintendents of education.

Procedures

1.0 General Terms

All educational field trips/excursions shall be organized by a teacher or a principal-designated employee. All educational field trips/excursions shall be a valid extension of the existing school program. The trip organizer shall submit the *Application for Approval to Take Students on an Educational Field Trip* to the school principal for consideration of approval in advance of the trip (Appendix A). Each application shall be completed in full (including all necessary attachments) and shall be subject to terms listed in the *Educational Field Trip and Educational Excursion Approval Matrix* (Appendix B). Schools or organizers are prohibited from raising funds, promoting trips or informing stakeholders about the trip before necessary approvals are in place. Any revisions subsequent to an approved field trip or excursion requires a re-application subject to the terms below, as well as Appendix B.

2.0 Educational Field Trips

Educational field trips shall be directly connected to the curriculum expectations of the subject or course. The maximum amount of instructional time permitted to be used per field trip is two days. Educational field trips shall include pre-trip and post-trip activities. A copy of these activities (including assessment/evaluation) shall be submitted to the principal with the application. For an educational field trip to be of substantial value all students in the related class or course should attend the event. The Board encourages travel within Canada for all educational field trips.

3.0 Educational Excursions (e.g. Athletics, Campus Ministry, and Clubs)

Educational excursions shall be a valid extension of the existing school co-curricular program. The maximum amount of instructional time permitted to be used per excursion is two days. The Board encourages travel within Canada for all educational excursions.

4.0 Extended International Excursions (Secondary Schools)

Tourism-Based Excursions	Catholic Social Teaching Trips
Tourism-Based Excursions shall be a valid extension of existing secondary school programs. No instructional time is permitted to be lost as result of an approved tourism-based excursion. Board staff shall not act as agents or advertise for trips at school or during the school day that are not approved. The Board encourages travel within Canada for all educational excursions.	Mission trips that exemplify the tenets of Catholic Social Teaching should be conducted in Canada. Whenever possible, the organization of the mission work should be coordinated with Catholic agencies. The maximum number of instructional days to be lost for a mission trip is two.



Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Federal Government's Foreign Affairs and International Trade website.⁵ Destinations with travel warnings of level three or higher shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year in advance. All applications for international trips shall be subject to the approval of the Board of Trustees.

Travel Industry Act Compliance - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.¹

Risk Management - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.² Educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited.

Supervision – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. A sufficient number of adult supervisors must be provided. Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.³

The following supervision ratios are the minimum for educational field trip/excursions:

Kindergarten	1:6	Primary	1:10	Junior	1:15
Intermediate	1:20	Senior	1:25		

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student name, address, phone number, emergency contact person (phone number) and their Health Card number. The trip organizer shall follow the Board's policies related to the administration of medication to students and the protection of anaphylactic pupils.⁴ When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/ health and emergency information for all students.

Informed Parent/Guardian Consent – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).⁶

Student Behaviour - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.



Transportation – The safest means of transporting students is by school bus.² Trip organizers are encouraged to use school buses to transport students. Trip organizers and students shall follow the Board policy on student transportation when using buses.⁴ Trip organizers shall consult with the approved vendor list when procuring bus services. The vendor list is maintained by the transportation consortium (<http://www.stsbhn.ca/>). From time to time it may be necessary to use alternative transportation such as private vehicles to transport students. Board employees and trip supervisors shall follow the Board policy on the use of volunteer drivers.⁴ Students are not to travel individually to or from an educational field trip/excursion unless it is approved by the school principal and the parent/guardian. Should a trip organizer choose to rent a vehicle to transport students and staff they shall rent the vehicle in the name of the school board and the optional insurance coverage shall be purchased. Depending on the vehicle capacity, special driver licenses and specific aspects of the Highway Traffic Act will apply.

Volunteers and Volunteer/Trip Drivers - All use of volunteers and volunteer drivers shall be consistent with Board policy.⁴

Emergencies – For all locations that are visited by students and staff – the trip supervisor shall review evacuation and emergency procedures. This may be done at a pre-trip meeting. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the school principal. If a student is ill and/or injured, he or she should not be sent home unaccompanied. Arrangements shall be made with the parents/guardians to secure support for the student. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of an accident or injury.²

Students that Remain at School - The trip organizer and the school principal shall make adequate provision for appropriate school work and supervision for those students that remain at school while their classmates attend an educational field trip/excursion.

Sunday Eucharist - Where an educational field trip/excursion includes a Sunday, the *Application for Approval to Take Students on an Educational Field* shall include provisions for all participants to attend Mass.

Funding - Every reasonable attempt shall be made to ensure that no student is prevented from participating in any educational field trip/excursion through an inability to pay. Any fund-raising for educational field trip/excursions/excursions shall be consistent with Board policy.⁴

Cancellations – Any educational field trip/excursion/excursion may be cancelled at any time at the discretion of the Principal, Superintendent or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parents/guardians or staff.

References

1. <http://www.tico.ca/>
2. <http://www.osbie.on.ca>
3. <http://ophea.net/>
4. <http://www.bhncdsb.ca/>
5. <http://www.voyage.gc.ca>
6. <http://bhnresource.bhncdsb.ca>