



YORK CATHOLIC DISTRICT SCHOOL BOARD POLICY REVIEW COMMITTEE AGENDA

Catholic Education Centre, Board Room
Monday, September 30, 2024 6:30 P.M.

Prayer

Lord, thank you for bringing us together today. We dedicate this meeting to you. Please guide our thoughts and words. Help us make decisions that honor you. Give us wisdom and clarity. May we work together in a spirit of unity and love. Amen.

Land Acknowledgement

We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us. We respectfully acknowledge those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it. We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the Earth.

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Program/Curriculum

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Facilities

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NEW Policy Human Rights

Review Date

Sept. 2022

April 2023

June 2025

November 2018

March 2021

December 2020

September 2027

February 2020

June 2021

November 2023

March 2021

May 2019

January 2022

October 2020

14. FUTURE MEETING DATES: December 2, 2024

15. ADJOURNMENT

York Catholic District School Board

MINUTES
POLICY REVIEW COMMITTEE

June 4, 2024
(Hybrid)

In Attendance

Committee Members: **In person:** F. Alexander, A. Grella (Vice Chair), M. Iafrate (Chair), A. Saggese
 Virtual: M. Barbieri

Absent with Notice: J. DiMeo

Other Trustees: C. Cotton, E. Crowe, J. Wigston

Administration: **In Person:** J.Sarna, A. Arcadi, A. Battick, M. Brosens, A. Burnell-Gentile,
J. Chiutsi, J. De Faveri, K. Elgawbawry, A. Iafrate, T. Laliberte, S. Morrow,
L. Paonessa, T. Pechkovsky, L. Sawicky, J. Tsai, S. Wright
 Virtual: D. Candido, S. Wright
Recording: A. McMahon
Presiding: M. Iafrate - Chair

1. CALL TO ORDER/OPENING PRAYER/LAND ACKNOWLEDGEMENT

Committee Chair M. Iafrate opened the meeting at 6:30 pm with a prayer read by the Vice Chair A. Saggese. The Land Acknowledgement was read by J. Sarna.

2. ROLL CALL

All PRC Committee Members present with the exception of Trustee DiMeo who was absent with notice.

3. APPROVAL OF NEW MATERIAL

N/A

4. APPROVAL OF THE AGENDA

Policy 712 was moved to the October 4, 2024 meeting.

MOTION: Alexander/A. Saggese
CARRIED

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. APPROVAL OF THE PREVIOUS MINUTES

THAT the minutes of March 2024 be approved.

MOTION: Cotton/Saggese
CARRIED

7. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

N/A

8. OUTSIDE PRESENTATION

N/A

9. STAFF PRESENTATIONS

N/A

10. ACTION ITEMS

a) Policy 117 Code of Conduct

The policy that was presented incorporates new requirements from Ministry PPM 128. Minor changes were suggested. Recommendation to move as a draft by Trustees Crowe and Cotton, then to an online consultation. Then it is to come back to the October 4, 2024 Policy Review Committee Meeting.

MOTION:
CARRIED

b) Policy 205 Student Government

J. Sarna presented this policy which was up for review. It now reflects revisions to enhance the transparency and inclusivity of the Student Government process.

MOTION: Cotton/Crowe
CARRIED

c) Policy 208 Student Disability Accommodation

D. Candido presented this policy which has been revised in collaboration with the Student Services Department, to reflect that YCDSB students with ADHD have access to special education support.

MOTION: Wigston/Saggese
CARRIED

d) Policy 307 Opening Exercises

A. Arcadi presented this policy which was revised to reflect the consultation feedback which was requested at the previous Policy Review Committee meeting in March.

MOTION: Wigston/Cotton
CARRIED

e) Policy 311 Digital Discipleship

J. Sarna presented this policy which has also been revised to incorporate the new requirements outlined in PPM 128. This policy will come back for further review and possible consultation.

MOTION:
CARRIED

f) Policy 402 Accommodations for Students

D. Candido presented this policy which was last reviewed June 21, 2016. The policy now incorporates the new classification of Specialized Educational Intervenor (SEI's).

MOTION: Crowe/Alexander
CARRIED

g) Policy 610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke Free Environment

This policy has also been revised to incorporate the new requirements outlined in PPM 128.

MOTION: Crowe/Alexander
CARRIED

h) Policy 808 Travel, Meals and Expense Reimbursement

This procedure was revised to clarify the basis of business travel reimbursement for YCDSB employees.

MOTION: Crowe/Alexander

CARRIED

i) Independent Procedure External Organizations, Groups or Individuals Presenting and/or Distributing Material in Our Schools

This procedure has been revised to reflect new ministry requirements in which schools are to provide detailed notice in advance to parents/guardians whenever guest speakers are invited into their schools. The procedure also now reflects current processes in relation to approvals surrounding distribution of materials in schools.

MOTION: Saggese/Barbieri

CARRIED

11. DISCUSSION ITEM(S): N/A

12. INFORMATION ITEMS AND FUTURE ITEMS: N/A

FUTURE MEETING DATE(S):

October 8, 2024

ADJOURNMENT:

THAT the Policy Review Committee meeting adjourned at 9:06 p.m.

MOTION: Saggese/Barbieri

CARRIED

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Policy Review Committee
FROM: Administration
DATE: September 30, 2024
RE: **Policy 311 Digital Discipleship (Student Use of Technology)**

This report is presented to Trustees to highlight the rationale for the revisions to Policy 311 *Digital Discipleship (Student Use of Technology)*.

BACKGROUND:

In April 2024, revisions to *PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct*, required school boards to update their policies. *PPM 128* introduces new requirements for school board policies on enforcing restrictions on student use of personal mobile devices. Additionally, *PPM 128* mandates that school boards restrict access to all social media platforms on school networks and school devices.

The policy was previously brought to the Policy Review Committee on June 4, 2024, where feedback was provided by Trustees. Following that meeting, the draft policy was sent out for public consultation to gather input from the community.

RECOMMENDATION:

That the Policy Review Committee provide further feedback on Policy 311 *Digital Discipleship (Student Use of Technology)*, based on the revisions presented and the feedback collected from the public consultation process.

ATTACHMENTS

Revised Policy 311 *Digital Discipleship (Student Use of Technology)*.

Prepared By: Alexandra Burnell-Gentile, Policy Advisor
Endorsed By: Jennifer Sarna, Associate Director



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Program/Curriculum	<i>Policy Number</i> 311
<i>Former Policy #</i> 220	<i>Page</i> 1 of 8
<i>Original Approved Date</i> January 15th, 2002	<i>Subsequent Approval Dates</i> October 11th, 2011 November 26, 2013 October 29, 2019

**POLICY TITLE: DIGITAL DISCIPLESHIP
STUDENT USE OF TECHNOLOGY**

SECTION A

1. PURPOSE

The York Catholic District School Board (the “Board”) is committed to safe, secure, equitable and effective use of technology to enhance learning for all students within a Christ-centered school environment. In support of its ongoing commitment to excellence in Catholic Education and to ensure that all become responsible digital disciples of the 21st century, the Board regulates the use of technology on all school board premises, and during sanctioned activities.

2. POLICY STATEMENT **OBJECTIVE**

It is the policy of the York Catholic District School Board to regulate the use of technology including personal devices while fostering a healthy learning environment using good digital discipleship in a safe, respectful and positive manner, guided by gospel values that are consistent with the Board’s Mission, Vision, Core Values and Ontario Catholic School Graduate Expectations.

3. PARAMETERS

- 3.1 The Board recognizes the importance of maintaining the confidentiality of all users of its Information Technology facilities and assets without compromising the ability to regulate, enforce and promote acceptable use guidelines.
- 3.2 The York Catholic District School Board reserves the right to monitor, access and disclose all data and information created, sent and received, processed or stored on Board information technology systems to ensure compliance with Board policies. Access to the York Catholic District School Board wireless network is a privilege, not a right. Any use of the wireless network shall entail personal responsibility and compliance with all York Catholic District School Board policies and school expectations or guidelines.

- 3.3 Students using technology and personal devices:
 - 3.3.1 Shall abide by the York Catholic District School Board Policy ~~248~~ 117 Code of Conduct and respect the need of others to work in an environment that is conducive to learning and teaching;
 - 3.3.2 Are prohibited from engaging in inappropriate or unlawful activities whose examples are listed in, but not limited to Appendix A. Allegations of unlawful or unacceptable use of technology will be addressed through established York Catholic District School Board policies and procedures and, where necessary, disciplinary actions taken in accordance with Safe Schools (Policy 202 Safe Schools - Student Discipline).
- 3.4 The responsibility to keep all board technology and personally owned electronic devices secure and maintained shall rest with the owner. York Catholic District School Board is not liable for any personal device lost, stolen or damaged.
- 3.5 Use of personally owned electronic devices on Board/School Premises and during Board/School sanctioned events shall be as outlined:
 - 3.5.1 For health and medical purposes; ,
 - 3.5.2 To support special education needs; ,
 - 3.5.3 For educational purposes, as directed by an educator.
- 3.6 For grades 7 to 12 students' personal mobile devices shall be stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator under the circumstances outlined in 3.5.
- 3.7 For students in grade 6 and below, students' personal mobile devices shall be stored out of view and powered off or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstances outlined in 3.5.
- 3.8 Students using technology, whether downloading, uploading or sharing information at school or remotely, shall observe and respect any material that is protected by copyright, patent, trademark, service mark and other applicable laws and adhere to strict ethical and lawful conduct in compliance with the Board's Mission, Vision, and Core Values.
- 3.9 Access to the York Catholic District School Board wireless network shall be content filtered to safeguard against inappropriate content.
- 3.10 Users of personally owned devices shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- 3.11 With respect to personal devices, including personal medical devices (PMDs), the Board cannot guarantee the availability of Internet services or security of devices. PMD users should not rely upon the security and availability of the District's internet connections and wireless network services. PMD users with continuous, critical needs should arrange for their own redundant, secure communication systems.
- 3.12 Students and Parent(s)/Guardian(s) shall sign the technology consent form prior to accessing Board technology, either at school or remotely on an annual basis.
- 3.13 Students accessing technology and resources understand that the Board retains

ownership of intellectual property, where the Board's resources or expertise are used to create a product or practice that may have commercial significance.

- 3.14 All electronic communications and social media interactions between students and staff must be directly related to coursework or school sanctioned activities.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Digital Discipleship, Student Use of Technology Policy.

4.2 Superintendent of Curriculum & Assessment

- 4.2.1 To support the implementation and compliance with the Digital Discipleship, Student Use of Technology policy.
- 4.2.2 To review annually the Digital Discipleship, Student Use of Technology policy, with school administrators.
- 4.2.3 To provide resources that will support the appropriate and ethical use of information technology by students.

4.3 Chief Information Officer

- 4.3.1 To oversee, in collaboration with the Superintendent of Curriculum & Assessment the implementation and compliance with the Digital Discipleship, Student Use of Technology policy.
- 4.3.2 To oversee, in collaboration with relevant services such as legal, privacy and risk management, appropriate procedures and guidelines are established to assist board employees to fulfill their responsibilities as set out in this policy.

4.4 ~~Manager of Employee Relations & Privacy~~

- 4.4.1 ~~To oversee, in collaboration with the Chief Information Officer, appropriate implementation of and compliance with the Digital Discipleship, Student Use of Technology policy.~~

4.5 Senior Administration

- 4.5.1 To work with school administrators to ensure that all sections of the Digital Discipleship, Student Use of Technology policy are implemented.

4.6 ~~Instructional Services~~

- 4.6.1 ~~To provide resources that will support the appropriate and ethical use of information technology by students.~~

4.7 Principal

- 4.7.1 To communicate with school staff, students and Parent(s)/Guardian(s) the Digital Discipleship, Student Use of Technology policy.
- 4.7.2 To require all students and Parent(s)/Guardian(s) to sign the annual Technology Consent Forms.
- 4.7.3 To retain records of the Technology Consent Forms.
- 4.7.4 To inform all staff that electronic communication and interaction between staff and students must be directly related to school based activities.
- 4.7.5 To ensure that school staff are aware of their responsibilities for supervising and monitoring student use of technology and electronic communications.
- 4.7.6 To review and approve school-based online social media activities and groups that are linked to instructional plans and supervised by school staff.

- 4.7.7 To ensure that school-based online social media groups have at least one staff member with administrative privileges to review, screen, monitor and modify contents to conform to the Digital Discipleship, Student Use of Technology policy.
- 4.7.8 To inform the staff supervising online social media activities and groups to adhere to ethical standards for the teaching profession in the same manner as in a traditional school environment.
- 4.7.9 To offer support to students who accidentally accessed unacceptable internet content. Administrators will offer school/area/board support, based on the developmental needs of the student.
- 4.7.10 To report any security, safety or privacy related breach or issue relating in any unacceptable activities and violations that may have been committed.
- 4.7.11 To cooperate fully with ongoing investigation by Board staff, the police and other authorities into unacceptable activities and violations that may have been committed while using the technology systems of the Board.

4.8 Staff

- 4.8.1 To link the use of the internet and related applications such as interactive websites and social media groups to ongoing coursework, unit plans and curriculum-related learning. Prior to permitting students to use the internet as part of an ongoing lesson, the teacher should ensure that there is clear written instruction outlining the goal for such a use and that the students understand the parameters.
- 4.8.2 To review and evaluate the suitability of internet learning resources and websites prior to permitting students to have access online.
- 4.8.3 To monitor school related online internet use within interactions and social media activities of all students under supervision.
- 4.8.4 To provide students with instruction at the beginning of each school year on the safe and acceptable use of technology and the internet.
- 4.8.5 To communicate clearly to students the consequences of inappropriate unacceptable use of technology that may include discipline by the school, the Board and Police services.
- 4.8.6 To be responsible technology users who take necessary online safety and security precautions when sharing information with others online or on Cloud Drives such as Google Drive.
- 4.8.7 To report to the school principal when they become aware of any security, safety or privacy related breach or issue.
- 4.8.8 To report to the school principal any breach of the policy, and inappropriate use of technology.
- 4.8.9 To model the standards of respect, civility, and responsible citizenship. This includes modeling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work-related purposes.

4.9 Students

- 4.9.1 To adhere to the Digital Discipleship, Student Use of Technology policy at all times when in school and/or when using school computers and internet.
- 4.9.2 To be responsible for their personal mobile device, how they use it and the consequences of not following the school board's policy on personal mobile device use.
- 4.9.3 To report to staff in the school when they become aware that another student is hacking or illegally/inappropriately using technology resources.
- 4.9.4 To report to staff in the school when they become aware of a security, safety or privacy related breach or issue¹⁰

- 4.9.5 To be responsible digital disciples who take necessary safety and security precautions when sharing information with others online or on Cloud Drives such as Google Drive.
- 4.9.6 To be respectful digital disciples who care about equipment and about other students who use the same technology.
- 4.9.7 To report to staff in the school when images, material or information on the internet make them uncomfortable.
- 4.9.8 To report to staff in the school when pornographic sites are accidentally accessed.
- 4.9.9 To report to staff in the school when a stranger attempts to initiate contact, interaction or conversation on the internet.

4.10 Parent(s)/Guardian(s)

- 4.10.1 To review with their child the Annual Technology Consent Forms and to sign and submit them to the school in a timely manner.
- 4.10.2 To cooperate with the school to ensure that their child complies with this policy and the use of personal electronic devices only as direct by teachers/Principal.
- 4.10.3 To understand that any violation may result in the loss of privileges as well as disciplinary action.
- 4.10.4 To discuss with the Principal any extenuating circumstances where their child is required to have access to a personal electronic device, such as a cellphone, outside of educational purposes, including the use of personal medical devices (PMD).

4.11 Volunteers, Third Party Providers and Visitors

To be aware and comply with the Digital Discipleship, Student Use of Technology policy.

5. DEFINITIONS

5.1 Cloud Drive

Digital technology, any of several, often proprietary, parts of the Internet that allow online processing and storage of documents and data as well as electronic access to software and other resources.

5.2 Digital Discipleship

Guided by our Catholic values, one who uses technology ethically and responsibly to advocate for local and global issues, act in solidarity and stewardship and promote human dignity.

5.3 Hacking

The unauthorized practice of accessing, modifying or altering computer software, hardware, or networks to accomplish a goal that is considered to be a security breach and outside of the creator's original objective.

5.4 Illegal activity

Any illegal use of the York Catholic District School Board technology. Examples are listed in, but not limited to, Appendix A.

5.5 Technology

Includes, but is not limited to, personal electronic devices, personal medical devices (PMD), board network and infrastructure, electronic communication equipment such as laptops, desktops, mobile devices, robotics, printers and audio/video equipment.

5.6 Intranet

The internal network of communication servers owned, operated and regulated by the York Catholic District School Board.

5.7 Personal Electronic Device

Includes any device in the possession of a student which electronically communicates, sends, receives, stores, reproduces, or displays voice, text, and/or digital communications or data. This includes, but is not limited to, cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, cameras, video cameras, smart watches, headphones, earbuds, personal medical devices (PMDs), and personal digital assistants. In this policy, the word “technology,” may be used as a synonym for personal electronic device.

5.8 Sanctioned Activities

The legitimate and authorized use of a personally owned electronic device during activities which may include, but are not limited to, specific programming purposes, lengthy bus excursions, co-curricular events, inclement weather and/or, legitimate medical reasons. Such use must be authorized by Administration and/or staff.

5.9 Social Media

Any interactive online where people are talking, participating, sharing, networking, and may be accessed by the wider internet community.

6. CROSS REFERENCES

Legislation

[Child and Family Services Act](#)

[Copyright Act](#)

[Criminal Code](#)

[Education Act](#)

[Human Rights Act](#)

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

[Policy/Program Memorandum 128](#)

YCDSB Policies

YCDSB Policy 112 [Privacy and Personal Information Management](#)

YCDSB Policy 113 [Intellectual Property](#)

YCDSB Policy 116 [Copyright](#)

YCDSB Policy 202 [Safe Schools - Student Discipline](#)

YCDSB Policy ~~248~~ 117 [Code of Conduct](#)

YCDSB Policy 223 [Bullying Prevention & Intervention](#)

YCDSB Policy ~~347~~ 119 [Electronic Communications & Social Media](#)

YCDSB Procedures

YCDSB [Procedure Policy 202 Safe Schools – Student Discipline](#)

YCDSB Digital Discipleship Framework

YCDSB Visual Identity and Branding Manual

7. RELATED FORMS

YCDSB Annual Technology Consent Form

Approval by Board	<u>October 29, 2019</u> <i>Date</i>
Effective Date	<u>October 30, 2019</u> <i>Date</i>
Revision Dates	<u>October 29, 2019</u> <i>Date</i>
Review Date	<u>October 2024</u> <i>Date</i>

DRAFT

Appendix A

Unacceptable/Illegal Use of York Catholic District School Board Electronic Communications & Social Media

The following is a partial list of examples that includes but is not limited to activities considered unacceptable or illegal.

Bullying	An attempt to intimidate an individual through cruel and humiliating behaviour, including 'cyber-bullying' which is used to send threatening, obscene, sexually explicit and violent messages that threaten emotional and physical safety of recipient(s).
Child pornography	Accessing, downloading, storing, sharing and distributing any child pornography
Copyright or trademark infringement	Infringing on another person's copyright, trademark, patent, trade secret, without lawful permission.
Defamatory libel	A defamatory libel is matter published, without lawful justification or excuse, that is likely to injure the reputation of any person by exposing him/her to hatred, contempt or ridicule, or that is designed to insult the person of or concerning whom it is published. <i>Libel and Slander Act</i> .
Disclosing or gathering personal Information	Disclosing or gathering personal information in a manner inconsistent with the <i>Municipal Freedom of Information and Protection of Privacy Act</i> .
Gambling and lotteries	Uploading funds to online gambling or lottery sites, making bets or playing the games that they offer, and then cashing out any winnings.
Hacking and other unauthorized access	Includes but not limited to using the computer to carry out sabotage, gain illegal entry into encrypted sites, acquiring and disseminating private information, creating and disseminating computer viruses, stealing information and trade secrets, intentionally breaching protected internet sites that compromises the safety of others.
Harassment	The sending of electronic messages and information that causes the recipient(s) to fear for personal safety and that of others.
Hate propaganda	Communicating messages that promote or incite hatred against an identifiable group that is likely to lead to a breach of the peace—e.g. homophobic messages, racist comments and jokes, violent gender-specific messages.
Inappropriate communication with minors	Communicating, soliciting or sending sexually suggestive, emotionally laden, and intrusive personal messages to minors for any reason.
Intellectual property	Infringing on another person's property without lawful permission.
Interception of private communication or electronic mail	Unauthorized entry into the password protected email and/or the interception of private electronic communication intended for someone else.
System Security/Account Security	Users are responsible for the use of their individual account and should take reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
Obscenity	Creating, acquiring, sharing, publishing and distributing any obscene material including but not limited to pornography.
On-line Video Gaming/Gambling	Participating in on-line "video gaming," which is not associated to classroom learning is prohibited; and/or all on-line gambling, while using information technology.
Personal financial gains	Any use of Board information technology for commercial transactions, advertising, solicitation and financial gain.
Threat	Communication through the use of mail, email, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.
Vandalism	Deliberately damaging or causing to be damaged Board information technology, for example routers, modems, wireless, etc., including but not limited to physical technology equipment, internet /intranet resources, online traffic flow, internet filters and firewalls, distributed denial of service (DDOS), websites etc...
Technology/Equipment	York Catholic District School Board Information Technology and/or Personal Electronic Devices used for anything outside of educational purposes is prohibited.

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Policy Review Committee
FROM: Administration
DATE: September 30, 2024
RE: **Policy 610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke Free Environment**

This report is presented to Trustees to highlight the rationale for the revisions to Policy *610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke Free Environment*.

BACKGROUND:

In April 2024, revisions to *PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct*, required school boards to update their policies. *PPM 128* introduces new requirements for school board policies on enforcement relating to alcohol, tobacco, electronic cigarettes, recreational cannabis & related products and illegal drugs.

The policy was previously brought to the Policy Review Committee on June 4, 2024, where feedback was provided by Trustees. Following that meeting, the draft policy was sent out for public consultation to gather input from the community.

RECOMMENDATION:

That the Policy Review Committee provide further feedback on Policy *610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke-Free Environment*, based on the revisions presented and the feedback collected from the public consultation process.

ATTACHMENTS

Revised Policy *610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke Free Environment*.

Prepared By: Alexandra Burnell-Gentile, Policy Advisor
Endorsed By: Jennifer Sarna, Associate Director



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 610
<i>Former Policy #</i> 410	<i>Page</i> 1 of 4
<i>Original Approved Date</i> November 1986	<i>Subsequent Approval Dates</i> August 28, 1990 January 1995 April 6, 2010 January 28, 2014 January 6, 2016 November 27, 2018

POLICY TITLE: CANNABIS, ELECTRONIC CIGARETTES, TOBACCO – A SMOKE-FREE ENVIRONMENT

SECTION A

1. PURPOSE

The Board endeavours to provide and maintain learning and working environments which safeguard the health and welfare of students, employees, visitors and stakeholders. Such environments are free from the harmful effects of cannabis, electronic cigarettes and tobacco products, in order to uphold legislation within the broader community. This is achieved by prohibiting the smoking and/or the use of cannabis, electronic cigarettes and tobacco products, anywhere on Board property, in Board premises and all locations where Board or School sanctioned activities take place.

2. ~~POLICY STATEMENT~~ OBJECTIVE

It is the policy of the York Catholic District School Board to declare, establish and maintain a cannabis, electronic cigarettes and tobacco smoke-free environment in all premises and on all properties, owned and/or operated by the Board.

3. PARAMETERS

- 3.1 This policy is governed primarily by the *Smoke Free Ontario Act (SFOA)* and the *Cannabis Act* which prohibits smoking and/or holding lighted or heated tobacco, smoking or holding lighted medical cannabis or cannabis products, using electronic cigarette devices (**vaping**), consuming or using any other type of tobacco and cannabis products on board premises or within a twenty (20) metre perimeter of public areas outside of Board owned premises and in Board operated vehicles. Enhanced protection from the addictive nature of all cannabis and tobacco products shall be provided by further prohibiting usage of the same.

- 3.2 The *Smoke-Free Ontario Act* prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the *Smoke-Free Ontario Act*.
- 3.3 Persons who fail to comply with the *Acts* are subject to consequences as may be imposed by enforcement of the *Smoke Free Ontario Act*, *Cannabis Act*, Safe School policies and/or Codes of Conduct of the York Catholic District School Board and the local school.
- 3.4 *Smoke-Free Ontario Act* (~~SFOA~~) prescribed signage shall be posted in all entrances, exits and washrooms on Board premises.
- 3.5 Relevant material dealing with the *Smoke Free Ontario Act*, *Cannabis Act* and legislation and/or information relating to the harmful effects of consuming cannabis and tobacco products, using electronic cigarettes devices (vaping) as well as smoking cessation shall be posted in all Board premises.
- 3.6 Accommodation requests for student use of medically prescribed cannabis will be in accordance with Policy 207A *Administration of Oral ~~Prescription~~ Medication to Elementary & Secondary Students*.
- 3.7 Accommodation requests for employee use of medically prescribed cannabis will be in accordance with Policy 415 *Accessibility Standards for Employment* through the Superintendent of Human Resources and in collaboration with the Manager of Employee Health and Wellness.
- 3.8 An exception to this policy shall be made for the traditional use of tobacco that forms part of ~~Aboriginal~~ (Indigenous) culture(s) and spirituality, when used for such purposes as per Section 19 of the *Smoke Free Ontario Act*.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Cannabis, Electronic Cigarettes, Tobacco - A Smoke-Free Environment policy.

4.2 Superintendents, Senior Managers and Principals

- 4.2.1 To support the parameters outlined within this policy.
- 4.2.2 To address infractions to this policy in accordance with the Board's Safe Schools or Code of Conduct policies and the local school's Code of Conduct.
- 4.2.3 To notify the Permit department of any violations to the Cannabis, Electronic Cigarettes, Tobacco – A Smoke-Free Environment policy.
- 4.2.4 To ensure that this policy has been communicated to all permit, contract and lease holders.

4.3 Superintendent of Human Resources

- 4.3.1 To communicate the expectations of this policy to all Board employees at the time of hire and thereafter on an annual basis.
- 4.3.2 To ensure that all accommodation requests from employees for the use of medical prescribed cannabis in the workplace are reviewed in accordance with board policy and procedures in consultation with the Manager of Employee Health and Wellness.

4.4 York Region **Community and Health Services, Tobacco and E-cigarette Control Officers**

- 4.4.1 To enforce the *Smoke Free Ontario Act (SFOA)*, including issuing tickets or laying charges, and issuing summonses to those individuals who are found smoking and/or holding lighted or heated tobacco products, smoking and/or holding lighted or heated cannabis or cannabis products and/or using electronic cigarette devices on Board property

4.5 **All Individuals on Board Premises**

- 4.5.1 To uphold the prohibition of any possession of tobacco and cannabis products and to refrain from smoking and/or holding lighted or heated tobacco or cannabis, using electronic cigarettes devices (**vaping**), consuming or using any other type of tobacco or cannabis products on Board property, in Board-operated premises or vehicles, or in vehicles parked on Board property.

5. **DEFINITIONS**

5.1 **Board Premises and Property**

Includes all administrative buildings of the Board, Board operated buildings including schools, and all locations where Board or School sanctioned educational activities are taking place. Board-owned vehicles and machinery are also considered to be Board property.

5.2 **Cannabis**

Cannabis consists of the dried flowers, fruit tops and leaves from the marijuana plant. It is mostly a greenish or brownish colour. Cannabis resin (or hashish) is a brown or black secretion from the marijuana plant that can be further processed to produce hash oil, wax or “shatter”, a concentrated extract with very high levels of THC (tetrahydrocannabinol).

5.3 **Cannabis Product(s)**

Any product(s) containing, made or derived from cannabis that is intended for human consumption whether smoked, heated, inhaled, dissolved, or ingested by any other means, or any component part, or accessory of the cannabis product. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g., hash, hash oil, shatter, wax), and edible cannabis concentrates (plant seeds, edibles containing cannabis or cannabis concentrates and any other food or drink products containing cannabis).

5.4 **Electronic Cigarettes Device**

Refers to a vaporizer or inhalant-type device, whether called an electronic cigarette or by any other branded name, that consists of a battery-powered delivery system that vaporizes and delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals intended to be inhaled by the user of the device. Most of these products are shaped and look like their conventional counterparts. They produce a vapour that resembles smoke and a glow that resembles the tip of a cigarette.

5.5 **Individuals on Board Premises**

Includes students, staff, trustees, contractors, parents/guardians, volunteers, permit holders and all others who are invited to or who work on Board property and in Board operated buildings.

5.6 Medical Cannabis User

A person who is authorized to possess cannabis for their own medical purposes, as prescribed by a physician or health care practitioner, in accordance with applicable federal law.

5.7 Smoke-Free Environment

An environment that is free from smoke caused by holding lighted or heated tobacco or cannabis, using electronic cigarette devices and consuming or using any other type of tobacco or cannabis products.

5.8 Tobacco Product

Any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Common types of tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, blunt wraps, beedies, shisha, shew, plug, snuff and snus.

6. CROSS REFERENCES

Legislation

[Cannabis Act](#)

[Education Act, Section 302 \(1\)](#)

[Smoke Free Ontario Act \(SFOA\)](#)

Policy/Program Memorandum No. 128: [The Provincial Code of Conduct and School Board Codes of Conduct](#)

Policy/Program Memorandum No. 145: [Progressive Discipline and Promoting Positive Student Behaviour](#)

YCDSB Policies

YCDSB Policy 202 [Safe Schools - Student Discipline](#)

YCDSB Policy 207A [Administration of Oral Prescription Medication to Elementary & Secondary Students](#)

YCDSB Policy 117 [Code of Conduct](#)

YCDSB Policy 415 [Accessibility Standards for Employment](#)

YCDSB Policy 616 [Community Use of Schools](#)

YCDSB Procedures

YCDSB Student Transportation Services - Procedure Manual

YCDSB Disability Management – Early Intervention, Accommodations and Return to Work Procedure

[York Regional Police & School Boards Protocol](#)

Approval by Board	<u>November 27, 2018</u> <i>Date</i>
Effective Date	<u>November 28, 2018</u> <i>Date</i>
Revision Date	<u>November 27, 2018</u> <i>Date</i>
Review Date	<u>November 2023</u> <i>Date</i>

DRAFT

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Policy Review Committee
FROM: Administration
DATE: September 30, 2024
RE: **Policy 617 (formerly 117) Code of Conduct**

This report is presented to Trustees to highlight the rationale for the revisions to Policy 617 (formerly 117) *Code of Conduct*.

BACKGROUND:

In April 2024, revisions to *PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct*, required school boards to update their policies in accordance with the PPM.

The Provincial Code of Conduct, establishes guidelines for school boards to foster a positive school climate that supports student achievement, well-being, and human rights. *PPM 128* mandates that school boards must implement this Code, ensuring it applies to all community members, including students, staff, volunteers, and visitors.

The policy was previously brought to the Policy Review Committee on June 4, 2024, where feedback was provided by Trustees. Following that meeting, the draft policy was sent out for public consultation to gather input from the community.

RECOMMENDATION:

That the Policy Review Committee provide further feedback on Policy 617 (formerly 117) *Code of Conduct*, based on the revisions presented and the feedback collected from the public consultation process.

ATTACHMENTS

Revised Policy 617 (formerly 117) *Code of Conduct*.

Prepared By: Alexandra Burnell-Gentile, Policy Advisor
Endorsed By: Jennifer Sarna, Associate Director



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students Community	<i>Policy Number</i> 447 617
<i>Former Policy #</i> 218/117	<i>Page</i> 1 of 7
<i>Original Approved Date</i> December 18th, 2001	<i>Subsequent Approval Dates</i> May 6th, 2008 October 28th, 2014 November 27th, 2018 October 1st, 2019 January 28th, 2020 November 30th, 2021

POLICY TITLE: CODE OF CONDUCT

SECTION A

1. PURPOSE

The York Catholic District School Board believes that all students, parent(s)/guardian(s) and staff have the right to a safe learning and working environment and that each person is responsible for creating and sustaining that environment. Respect for self and others, contributing to the common good, accepting accountability and responsibility for one's own actions, seeking and granting forgiveness, acting morally and legally with Catholic values, and the promotion of self-discipline are cornerstones of this belief.

The Ministry of Education expects that school communities be places that promote responsibility, respect, civility and academic excellence in a safe learning and working environment and that a positive school climate exists when all members of the school community feel safe, comfortable, and accepted. Accordingly, the Ministry has established a Provincial Code of Conduct with the following purposes [[Education Act](#) s.301(2)]:

- 1.1 To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- 1.2 To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- 1.3 To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- 1.4 To encourage the use of non-violent means to resolve conflict.
- 1.5 To promote the safety of people in the schools.
- 1.6 To discourage the use of alcohol, and illegal drugs and, except by a medical cannabis user, cannabis.
- 1.7 To prevent bullying in schools.

The Provincial Code of Conduct applies to the entire school community. This means that, within the publicly funded school system, the Provincial Code of Conduct applies to all individuals:

- on school property;
- on school buses;
- at school-related events or activities;
- in other circumstances that could have an impact on the school climate;
- in a virtual learning environment.

2. OBJECTIVE

The Code of Conduct of the York Catholic District School Board promotes positive, responsible, respectful and civil behaviour within our Catholic Learning Communities, thereby enabling schools and other Board locations to function as safe, comfortable, and accepting learning and working environments. This Policy sets out expectations for all members of our York Catholic Community.

3. PARAMETERS

3.1 RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

A safe, inclusive and accepting school climate is promoted and enhanced when all members of the York Catholic community:

- 3.1.1 Respect and comply with applicable federal, provincial and municipal laws;
- 3.1.2 Comply with all Ministry of Education, school board and school policies;
- 3.1.3 Demonstrate honesty and integrity;
- 3.1.4 Respect differences in people, in their ideas and opinions;
- 3.1.5 Treat one another with dignity and respect at all times, both in person and online, (i.e.: meetings and/or discussions of any kind), especially when there is disagreement or difference of opinion;
- 3.1.6 Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, family status, appearance or disability;
- 3.1.7 Respect the rights of others;
- 3.1.8 Show proper care and regard for school and Board property and the property of others;
- 3.1.9 Take appropriate measures to help those in need;
- 3.1.10 Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- 3.1.11 Respect all members of the York Catholic community, especially persons in positions of authority;
- 3.1.12 Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for educational and other permitted purposes;
- 3.1.13 Use appropriate language with all persons. (i.e.: refrain from using abusive language or swearing at another person);
- 3.1.14 Not use personal mobile devices during instructional time except under the following circumstances:
 - 3.1.14.1 for educational purposes, as directed by an educator;
 - 3.1.14.2 for health and medical purposes;
 - 3.1.14.3 to support special education needs.

3.2 SAFETY

To promote and enhance a safe, inclusive and accepting school climate, all members of the York Catholic community are accountable and responsible for their behaviour, and shall not:

- 3.2.1 Engage in bullying behaviours, including cyberbullying*;
- 3.2.2 Commit sexual assault **or sexual harassment**;
- 3.2.3 Traffic in weapons; **or illegal and/or restricted** drugs;
- 3.2.4 ~~Give alcohol or drugs, including cannabis or cannabis products to a minor;~~
- 3.2.5 Commit robbery, **theft**, fraud, or extortion;
- 3.2.6 Be in possession of any weapon or replica weapon, including a firearm;
- 3.2.7 ~~Use any object to~~ Threaten or intimidate another person;
- 3.2.8 Cause injury to any person with an object;
- 3.2.9 ~~Be in possession of, or be under the influence of, or provide others with alcohol, illegal and/or restricted drugs, cannabis or cannabis products; with the exception of prescribed cannabis used for medical purposes governed in accordance with Policy 207A Administration of Oral Prescription Medication to Elementary & Secondary Students;~~
- 3.2.10 **Be in possession of alcohol, cannabis, and illegal drugs**;**
 - 3.2.10.1 **For students, this would also include being in possession of electronic cigarette, tobacco and nicotine products;**
- 3.2.11 **Use, or be under the influence of alcohol, cannabis, tobacco, electronic cigarettes, illegal drugs or related products**;**
- 3.2.12 **Provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis and related products;**
- 3.2.13 ~~Threaten,~~ **Inflict or encourage others to inflict bodily harm on another person;**
- 3.2.14 Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- 3.2.15 Oppose authority;
- 3.2.16 Commit an act of vandalism to school and Board property, property located on the premises of the school or personal property.;
- 3.2.17 **Record, take or share non-consensual recordings or photos of members of the school community.**
- 3.2.18 **Engage in illegal gambling activities.**

*Cyberbullying refers to bullying by electronic means as defined in subsection 1(1.0.0.2) of the *Education Act*.

**With the exception of prescribed cannabis used for medical purposes governed in accordance with YCDSB [Policy 207 Administration of Oral Medication to Elementary and Secondary Students](#).

3.3 Review

This policy shall be reviewed as often as necessary, but at least every three years, to ensure its effectiveness in accordance with the requirements and expectations laid out in PPM 128 *The Provincial Code of Conduct and School Board Codes of Conduct*.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To review and approve the Code of Conduct policy, as required, and in accordance with the [Education Act](#) and its regulations.

4.2 Director of Education

4.2.1 To oversee compliance of the Code of Conduct Policy and related policies and procedures.

4.3 Superintendent(s) of Safe Schools

4.3.1 To establish a process (i.e.: Board and School communication in newsletters and on websites) that clearly communicates the Code of Conduct to all parents, students, staff members, and members of the York Catholic community in order to establish their commitment and support.

4.3.2 To ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and safety.

4.3.3 To provide professional development opportunities for all staff to ensure they understand and thus able to comply with the Code of Conduct policy.

4.3.4 Whenever possible, collaborate with other Boards and York Regional Police Services to provide coordinated prevention and intervention programs and services.

4.3.5 To ensure that this policy is reviewed at least every three years as per Parameter 3.3.

4.4 Superintendents of Education

4.4.1 To support the implementation of the Code of Conduct Policy and all related policies.

4.5 Managers

Under the direction of the school board, Managers take a leadership role in the daily operations of their department by:

4.5.1 Demonstrating care for the members of their community and a commitment to a safe working environment.

4.5.2 Communicating regularly and meaningfully with all of their staff.

4.5.3 Ensuring staff understand their accountability for their own behaviour and actions.

4.5.4 Ensuring that Board financial practices are being followed and prudent use of departmental funds is exercised.

4.5.5 Reviewing the Code of Conduct with Staff on an annual basis.

4.6 Principals

Under the direction of the school board, Principals take a leadership role in the daily operation of a school by:

4.6.1 Demonstrating care for their schools and community.

4.6.2 Demonstrating a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment.

4.6.3 Communicating regularly and meaningfully with all members of their school community.

4.6.4 Ensuring staff understand their accountability for their own behaviour and actions.

4.6.5 Ensuring that Board financial practices are being followed and prudent use of school resources is exercised.

4.6.6 Participating and providing requested information during the board audit process, as required.

4.6.7 Empowering students to be positive leaders in their school and community.

4.6.8 Responding to the "Student Conduct Report" in a timely manner.

- 4.6.9 Reviewing the Code of Conduct with Staff and Catholic School Council members on an annual basis.
- 4.6.10 Modeling the standards of respect, civility and responsible citizenship, as we are called to do in our Catholic virtues.

4.7 Staff

Under the leadership of the Principal/Supervisor/Manager, all staff will assist with maintaining order in the school and/or Board office and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- 4.7.1 Help students work to their full potential and develop their sense of self-worth.
- 4.7.2 Empower students and coworkers to be positive leaders in their classroom, school and community.
- 4.7.3 Communicate regularly and meaningfully with parents and/or members of the community.
- 4.7.4 Maintain consistent and fair standards of behaviour for all students and coworkers.
- 4.7.5 Demonstrate respect for all students, staff, parents/guardians, volunteers and the members of the school community.
- 4.7.6 Prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online.
- 4.7.7 Report and submit the completed "Student Conduct Form" to the Principal when applicable and in a timely manner.
- 4.7.8 Report inappropriate staff conduct to the appropriate manager/supervisor/ principal or follow the [Whistleblower Policy Procedures](#) if appropriate.
- 4.7.9 Model the standards of respect, civility, and responsible citizenship, as we are called to do in our Catholic virtues. This includes modeling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work-related purposes.

4.8 Students

Students are to be treated with respect and dignity. In return, they must demonstrate responsibility of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- 4.8.1 Come to school prepared, on time, and ready to learn.
- 4.8.2 Show respect for themselves, for others, and for those in positions of authority.
- 4.8.3 Refrain from bringing anything to school that may compromise the safety of others as defined in Section 3.2 of this policy.
- 4.8.4 Follow the established rules and take responsibility for their own actions.

4.9 Parent(s)/Guardian(s)

Parent(s)/Guardian(s) play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parent(s)/Guardian(s) fulfill their role when they:

- 4.9.1 Are engaged and show play an active interest role in their child's school work and progress.
- 4.9.2 Communicate regularly with the school.
- 4.9.3 Ensure their child's attire is in accordance with the school dress code.
- 4.9.4 Ensure that their child is prepared for school and attends school regularly and on time.
- 4.9.5 Promptly report to the school their child's absence or late arrival.
- 4.9.6 Understand the Provincial eCode of eConduct and how it applies to them and their children.

- 4.9.7 Support the Board's Code of Conduct, applicable Policies and Procedures and school rules.
- 4.9.8 Encourage and assist their child in following the rules of behaviour.
- 4.9.9 Support school staff in dealing with disciplinary issues involving their child.

4.10 Community Partners

Community partners are important and necessary partners who collaboratively:

- 4.10.1 Plan and implement prevention or intervention programs.
- 4.10.2 Develop protocols to establish linkages and to formalize relationships, always respectful of applicable agreements made with employee groups, and understanding how the Code of Conduct applies to them.

4.11 Police

Police play an essential role in making our schools and communities safer by:

- 4.11.1 Establishing linkages and relationships with schools that promote positive interaction.
- 4.11.2 Investigating incidents in accordance with the protocol developed by the York Region School Boards and York Region Police Services.

5. CROSS REFERENCES

Legislation

[Education Act](#)

Policy/Program Memorandum No. 128: [The Provincial Code of Conduct and School Board Codes of Conduct](#)

Policy/Program Memorandum No. 141: [School Board Programs for Students on Long-Term Suspension](#)

Policy/Program Memorandum No. 142: [School Board Programs for Expelled Students](#)

Policy/Program Memorandum No. 144: [Bullying Prevention and Intervention](#)

Policy/Program Memorandum No. 145: [Progressive Discipline and Promoting Positive Student Behaviour](#)

YCDSB Policies

YCDSB Policy 119	<u>Electronic Communications & Social Media</u>
YCDSB Policy 202	<u>Safe Schools - Student Discipline</u>
YCDSB Policy 207	<u>Administration of Oral Medication to Elementary and Secondary Students</u>
YCDSB Policy 223	<u>Bullying Prevention and Intervention</u>
YCDSB Policy 311	<u>Digital Discipleship (Student Use of Technology)</u>
YCDSB Policy 408	<u>Digital Discipleship: Acceptable Use of Technology</u>
YCDSB Policy 412	<u>Progressive Discipline of Employees</u>
YCDSB Policy 424	<u>Disposition of Complaints Against Employees</u>
YCDSB Policy 425	<u>Workplace Harassment</u>
YCDSB Policy 427	<u>Workplace Violence</u>
YCDSB Policy 606	<u>Catholic School Councils</u>
YCDSB Policy 608	<u>Volunteers in Schools</u>
YCDSB Policy 610	<u>Cannabis, Electronic Cigarettes, Tobacco – A Smoke Free Environment</u>
YCDSB Policy 613	<u>Equity and Inclusive Education</u>
YCDSB Policy 614	<u>Whistleblower</u>
YCDSB Policy 701	<u>Access to School and Board Premises</u> (Trespass to Property)
YCDSB Policy 705	<u>Use of Video Surveillance Equipment</u>

YCDSB Procedures

YCDSB [Procedure Policy 202 Safe Schools – Student Discipline](#)

YCDSB [Procedure Policy 412 Progressive Discipline for Employees](#)

YCDSB [Procedure Policy 424 Disposition of Complaints Against Employees](#)

YCDSB [Procedure Policy 425 Workplace Harassment](#)

YCDSB [Procedure Policy 427 Workplace Violence](#)

YCDSB [Procedure Policy 614 Whistleblower](#)

[Catholic School Councils Guide](#)

[York Regional Police & School Boards Protocol](#)

Approval by Board	<u>November 30, 2021</u> <i>Date</i>
Effective Date	<u>December 1, 2021</u> <i>Date</i>
Revision Date	<u>November 30, 2021</u> <i>Date</i>
Review Date	<u>November 2025</u> <i>Date</i>

SECTION B: GUIDELINES

It is the Mission of the York Catholic District School Board to educate and inspire all students to reach their full potential in a safe and caring environment. All stakeholders share the responsibility for creating and maintaining healthy learning and working environments.

The Code of Conduct Policy shall be implemented according to the expectations and procedures outlined in:

YCDSB Policies

YCDSB Policy 119	<u>Electronic Communications & Social Media</u>
YCDSB Policy 202	<u>Safe Schools - Student Discipline</u>
YCDSB Policy 207	<u>Administration of Oral Medication to Elementary and Secondary Students</u>
YCDSB Policy 223	<u>Bullying Prevention and Intervention</u>
YCDSB Policy 311	<u>Digital Discipleship (Student Use of Technology)</u>
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YCDSB Policy 606	<u>Catholic School Councils</u>
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YCDSB Procedures

YCDSB	<u>Procedure Policy 202 Safe Schools – Student Discipline</u>
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YCDSB	<u>Procedure Policy 427 Workplace Violence</u>
YCDSB	<u>Procedure Policy 614 Whistleblower</u>

[Catholic School Councils Guide](#)

[York Regional Police & School Boards Protocol](#)

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Policy Review Committee
FROM: Administration
DATE: September 30, 2024
RE: **Policy 712 Flag Display on Board Premises**

This report is presented to Trustees to highlight the rationale for the revisions to Policy 712 *Flag Display on Board Premises*.

BACKGROUND:

This policy has been revised in accordance with Trustee Alexander's Motion to Bring Unity to YCDSB. Trustee Alexander's suggestions can be seen in blue.

RECOMMENDATION:

That the Policy Review Committee review and discuss the updates to Policy 712 *Flag Display on Board Premises*.

ATTACHMENTS

- (1) *Trustee Motion: Motion to Bring Unity to YCDSB.*
- (2) *Revised Policy 712 Flag Display on Board Premises.*

Prepared By: Alexandra Burnell-Gentile, Policy Advisor
Endorsed By: Jennifer Sarna, Associate Director



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Facilities	<i>Policy Number</i> 712
<i>Former Policy #</i>	<i>Page</i> 1 of 4
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
	May 8, 2012 June 21, 2016 March 29, 2022

POLICY TITLE: FLAG DISPLAY ON BOARD PREMISES

SECTION A

1. PURPOSE

The York Catholic District School Board supports the establishment of protocols to display flags in accordance with Regulation 298 of the Education Act.

The purpose of this policy is to provide a protocol to schools on the raising and lowering of flags.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to use proper etiquette for the display of Canadian, provincial, municipal and Vatican flags on school premises.

3. PARAMETERS

- 3.1 The Education Act, Regulation 298 requires that every school shall display the National Flag of Canada and the Provincial Flag of Ontario. If circumstances limit the school to one outdoor flag pole, the National Flag of Canada will be flown.
- 3.2 The Government of Canada rules for flying the National Flag of Canada states that the National Flag will always be flown on its own flagpole, with the sleeve nearest to the pole. It is improper to fly the national flag with any other flag of any type on the same flagpole.
- 3.3 If schools have a second flagpole, the regulation should be followed, and the school shall fly the provincial flag.

- 3.4 Flags shall be treated with dignity and respect, and flown or displayed properly. The flag must be folded properly prior to storing. Care should be taken when handling a flag and the flag shall not touch the ground.
- 3.5 A flag shall not be flown or displayed if it is torn, faded or damaged in any way.
- 3.6 A flag shall be sent to the Board Office for disposal in a dignified way by the Plant department.
- 3.7 The National Flag may be obtained through the York Catholic District School Board Facilities Department.
- 3.8 If the school has a flagpole that is fitted to accommodate more than one flag, the following display precedence will be observed:
1. National Flag of Canada
 2. Flag of the Province of Ontario
 3. Municipal Flag
 4. Vatican (papal) Flag (if available)
 5. School Flag (if available)
 6. ~~Other Organizations as approved by the Board of Trustees~~ Flags aligned with Church Teachings and our Catholic Faith
- 3.8.1 Only flags listed under PARAMETER 3.8 shall be flown or displayed on or within the premises of the York Catholic District School Board.
- 3.9 In a line of three flags, the National Flag of Canada should be in the centre. The province of Ontario Flag is displayed on the left and the third flag is displayed on the right.
- 3.10 No flag shall be flown or displayed above (higher than) the Canadian flag.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance of the Flag Display on Board Premises policy.

4.2 Superintendent of Facilities Services and Plant

- 4.2.1 To ensure schools have access to a supply of official national and provincial flags.
- 4.2.2 To ensure proper destruction of flags in a dignified manner.

4.3 School Principal

- 4.3.1 To maintain the flag in proper condition.
- 4.3.2 To direct the custodian, of the raising and lowering of the flag and maintenance of the flag pole.

5. DEFINITIONS

5.1 Half-Mast

The midpoint of the flagpole at which the flag can be lowered as a sign of mourning.

6. CROSS REFERENCES

Regulation 298 Education Act

Government of Canada, Rules for flying the National Flag of Canada

Approval by Board	<u>March 29, 2022</u> <i>Date</i>
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Review Date	<u>March 2026</u> <i>Date</i>

POLICY TITLE: FLAG DISPLAY ON BOARD PREMISES

SECTION B: GUIDELINES

1. Schools may display the Vatican flag, municipal flag and school flag, if available according to the Guidelines provided.
2. Flags listed in [PARAMETER 3.8 of SECTION A 3, PARAMETERS](#), may also be displayed inside the school either horizontally or vertically. [No other flags shall be displayed within school premises.](#)
 - 2.1 If hung horizontally, the upper part of the leaf should be up and the stem down.
 - 2.2 If the flag is hung vertically, against a wall, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.
3. The flag will be lowered at all schools to 'half-mast' as a sign of mourning on the death of:
 - 3.1 The sovereign or member of the immediate family of the sovereign;
 - 3.2 The current or a former governor-general of Canada;
 - 3.3 The current or a former prime minister of Canada;
 - 3.4 The lieutenant-governor or former lieutenant-governor of Ontario;
 - 3.5 The premier, or former premier, or a cabinet minister of Ontario;
 - 3.6 A current or past Trustee or Supervisory Officer of the York Catholic District School Board, where possible.
4. The flag will be lowered to 'half-mast' at specific school sites as a sign of mourning on the death of:
 - 4.1 An individual associated with the school, parish or community, as approved by the Superintendent of Schools; and,
 - 4.2 The Member of Parliament or Member of the Ontario Legislative Assembly for the riding in which the school is located.
5. If the school is open, the flag will be lowered to 'half-mast' on:
 - 5.1 April 28, Workers' Mourning Day;
 - 5.2 June 23, National Day of Remembrance for Victims of Terrorism;
 - 5.3 November 11, Remembrance Day; and,
 - 5.4 December 6, National Day of Remembrance and Action on Violence Against Women.

January 22, 2024
Revised April 19, 2024



MOTION TO BRING UNITY TO YORK CATHOLIC DISTRICT SCHOOL BOARD

- Whereas** The York Catholic District School Board (YCDSB) has been fraught with disunity over the flying of flags;
- Whereas** Constituents from all walks of life have advocated for finding unity in the National Flag of Canada, the Flag of the Province of Ontario, the Municipal Flag, the Vatican (Papal) Flag, School Flag or **flags aligned with church teachings and our Catholic Faith.**

LET IT BE RESOLVED:

THAT In order to bring Unity and Peace to The York Catholic District School Board, *Policy 712 Flag Display* on Board Premises, be amended as follows:

(1) SECTION A 3. PARAMETERS:

- a. **Replace item 6. Under PARAMETER 3.8, with the following: *Flags aligned with Church Teachings and our Catholic Faith***
- b. Add sub-section 3.8.1 to read: "Only flags listed under PARAMETER 3.8 shall be flown or displayed on or within the premises of the York Catholic District School Board".

(2) SECTION B: GUIDELINES

- a. Amend GUIDELINE 2 as follows: "Flags listed in PARAMETER 3.8 of SECTION A 3, PARAMETERS, may also be displayed inside the school either horizontally or vertically. No other flags shall be displayed within school premises".

Respectfully submitted,

Frank Alexander
Trustee
Markham: Area 2: Wards 4, 5, 7, 8

Reference No. 2024:15:0122:FA

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Policy Review Committee
FROM: Administration
DATE: September 30, 2024
RE: (New) Policy 120 Information Systems Security

This report is presented to Trustees to highlight the rationale for the new Information Systems Security Policy.

BACKGROUND:

Following a comprehensive cybersecurity audit by Richter, it was concluded that the York Catholic District School Board (YCDSB) must strengthen its information systems policies to improve its overall security framework. The audit identified areas where policy improvements would help raise the Board's NIST Cybersecurity Framework (CSF) maturity assessment score. In response to these findings, the Information Systems Security Policy was developed.

The purpose of the policy is to safeguard the reputation of the organization and ensure that all users of YCDSB's information and information systems meet IT security and data protection requirements.

RECOMMENDATION:

That the Policy Review Committee review and approve the new Policy 120 *Information Systems Security*.

ATTACHMENTS

(New) Policy 120 *Information Systems Security*.

Prepared By: Alexandra Burnell-Gentile, Policy Advisor
Endorsed By: Jennifer Sarna, Associate Director



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Governance/Board	<i>Policy Number</i> 120
<i>Former Policy #</i>	<i>Page</i> 1 of 3
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>

POLICY TITLE: INFORMATION SYSTEMS SECURITY

SECTION A

1. PURPOSE

The York Catholic District School Board is committed to protecting the confidentiality, integrity, and availability of information technology (IT) assets from unauthorized access, use, disclosure, destruction, and alteration. The policy safeguards the reputation of the organization and ensures that all users of YCDSB's information and information systems meet IT security and data protection requirements.

2. OBJECTIVE

This policy shall guide the development, review, and operations of the YCDSB Information Systems in support of the Board's Mission, Vision and Catholic Values.

3. PARAMETERS

The York Catholic District School Board shall:

- 3.1 Maintain a Security Configuration Management administrative practice to define baseline configurations and parameters for all IT assets, establish a process for vulnerability patch management and implement change control procedures.
- 3.2 Conduct, develop and monitor risk assessment and mitigation strategies including transfer, avoidance, and acceptance to continuously adapt to the changing threat landscape through formally adopted practices.
- 3.3 Define Identity & Access Management lifecycle procedures to enforce strong authentication and authorization mechanisms which define user roles and responsibilities and privileges.
- 3.4 Ensure the integration of security considerations into the system development lifecycle, the compliance of third-party vendors with security requirements, and the management of changes through a formalized process that includes comprehensive security impact analysis.
- 3.5 Establish a dedicated incident response team with well-defined roles and responsibilities, develop and uphold a robust incident response plan, and regularly

- conduct incident response exercises to maintain a state of readiness.
- 3.6 Define operational procedures for secure system management, deploy monitoring tools to identify unauthorized activities, and guarantee that data backups are executed consistently and preserved in a secure manner.
 - 3.7 Develop and promote continuous security training for all personnel, cultivate awareness programs to ensure security remains a priority, and systematically refresh training materials to align with evolving threats and current best practices.
 - 3.8 Secure physical access to essential infrastructure and data centers, implement environmental controls to safeguard against natural disasters and other physical risks, and maintain a comprehensive inventory of physical assets along with their secure disposal.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance of the Information Systems Security Policy to ensure the security and integrity of the Board's information systems.

4.2 Chief Information Officer

- 4.2.1 To provide strategic leadership in the development and implementation of the Information Systems Security Policy, ensuring compliance with relevant laws and regulations, and overseeing the management of information technology resources to safeguard the confidentiality, integrity, and availability of educational data.

4.3 Information Systems Department

- 4.3.1 To align the acquisition and management of information technology with the Board's priorities, while establishing a security program that enforces compliance across the organization.
- 4.3.2 To develop a risk management framework to proactively identify, evaluate, and mitigate security risks, complemented by regular audits to ensure adherence to practices and procedures.
- 4.3.3 To formulate an incident response plan with clear communication protocols to manage security incidents effectively and ensure swift recovery operations.
- 4.3.4 To conduct ongoing educational programs to inform staff and students about cybersecurity best practices and the critical nature of safeguarding educational data.
- 4.3.5 To maintain robust security protocols and infrastructure to defend information systems and create comprehensive security practices that are consistently applied throughout the system.
- 4.3.6 To continuously update security measures and practices to address emerging threats and leverage new technologies for enhanced protection.

4.4 Staff/Parents/Guardians/Students/Public/Third Party Service Providers

- 4.4.1 To adhere to the policy, practices, standards, and procedures, ensuring the security of the school's information, Information Systems assets, and data, and to report any security incidents or vulnerabilities they may encounter.

5. DEFINITIONS

5.1 Access Management

Measures implemented to control who can or cannot view or use resources in a computing environment.

5.2 Data Integrity

The accuracy and consistency of data over its entire lifecycle and a critical aspect to the design, implementation, and usage of any system which stores, processes, or retrieves data.

5.3 Data Confidentiality

Ensuring that private or confidential information is not made available or disclosed to unauthorized individuals.

5.4 Data Availability

Ensuring that data is accessible and usable upon demand by an authorized user.

5.5 Threat

Any circumstance or event with the potential to adversely impact organizational operations, organizational assets, or individuals through an information system via unauthorized access, destruction, disclosure, modification of information, and/or denial of service.

5.6 Vulnerability

A weakness in an information system, system security procedures, internal controls, or implementation that could be exploited by a threat source.

5.7 Risk

The potential for loss, damage, or destruction of an asset as a result of a threat exploiting a vulnerability.

5.8 Security Incident

An event that violates an organization's acceptable use policies, or standard security practices.

6. CROSS REFERENCES

[Education Act](#)

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

YCDSB Policy 408

[Digital Discipleship: Acceptable Use of Technology](#)

YCDSB Policy 112

[Privacy and Freedom of Information](#)

Approval by Board

Date

Effective Date

Date

Revision Dates

Date

Review Date

Date



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 221
<i>Former Policy #</i> 221	<i>Page</i> 1 of 9
<i>Original Approved Date</i> June 6, 2006	<i>Subsequent Approval Dates</i> September 24, 2013 October 1, 2019

POLICY TITLE: EXTREME TEMPERATURE

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes that extreme temperature conditions have a negative impact on the health and safety of students and employees. Through the implementation of this policy and related guidelines, the Board directs employees to put into action steps which will minimize, to the greatest extent possible, risks associated with extreme temperatures including frostbite, sunburn, heat stress and heat exposure while supporting the Ministry of Education's directive for daily physical activity for students.

~~2. POLICY STATEMENT~~ **OBJECTIVE**

It is the policy of the York Catholic District School Board that during periods of extreme cold or heat elementary schools shall follow the guidelines and action plans as outlined so as to minimize the health risks associated with extreme temperatures.

3. PARAMETERS

- 3.1 No later than the second Catholic School Council meeting of a new school year the newly elected Catholic School Council, will give input to the Principal related to the extreme cold set temperature, which triggers indoor routine.
 - 3.1.1 The extreme cold set temperature with wind chill shall range from -15 degrees Celsius to -20 degrees Celsius. When the extreme cold set temperature is reached, the Principal has the option to implement recess routine, dependent on local community conditions, as outlined in accordance with the Cold Weather Action Plan (CWAP) in the guidelines of this policy.
 - 3.1.2 The decision of the Principal related to the extreme cold set temperature is final and shall remain in effect for the current school year.
- 3.2 When an extreme temperature of 32 degrees Celsius or higher is reached for a period of three days or more, or when a humidex reading of 35 degrees Celsius is reached at any time, then the Principal has the option to implement a recess routine, dependent on local community conditions, as outlined in accordance with the Hot Weather Action Plan (HWAP) in the guidelines of this policy.

- 3.3 A Hot Weather Action Plan (HWAP) and a Cold Weather Action Plan (CWAP) shall be implemented upon the occurrence of extreme temperature conditions. Monitoring of contributing factors will assist in making informed decisions with the implementation of the plans.
- 3.4 The Hot Weather Action Plan (HWAP) and the Cold Weather Action Plan (CWAP) shall be communicated to the staff and school community annually by the Principal.
- 3.5 The implementation of strategies relating to extreme temperatures will be in accordance with those outlined in the guidelines of this policy, and communicated to the school community as seasonally appropriate.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Extreme Temperature policy.

4.2 Senior Administration

- 4.2.1 To support Principals and Vice Principals with the implementation of and compliance with the Extreme Temperature policy.

4.3 Principals

- 4.3.1 To finalize and communicate the school's extreme cold and high heat temperature to the students, staff and school community on an annual basis.
- 4.3.2 To review the extreme temperature guidelines at appropriate times throughout the year (refer to Section B: Guidelines - Appendices A & B)
- 4.3.3 To maintain an appropriate link with a weather agency for current conditions in the local community (refer to Section B: Guidelines – website links).
- 4.3.4 To take appropriate action in response to weather conditions in accordance with the guidelines in this policy (i.e.: indoor/outdoor routine or modified routine)
- 4.3.5 To communicate routines for extreme temperature conditions to the school community as seasonally appropriate.
- 4.3.6 To monitor the UV index and remind staff to refer to the UV guidelines within this policy.
- 4.3.7 To raise awareness through regular communication practices (i.e., newsletters, morning announcements) and to remind parents and students about UV rays and proper sun protection.

4.4 Catholic School Council

- 4.4.1 To offer input, as an advisory body, to the Principal when discussing extreme temperatures. Voting on the matter shall not occur.
- 4.4.2 To respect the decision and discretion of the Principal relating to the implementation of extreme temperature routines.

4.5 Employees

- 4.5.1 To monitor students as closely as possible during extreme temperature conditions for signs of physical discomfort or distress, i.e.: frostbite, heat exhaustion, heat stress or difficulty breathing.

4.6 Students

- 4.6.1 To wear proper protective clothing (i.e.: winter boots gloves/mittens and hats during cold weather months and sun hats/visors, sunscreen etc. during high heat temperature months) for maximum protection from seasonal temperatures.
- 4.6.2 To monitor their level of activity and take frequent breaks for water during high heat temperature months in order to remain adequately hydrated.

5. DEFINITIONS

5.1 Extreme Cold Temperature

For the purpose of this policy when the temperature and/or wind chill are within a range of -15c to -20c or when an extreme cold temperature alert is communicated on the weather network website for the geographical location of the school.

5.2 Extreme Heat Temperature

For the purpose of this policy:

- 5.2.1 When heat waves occur during 3 consecutive days reaching temperatures of 32°C or higher; and/or
- 5.2.2 When the humidex reaches or exceeds 35°C.

5.3 Extreme Cold or Heat Temperature Routines

Strategies implemented under the direction of the Principal relating to indoor, outdoor or modified routines (i.e. shortened indoor/outdoor routine).

6. CROSS REFERENCES

YCDSB [Policy 606 Catholic School Councils](#)

YCDSB Memorandum #51 – Inclement Weather Emergency Procedures

[Environment of Canada](#) information [Appendices A & B](#)

Ministry of Education [Policy/Program Memorandum 138 Daily Physical Activity](#)

The Weather Network website (www.theweathernetwork.com)

Approval by Board	October 1, 2019 <i>Date</i>
Effective Date	October 2, 2019 <i>Date</i>
Revision Dates	October 1, 2019 <i>Date</i>
Review Date	October 2024 <i>Date</i>

POLICY TITLE: EXTREME TEMPERATURE

SECTION B: GUIDELINES

York Region covers a large geographical area, and conditions at schools may vary throughout the region. School administrators need to monitor local conditions and make the necessary adjustments, keeping in mind the following guidelines.

Weather conditions can change throughout the day. When weather conditions are questionable, Principals will review www.theweathernetwork.com for the local forecast and potential extreme weather alerts. The weather network website is available on each school website and the board website for ease of reference.

In support of the Ministry of Education's directive for daily physical activity, children need an opportunity to get exercise and free play time outdoors. However, weather conditions sometimes warrant indoor routines or a reduced activity level. Conditions requiring changes in normal practice, at the direction of the Principal, are:

1. Rain, freezing rain, thunderstorms, lightning, hail, ice, extreme winds - require indoor routines
2. Extreme Hot Temperature see Appendix A, Hot Weather Action Plan (HWAP)
3. Extreme Cold Temperature see Appendix B, Cold Weather Action Plan (CWAP)

(Environment Canada's web site at www.weatheroffice.gc.ca provides a valuable reference on all weather related topics – go to "FAQ" and choose "Weather". Environment Canada provides resources for teachers and students).

HOT WEATHER ACTION PLAN (HWAP)

To be Initiated ~~when the humidex is over 35 degrees Celsius or when heat waves occur during 3 consecutive days reaching temperatures of 32°C or higher.~~ **on any day when the temperature reaches 30 degrees Celsius. When humidex reaches 30 degrees Celsius, an alert will be sent out to all staff to have them monitor for signs of heat stress.**

Principal has the option to determine recess routine dependent on local community conditions.

STRATEGIES TO BE IMPLEMENTED

- ⇒ Refer to Environment Canada information on humidity, humidex and guide to summer comfort, UV index
- ⇒ Personal water bottles will be allowed at student desks and outside if necessary
- ⇒ Staff and students must monitor their level of activity and take frequent breaks for water in order to remain adequately hydrated, especially during lunch hours
- ⇒ Where possible, keep perimeter doors and windows open and lights off
- ⇒ Avoid exposure to direct sunlight, especially during high heat periods of the day
- ⇒ Through regular communication practices (i.e., newsletters, morning announcements), remind parents and students to wear light weight and light coloured clothing and other hot weather necessities – hats, sun visors, sunscreen etc.
- ⇒ Where there is air conditioning in libraries or specialty classrooms rotate groups of students into those rooms
- ⇒ Provide classrooms with fans by utilizing available funds (possible sources: Catholic School Councils, GSB, fundraising)
- ⇒ Remind students not to overexert themselves outdoors

COLD WEATHER ACTION PLAN (CWAP)

To be Initiated when the School's extreme cold set temperature* (including wind chill) is reached.

Principal has the option to determine recess routine dependent on local community conditions

***School Set Temperature:**

The Principal shall decide upon a temperature (including wind chill) between -15c and -20c at which cold weather strategies shall be implemented.

As an advisory body, the Catholic School Council will give input to the Principal annually prior to this decision being made. No voting shall occur.

The decision of the Principal is final and the set temperature shall remain in effect for the current school year.

STRATEGIES TO BE IMPLEMENTED

- ⇒ Principal may operate an indoor routine or a shortened outdoor routine of 20 minutes
- ⇒ Students are monitored for signs of frostbite, frostnip or difficulty breathing
- ⇒ Students are reminded to stay dry, dress in layers of warm clothing with an outer layer that is wind resistant, wear proper head coverings, gloves and winter boots
- ⇒ Through regular communication practices (i.e.; newsletters, morning announcements....) parents will be reminded to ensure their children wear appropriate warm and waterproof winter clothing and boots
- ⇒ Refer to Environment Canada's Wind Chill Program – [Wind Chill: The Chilling Facts](#)

Environment Canada Wind Chill

SOURCE: Environment Canada's Wind Chill Program (access information through Environment Canada website's "frequently asked questions" and choosing question on wind chill.) ([Environment Canada Wind Chill Index](#))⁴

Wind Chill Hazards and Risk of Frostbite			
Wind Chill	Risk of frostbite	Health Concern	What to do
0 to -9	Low	- Slight increase in discomfort	- Dress warmly, with the outside temperature in mind.
-10 to -27	Low	- Uncomfortable - Risk of hypothermia if outside for long periods without adequate protection	- Dress in layers of warm clothing, with an outer layer that is wind-resistant. - Wear a hat, mittens and scarf. - Keep active.
-28 to -39	Increasing risk: exposed skin can freeze in 10 to 30 minutes	- Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness - Risk of hypothermia if outside for long periods without adequate protection	- Dress in layers of warm clothing, with an outer layer that is wind-resistant. - Cover exposed skin: wear a hat, mittens and a scarf, neck tube or face mask. - Keep active.
-40 to -47	High risk: exposed skin can freeze in 5 to 10 minutes*	- Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite) - Risk of hypothermia if outside for long periods without adequate protection	- Dress in layers of warm clothing, with an outer layer that is wind-resistant. - Cover all exposed skin: wear a hat, mittens and a scarf, neck tube or face mask. - Keep active.
WARNING LEVEL** -48 to -54	High risk: exposed skin can freeze in 2 to 5 minutes*	- Check face and extremities frequently for numbness or whiteness (frostbite) - Serious risk of hypothermia if outside for long periods	- Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind-resistant. - Cover all exposed skin: wear a hat, mittens and a scarf, neck tube or face mask. - Be ready to cut short or cancel outdoor activities. - Keep active.
-55 and colder	High risk: exposed skin can freeze in less than 2 minutes	DANGER! - Outdoor conditions are hazardous	- Stay indoors.

* In sustained winds over 50 km/h, frostbite can occur faster than indicated.

Heat and Humidity

Humidity is the amount of water vapour in the air. High humidity makes people feel hotter than they would on a drier day. This is because the perspiration that cools us down cannot evaporate as quickly in moist, saturated air. To better describe how hot it feels in such circumstances, Canadian meteorologists developed the Humidex, a parameter that combines temperature and humidity in order to reflect the perceived temperature.

Relative Humidity

Relative humidity is the amount of moisture that the air contains compared to how much it could hold at a given temperature. A figure of 100 per cent would mean that the air has become saturated. At this point, mist, fog, dew and precipitation are likely.

Relative humidity is normally at its maximum when the temperature is at its lowest point of the day, usually at dawn. Even though the absolute humidity may remain the same throughout the day, the changing temperature causes the ratio to fluctuate.

Humidex

The humidex is a Canadian innovation, first used in 1965. It was devised by Canadian meteorologists to describe how hot, humid weather feels to the average person. The humidex combines the temperature and humidity into one number to reflect the perceived temperature. Because it takes into account the two most important factors that affect summer comfort, it can be a better measure of how stifling the air feels than either temperature or humidity alone.

The humidex is widely used in Canada. However, extremely high readings are rare except in the southern regions of Ontario, Manitoba and Quebec. Generally, the humidex decreases as latitude increases. Of all Canadian cities, Windsor, Ontario has had the highest recorded humidex measurement: 52.1 Celsius on June 20, 1953. The hot, humid air masses which cause such uncomfortable weather usually originate in the Gulf of Mexico or the Caribbean.

Guide to summer comfort

Range of humidex: Degree of comfort

- Less than 29 Celsius: Little discomfort
- 30 to 39 Celsius: Some discomfort
- 40 to 45 Celsius: Great discomfort; avoid exertion
- Above 46 Celsius: Dangerous; possible heat stroke

An extremely high humidex reading can be defined as one that is over 40 Celsius. In such conditions, all unnecessary activity should be curtailed. If the reading is in the mid to high 30s, then certain types of outdoor exercise should be toned down or modified, depending on the age and health of the individual, physical shape, the type of clothes worn, and other weather conditions.

UV Index

INTERPRETATION OF THE UV INDEX:

The UV index is included in Environment Canada's weather forecasts whenever it is expected to reach 3 (moderate category) or more. This table outlines the sun protection actions recommended at different levels of the UV index. Remember that the amount of UV you receive depends on both the strength of the sun's rays (UV Index) and the amount of time you spend in the sun.

What does UV Index mean?

UV Index	Category	Sun Protection Actions <i>(in detail)</i>
0 - 2	Low	Minimal protection for normal activity
3 - 5	Moderate	Cover up. Wear hat, sunglasses, sunscreen if outside for 30 min.
6 - 7	High	Protection required. Reduce time in sun between 11AM and 4PM
8 - 10	Very High	Take full precautions and avoid sun between 11AM and 4PM
11+	Extreme	Take full precautions and avoid sun between 11AM and 4PM

Proper sun protection includes wearing a broad-rimmed hat, a shirt with long sleeves and wrap-around sunglasses or ones with side shields. Choose sunscreen with 15+ SPF (sun protection factor) that offers protection against both UV-A and UV-B rays. Apply generously before going outside and reapply often, especially after swimming or exercise.

This document [Wind Chill: The Chilling Facts](#), is published by authority of the Minister of the Environment. Copyright Minister of Supply and Services Canada. Catalogue Number En56-222/2-2014E.ISBN 978-0-662-47625.2.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Community
<i>Policy Number</i>	616
<i>Former Policy Number</i>	501
<i>Total Pages</i>	4
<i>Original Approved Date</i>	September 1971
<i>Subsequent Approval Dates</i>	March 1996 April 8, 2003 July 6, 2010 June 21, 2011 November 27, 2018 June 20, 2023

COMMUNITY USE OF SCHOOLS

1. PURPOSE

The York Catholic District School Board acknowledges that Board facilities are an integral part of the community and as such, add to the spiritual, educational, recreational and social development of all who share them. The Board supports the use of its facilities for the best interests of the community, when they are not required for school use. The purpose of this policy is to clarify the parameters and procedures through which Board facilities may be used for community purposes.

2. OBJECTIVE

It is the policy of the York Catholic District School Board, to allow designated facilities to be used by the community during those times that such facilities are not required for School or Board purposes. The objective of this policy is to outline requirements for providing access and use of the Board's school buildings, grounds and facilities for community purposes.

3. PARAMETERS

- 3.1 The York Catholic District School Board recognizes the importance of fostering cooperation with community organizations and endorses the concept of "Community Use of Schools" and therefore maintains appropriate procedures, rules, and regulations to facilitate the application, approval, and issuance of permits for the use of its property under this policy.
- 3.2 Use of school grounds and community use of school facilities shall be in accordance with York Catholic District School Board's Code of Conduct Policy, whereby all parties entering into an agreement with the York Catholic District School Board must adhere to the code of conduct governing the behavior of all persons in schools.
- 3.3 The administration of the *Community Use of Schools* Policy and related procedures is the responsibility of the Community Use of Schools permit office of the York Catholic District School Board.
- 3.4 This policy will be implemented with a minimum of a cost recovery basis. All permit fees will be adjusted annually based upon the consumer price index (CPI). Rates will be updated accordingly and subject to change without notice.

- 3.5 The York Catholic District School Board retains the right to refuse the use of its facilities to any person or group.
- 3.6 The permit holder shall ensure suitable adult supervision (18 years of age or older) of the activities during the time of the permit use, and shall cooperate fully with school administration or the custodian on duty for the safety of all.
- 3.7 The Board may cancel a permit (with reasonable notice), if the facility is needed by the school and/or Board. Where possible, the Board's practice is to give a minimum of seven (7) days' notice of such cancellation, but, in an emergency, the Board reserves the right to cancel without notice (e.g.: loss of hydro, water, inclement weather).
- 3.7.1 In the event that the building is required by the school/Board purposes, the permit holder will not be charged for the booking.
- 3.8 The Board shall hold the permit holder (person, group or authority) responsible and accountable for the safe use of the facility and all losses and damages arising from the use of the facility. Damages or losses attributed to the permit holder shall be reimbursed by the permit holder to the Board.
- 3.9 The Board reserves the right to levy additional charges where additional clean-up or damages result from the use of a facility.
- 3.10 A custodian must be in attendance and shall oversee the premises whenever a Community Use of School permit is in effect.
- 3.11 All tobacco and cannabis products as well as electronic cigarette devices, consumption of alcoholic beverages, drugs and the possession or use of weapons are strictly prohibited at all times in Board buildings or on Board property.
- 3.12 The traditional use of sweetgrass, sage and red cedar that forms part of Indigenous culture and spirituality shall be permitted.
- 3.13 The Board shall not be responsible for any personal injury, or for the loss, theft, or damage of any articles of the permit holder, or of any one attending on the invitation of the permit holder, where such personal injury, loss, theft or damage results from the permit holder's negligence.
- 3.14 The York Catholic District School Board's liability insurance coverage for Community Use of Schools protects the Board against liability insurance claims. The Board's insurance coverage does not protect users or user groups. Permit holders are required to provide proof of liability insurance at the time of approval but no later than the date of the permit coverage.
- 3.15 The permit holder or group to which the permit is issued shall save harmless the Board from any claims for damages that may arise out of the use of the facilities or for the loss or theft of any articles belonging to the permit holder. The permit holder or user groups must have a certificate of liability insurance coverage for a minimum amount of \$2,000,000, and the Board shall be named as an additional insured on the insurance policy (such liability insurance can be purchased through the permit office at the time of application).
- 3.16 Permits are not transferable and under no circumstances shall the permit holder sublet the use of a facility.

- 3.17 Community Use of Schools will request the Budget/Audit Department to offset the school's General School Budget (GSB) with 25% of the sports equipment rental (Schedule B & C), on an annual basis, at the end of August, to assist with the replacement or repair of any damaged equipment.
- 3.18 The permit holder shall restrict activities to the location of the facility stated on the permit and approved by the Board.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Community Use of Schools policy and procedures.

4.2 Controller of Plant & Accommodation Services Superintendent of Facilities Services & Plant

- 4.2.1 To oversee the implementation of this policy and procedures through the Community Use of Schools Permit Office.
- 4.2.2 To act as Facilitator for any disputes that may arise between the permit or potential permit holder and CUS permit office.

4.3 Principal

- 4.3.1 To facilitate the implementation of the Community Use of Schools policy and procedures at the school level.
- 4.3.2 To be the applicant for school activities, including Catholic School Council Meetings.
- 4.3.3 To apply for a permit to use the school after 6:00 pm and on weekends. To ensure that relevant staff is informed when permits are issued and that conditions of the permit are met.
- 4.3.4 To inform the permit holder and permit office.
- 4.3.5 To ensure a Damage or Misconduct Report is submitted to the Permit Department when a permit user fails to comply with the conditions of the permit.
- 4.3.6 To inform the Community Use of Schools Permit Office 72 hours in advance, if a custodian is not available to be in attendance on the permitted date.

4.4 Community Use of Schools Permit Office

- 4.4.1 To receive and process all permit applications in accordance with the policy and procedures, an addendum to this policy.
- 4.4.2 To issue the approved permit to the permit holder as well as the Principal, Head Custodian and Head Secretary.
- 4.4.3 To invoice the permit holder and collect fees.
- 4.4.4 To follow up on damage or misconduct reports.
- 4.4.5 To liaise between permit holders and school administration.
- 4.4.6 To enforce the Community Use of Schools policy and procedures.

4.5 Permit Holder

- 4.5.1 To comply with the conditions for use as outlined in the Community Use of School Policy, guidelines and procedure, as well as all relevant Board Policies and Procedures.
- 4.5.2 To pay all fees and/or charges as may be required by the Board prior to permit issuance.

4.6 Custodians

- 4.6.1 To ensure that only the facility requested is used and available to the permit holder.
- 4.6.2 To ensure equipment noted on the permit is available to the permit holder.
- 4.6.3 To be responsible for the safety (i.e., extraction of water on wet and slippery floors)

- and the security of School or Board property.
- 4.6.4 To not give keys for any Board facility to any person who does not hold the authority to have such in their possession.
 - 4.6.5 To orient permit holders to the building.
 - 4.6.6 To report any damage to Board property (building and equipment) by the permit holder to the Permit Office via the Damage Report Form.
 - 4.6.7 To report any misconduct by permit holder to the Permit Office via the Misconduct Report Form located in the online custodian resources conference.
 - 4.6.8 To submit the Community Use of Schools Weekend Report Form on the Monday following the weekend.
 - 4.6.9 To ensure that access to the building is kept clear of snow.
 - 4.6.10 To notify the Principal, 72 hours in advance, if a custodian is not available to be in attendance on the permitted date.

5. CROSS REFERENCES

YCDSB Policy

[*Policy 112 Privacy and Freedom of Information*](#)

[*Policy 117 Code of Conduct*](#)

[*Policy 206 Protection of Students with Asthma*](#)

[*Policy 209 Supporting Students with Prevalent Medical Conditions: Anaphylaxis*](#)

[*Policy 604 Child Care: Early Years, Extended Day, Before and After School Programs*](#)

[*Policy 610 Cannabis, Electronic Cigarettes, Tobacco - A Smoke-Free Environment*](#)

[*Policy 701 Access to Schools and Board Premises*](#)

[*Policy 705 Use of Video Surveillance Equipment*](#)

YCDSB Procedure

[*YCDSB Independent Procedure: Implementing a Fragrance/Scent-Safe Workplace*](#)

[*YCDSB Independent Procedure: Community Planning & Partnerships*](#)

Related Forms

[*YCDSB Online Permit Application Form*](#)

[*YCDSB Online Permit Application Status*](#)

[*YCDSB Online Permit Cancellation Request Form*](#)

YCDSB Misconduct Report Form

YCDSB Damage Report Form

YCDSB Weekend Report Form



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE: COMMUNITY USE OF SCHOOLS

Addendum to: Policy 616 Community Use of Schools

Effective: February 6, 2024
Revised: February 6, 2024

1. Operating Times and Dates for Permits

- 1.1 Permits are required for all community use of school facilities on school days between 6:00 p.m. and 10:15 pm during the school year. Permits will be granted for use of the school facilities from mid-September to mid-June in the current school year of issue. Community Use of School Permits will not be granted during the regular school day from 8:00 a.m. to 6:00 p.m.
- 1.2 Permits will be granted for weekend use of school facilities from mid-September to mid-June from 7:00 am to 9:00 pm. Permits do not run on long weekends. Additional charges apply for weekend use (see attached schedule).
- 1.3 For seasonal permits running from September to June, the schools will not be available during statutory holidays, school holidays, scheduled school functions, designated professional activity days and Christmas & March Break (including weekend use before and after the break) unless special permission is granted by the Superintendent of Facilities Services and Plant.
- 1.4 Permit applications for summer programs must be submitted prior to mid-May. Permits will be granted during July to mid-August based on availability and subject to approval.
- 1.5 During Christmas Break, March Break and summer months there will be no permits approved after 6:00 p.m.

2. Permit Application Process

- 2.1 Permit applications are submitted online through the Board's website [Community Use of Schools](#). The website includes links to the following resources: Policy, Procedure and the Classification & Fee Schedule.
- 2.2 The application must be submitted to the permit office no later than seven (7) days prior to the date that the facility is required.
- 2.3 Permit applications will be accepted annually in the month of February for the next school year on a staggered approach based on classification of organization and will be approved on a first-come, first-serve basis. In order to provide fair access, the Board reserves the right to limit the number of permits held by one organization and priority will be given in descending order of classification A-E (see Schedule A).
- 2.4 Separate permit applications are required for each weekday. Permit applications with multiple days may be denied.
- 2.5 Priority for school break applications will be given to programs offered by the Board as well the B&A operators that are currently approved by the York Catholic District School Board.

3. Fees

- 3.1 All permit charges shall be paid by credit card or cheque payable to the York Catholic District School Board.
- 3.2 Hourly fees charged for weekday permits from Monday to Friday are based on a two-hour increment of 6:00 p.m. – 8:00 p.m. or 8:15 p.m. to 10:15 p.m. per single gym. Hourly fees charged for weekend permits must be a minimum of four (4) hours. Weekend permits can run from 7:00 am to 9:00 pm.

- 3.3 Additional fees are applicable on weekends and school breaks to cover start-up, set-up, and/or cleaning of the facility. For permits with high attendance, a second custodian may be required.
 - 3.3.1 On weekends there will be a minimum 4-hour custodial overtime charge as well as a utility surcharge for gym, cafeteria and classrooms applied for Classifications A to F (See Schedule A).
- 3.4 During the school breaks the custodial overtime is applicable after 3:00 pm.
- 3.5 Fees are subject to HST.
- 3.6 Processing fee is non-refundable.
 - 3.6.1 If the permit is canceled before the start date of the permit, the equipment and the insurance fee will be reimbursed.
- 3.7 A service charge of \$55.54 will be levied for a declined credit card or NSF cheques.
- 3.8 A fee of \$16.66 will be charged for each change requested by the permit holder. Changes must be submitted (7) days prior to a scheduled use of the facility.

4. Permit Holder's Responsibilities

- 4.1 The permit holder is required to have a copy of the permit on site and to restrict activities to the location of the facility stated on the permit and approved by the Board. Arrangements for the use of furniture and equipment are to be requested at time of the permit application.
- 4.2 The permit holder is responsible to ensure that *Community Use of School Policy* and Procedure are adhered to.
- 4.3 The permit holder and user group must vacate the facility in a safe and orderly manner within 15 minutes of the permit exit time.
- 4.4 The permit holder shall be responsible for determining that the facilities are fit and suitable for the permitted activities.
- 4.5 The permit holder shall be responsible for the enforcement of the terms of the permit.
- 4.6 The permit holder shall report any damage to Board property (building and equipment) to the custodian in a timely manner.
- 4.7 The permit holder shall protect, indemnify and save harmless the Board, its servants of agents, of and from all claims for damages arising from the permit holder's negligence (and without limiting the generality of the foregoing) personal injury, property loss, infringement of royalty rights, slander, sedition and subversion that may rise out of or occur during the use of the facilities by the permit holder, or which may occur as a result of any public performance.
- 4.8 The permit holder must remove all of their equipment before leaving the facility. No storage of personal equipment is allowed on Board property.
- 4.9 The permit holder shall be responsible for any costs incurred arising out of misuse or damage to Board facilities or property.
- 4.10 The permit holder is responsible for notifying the permit office in writing, seven (7) days prior to the cancellation date. Frequent non-use of the requested space may result in permit cancellation.

- 4.11 The permit holder must ensure that all individuals attending are under their immediate supervision and control.
- 4.12 All permit holders are expected to leave facilities in a tidy manner with all garbage/recycling in appropriate bins.
- 4.13 Approved classroom use shall respect and adhere to the following:
 - 4.13.1 Do not erase items on the blackboard, disturb bulletin boards, or use teacher's aids within the classroom.
 - 4.13.2 Furniture moved must be put back.
 - 4.13.3 Electronic or technical equipment is not for community use unless clearly indicated on the permit and approved by Administration at the time of permit application.
 - 4.13.4 The permit holder will not have access to the school wifi.
- 4.14 York Catholic District School Board is committed to maintaining a safe and secure work environment for all employees. Workplace violence including physical or verbal abuse will not be tolerated.
- 4.15 The permit holder must adhere to the provisions outlined in York Catholic District School Board's Code of Conduct Policy.

5. Restrictions

Permit privileges may be withdrawn for any violations to the following restrictions:

- 5.1 The consumption of alcoholic beverages and/or drugs are strictly prohibited at all times in all Board facilities.
- 5.2 All tobacco, cannabis products and electronic cigarette devices are prohibited on Board property.
- 5.3 The traditional use of sweetgrass, sage and red cedar that forms part of Indigenous culture and spirituality shall be permitted.
- 5.4 **Games of chance in any form are prohibited in all facilities.**
- 5.5 Weapons of any kind are prohibited and are a violation of the Board's *Safe Schools* Policy.
- 5.6 The Board shall not store equipment or supplies owned by outside agencies, persons, or groups without permission from school administration. It must be noted that the Board and/or the school shall not be held responsible or liable for damages or loss to any non-board equipment or supplies.
- 5.7 Except for school activities, or unless pre-approved by the Board, no advertising in connection with any production or event is to be displayed on, or affixed to, any part of the school ground or facilities.
- 5.8 Only approved sports equipment will be allowed for use in gymnasiums. These include mush balls for baseball permits and plastic blades for floor hockey permits.
- 5.9 Only non-marking rubber soled shoes shall be worn in gymnasiums for sports activities i.e. no black soled gymnasium shoes.
- 5.10 The application of powder, wax, or any other preparation to floors for dancing purposes is strictly prohibited.
- 5.11 Activities considered by the Board to be injurious to the school grounds and/or facilities

shall be prohibited.

5.12 Subletting or transferring of space to any other user than named on the permit is not allowed.

5.13 Allergens: Nuts, nut products, shellfish, fragrances are not permitted.

5.14 Only service animals are permitted inside school facilities.

5.15 Electrical cooking appliances are not allowed in the school facility.

5.16 Physical or verbal abuse of any York Catholic District School Board employee.

6. Health & Safety

6.1 The permit holder is responsible for ensuring suitable supervision (adult of 18 years of age or older). If incidents of unsafe supervision are reported to Administration, Administration reserves the right to cancel or suspend the permit.

6.2 The permit holder must review and become familiar with fire safety procedures and ensure that, in the event of an emergency, they are strictly adhered to. All persons must leave the building immediately when an alarm is sounded, or when requested by Board Staff, Police, or Fire Officials.

6.3 Fire routes and pedestrian walkways shall be kept clear at all times. Vehicles may only be parked in approved parking lots, not on playing fields or grass. The permit holder must ensure that all participants and spectators are aware of parking availability and limitations.

6.4 The aisles, hallways, and exits must be kept free from obstruction.

6.5 All board properties are equipped with video surveillance equipment.

Schedule A – Classifications/Categories of Permits

Classification	Description
Classification A	Board or School Sponsored Activities
Classification B	Catholic Church Services, Masses and Religious Instruction Classes provided by local Parish and affiliated with the Archdiocese.
Classification C	Negotiated Agreement for Defined Space Requirements to include: Colleges and Universities (School Yr. only), Election Polling Stations, Partnerships, Film Productions and Community Planning & Partnerships.
Classification C-1	Non-Profit Child Care Programs approved by the Board (Operating during school breaks)
Classification D	Non-profit Children and Youth Programs to include: Scouts, Girl Guides, Embers, Cubs, Cadets
Classification D-1	Non-profit Children and Youth Recreational Programs to include: Sports activities sponsored by Service Groups. (Voluntary Supervision)
Classification D-2	Non-profit Children and Youth Recreational Programs operated by Municipalities and Institutions, Religious, and Cultural
Classification D-3	Non-profit Adult Recreational Activities
Classification E	Community Group or Organization Religious, Cultural, Service and Ratepayers Groups, and Institutions Individuals or Groups providing Services and Programs for the community and charging participation or user fees (Paid Supervision) Including: Music, Dancing, Arts, Drama and Gymnastics Classes
Classification F	Commercial Enterprises

Schedule B – Non Profit - Permit Fees

	Classification - Hourly Rate				
	C1	D	D-1	D-2	D-3
Space - facility fee					
Classroom/Meeting room		\$0.00	\$7.54	\$3.15	\$18.83
Gym - Single Elem		\$0.00	\$7.54	\$11.93	\$18.83
Gym - Single Sec		\$0.00	\$7.54	\$11.93	\$18.83
Gym - Double Sec		\$0.00	\$15.07	\$23.86	\$37.68
Gym - Triple Sec		\$0.00	\$22.61	\$35.79	\$56.51
Cafeteria - Sec (excl. kitchen)		\$0.00	\$7.54	\$11.93	\$18.83
Library - Elem or Sec		\$0.00	\$7.54	\$11.93	\$18.83
Weekend Fees					
Custodial Overtime Fee - Sat	\$46.65	\$36.15	\$36.15	\$36.15	\$36.15
Custodial Overtime Fee - Sun	\$62.20	\$48.20	\$48.20	\$48.20	\$48.20
Utility Surcharge Gym or Cafe (Weekend only)	\$6.44	\$6.44	\$6.44	\$6.44	\$6.44
Utility Surcharge Classroom (Weekend only)		\$0.00	\$1.29	\$1.29	\$1.29
Equipment Fees					
Chairs (each) per booking	\$0.21	\$0.00	\$0.21	\$0.21	\$0.21
Tables (each) per booking	\$1.74	\$0.00	\$1.74	\$1.74	\$1.74
Gym Risers & Bleachers per booking	\$21.81	\$0.00	\$21.81	\$21.81	\$21.81
Basketball Hoops	\$2.18	\$0.00	\$2.18	\$2.18	\$2.18
Standards and Nets	\$3.48	\$0.00	\$3.48	\$3.48	\$3.48
Goals	\$2.18	\$0.00	\$2.18	\$2.18	\$2.18
Fees per permit					
Processing Fee	\$55.54	\$40.54	\$40.54	\$40.54	\$40.54
Insurance	Quote to be provided if purchasing from the board				
Basketball Hoops (over 20 uses)		\$0.00	\$43.62	\$43.62	\$43.62
Standards and Nets (over 20 uses)		\$0.00	\$56.70	\$56.70	\$56.70
Goals (over 20 uses)		\$0.00	\$65.44	\$65.44	\$65.44

The hourly rates noted above are as per anticipated Ministry Grant for 2024/2025 year. If funding does not occur, rates will be restored, and a new invoice will be issued.

Fees and rates are subject to HST. Insurance rates are subject to RST.

For Classification A & B, the only fees applicable are weekend overtime and utility surcharge.

For Classification C, all fees are negotiated.

For Classification C1, any applicable custodial overtime fee from Monday to Friday is \$46.65.

Schedule C – Profit - Permit Fees

	Classification - Hourly Rate	
	E	F
Space - facility fee		
Classroom/Meeting room	\$25.74	\$42.89
Gym - Single Elem	\$42.89	\$77.21
Gym - Single Sec	\$42.89	\$77.21
Gym - Double Sec	\$60.04	\$120.09
Gym - Triple Sec	\$85.78	\$154.40
Cafeteria - Sec (excl. kitchen)	\$77.21	\$180.14
Library - Elem or Sec	\$42.89	\$77.21
Weekend Fees		
Processing Fee	\$55.54	\$53.40
Custodial Overtime Fee - Sat	\$55.54	\$55.54
Custodial Overtime Fee - Sun	\$62.20	\$62.20
Insurance	Quote to be provided if purchasing from the board	
Utility Surcharge Gym or Cafe	\$11.71	\$11.71
Utility Surcharge Classroom	\$2.34	\$2.34
Equipment Fees		
Chairs (each) - per booking	\$0.61	\$0.89
Tables (each) - per booking	\$6.86	\$10.30
Gym Risers & Bleachers - per booking	\$60.87	\$89.20
Basketball Hoops	\$3.43	\$3.43
Standards and Nets	\$5.48	\$5.48
Goals	\$3.43	\$3.43
Fees per permit		
Processing Fee	\$55.54	\$55.54
Insurance	Quote to be provided if purchasing from the board	
Basketball Hoops (over 20 uses)	\$68.62	\$68.62
Standards and Nets (over 20 uses)	\$89.20	\$89.20
Goals (over 20 uses)	\$102.94	\$102.94

Rates noted above are per hour.

Fees and rates are subject to HST. Insurance rates are subject to RST.

Schedule D – School Breaks

ALL NON-PROFIT SCHOOL BREAK PROGRAMS

Exclusive use of space during school breaks	
Classroom/Portable/Library	\$27.45 per day
Gymnasium – elementary	\$54.89 per day
Gymnasium (single) – secondary	\$54.89 per day
Gymnasium (double) – secondary	\$89.20 per day
Gymnasium (triple) – secondary	\$109.80 per day
Cafeteria - excluding kitchen	\$54.89 per day

ALL PROFIT SCHOOL BREAK PROGRAMS

Exclusive use of space during school breaks	
Classroom/Portable/Library	\$41.17 per day
Gymnasium – elementary	\$82.34 per day
Gymnasium (single) – secondary	\$82.34 per day
Gymnasium (double) – secondary	\$133.82 per day
Gymnasium (triple) – secondary	\$164.69 per day
Cafeteria - excluding kitchen	\$82.34 per day

Notes:

Processing fee for all school break permits is \$55.54 per permit.

Custodial overtime fees may be applicable during the school breaks as custodial hours of work may vary.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Community
<i>Policy Number</i>	606
<i>Former Policy Number</i>	706
<i>Total Pages</i>	13
<i>Original Approved Date</i>	December 19, 1995
<i>Subsequent Approval Dates</i>	January, 1997 February 12, 2002 June 4, 2013 June 21, 2016 June 19, 2018 June 20, 2023

CATHOLIC SCHOOL COUNCILS

1. PURPOSE

The York Catholic District School Board, as per the *Education Act*, Ontario Regulation 612/00, *School Councils and Parent Involvement Committees*, requires that a Catholic School Council will assist the school in engaging parents to improve student achievement, and in developing positive communication links with home, church and the broader school community. In accordance with section 2(2) of the Ontario Regulation 612/00, the Catholic School Council's primary purpose is to propose recommendations in accordance with this Regulation to the Principal of the school and the Board that established the council. The Catholic School Council will also assist the school in realizing its goals and mission as well as the Board's vision.

2. OBJECTIVE

It is the policy of the York Catholic District School Board that each school will establish a Catholic School Council and adhere to the provisions outlined in York Catholic District School Board's Catholic School Council Constitution and all other applicable legislation.

3. PARAMETERS

3.1 General

- 3.1.1 A Catholic School Council is an advisory body to the Principal and the Board whose primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612/00 s.2(1).
- 3.1.2 Schools will make every attempt to reflect the diversity of the school community within the membership of the Catholic School Council in order to encourage Parent/Guardian engagement and include the voices of all stakeholders (*Ministry of Education: School Councils: A Guide for Members*, s. 3.1).
- 3.1.3 Catholic School Council elections shall be held within the first thirty (30) calendar days of each school year, on a date that is fixed by the current Chair

[Ontario Regulation 612/00, s. 4(4)].

- 3.1.4 In accordance with section 4(5) of the Ontario Regulation 612/00, an election of parent members of a Catholic School Council shall be,
- (i) in person, at a location that is accessible by the public;
 - (ii) by electronic or telephonic means; or
 - (iii) both in person, at a designated location, and by electronic or telephonic means.
- 3.1.5 Fourteen (14) days prior to the election date of parent members, the principal of the school, on behalf of the Catholic School Council, shall give written notice of the date, time and location of the election to every parent of a student who is enrolled in the school [Ontario Regulation 612/00, s.4 (6)].
- 3.1.5.1 The notice may be given to the parent's child for the delivery to his or her parent; and
 - 3.1.5.2 Posting the notice in a designated location in the school that is visible to parents;
 - 3.1.5.3 Delivering the notice to the parent by email or by electronic means;
 - 3.1.5.4 Posting the notice on the school's website.
- 3.1.6 The election of parent members shall be by secret ballot [Ontario Regulation 612/00, s.4 (8)].
- 3.1.7 If a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year [Ontario Regulation 612/00, s. 4(5)].
- 3.1.8 The Board shall solicit the views of the Catholic School Council with respect to Board matters as outlined in the Ontario Regulation 612/00 (s.19).
- 3.1.9 Where there is a particular concern, the Catholic School Council may also make a delegation to the Board in accordance with Policy 106, *Delegations to the Board*.
- 3.1.10 The school community may be invited to provide input to the Catholic School Council. In its role as an Advisory body, it is the responsibility of the Catholic School Council to come to a final decision/position with respect to the issue/topic being addressed. The Principal shall make their final determination once all input from the Catholic School Council has been reviewed.
- 3.1.11 The Catholic School Council shall establish goals, priorities and procedures [Ontario Regulation 612/00 s.15]. The Catholic School Council Constitution provided by the Board shall be reviewed at the first meeting of the newly elected Catholic School Council.
- 3.1.12 All Catholic School Council members, who have direct and regular contact with students shall provide proof of Vulnerable Sector Check or an Enhanced Police

Police at www.yrp.ca.

- 3.1.13 All Catholic School Council members who have direct and regular handling of Catholic School Council finances shall fulfill their responsibilities in accordance with YCDSB Policy 603A *School Fundraising*.
- 3.1.14 All Catholic School Council members are mandated to keep student information confidential.
- 3.1.15 There will be no honorarium paid to any person serving as a member of the Catholic School Council [Ontario Regulation 612/00, s.11(1)].
- 3.1.16 The Principal shall ensure that no partisan information is distributed on school premises.
- 3.1.17 Board personnel and the York Catholic Parent Involvement Commitment (YCPIC) will organize information and training sessions to enable Catholic School Council Members to develop their skills.
- 3.1.18 The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to the Council's role and responsibilities. Elections to reconstitute a new Catholic School Council will be held in accordance with Ontario Regulation 612/00.

3.2 Membership: Composition & Term of Office

- 3.2.1 All members on a Catholic School Council are valued and equal partners. Each elected or appointed member, receives one vote.
 - 3.2.1.1 The principal of the school does not participate in votes taken by the school council or by a committee of the school council.
- 3.2.2 The Board encourages all Catholic School Councils to have student representation.
- 3.2.3 Membership on the Catholic School Council shall be determined in the following manner:
 - 3.2.3.1 Parent/Guardian representatives shall be elected by Parents and Guardians of students enrolled in the school;
 - 3.2.3.2 Elementary and Secondary Student representatives shall be elected by students enrolled in the school;
 - 3.2.3.3 One teacher representative shall be elected by members of the teaching staff assigned to the school;
 - 3.2.3.4 One non-teaching representative employee shall be elected by non-teaching employees assigned to the school (i.e.: Secretaries, Custodian Educational Assistants, Educational Intervenors, Designated Early Childhood Educators, Lunchtime Supervisors, Office Support Workers);

- 3.2.3.5 One School Community representative shall be appointed by the Catholic School Council;
 - ~~3.2.3.6 One Ontario Association of Parents in Catholic Education (OAPCE) representative. The designated OAPCE representative shall be a Parent/Guardian of a student currently enrolled in the school.~~
 - 3.2.3.7 Parish Representative(s) designated by the Parish or Parishes affiliated with the school;
 - 3.2.3.8 The Chair of the Catholic School Council shall be a member who is a Parent/Guardian of a student enrolled at the school, and shall be elected by the Catholic School Council [Ontario Regulation 612/00 s8(2)];
 - 3.2.3.9 The Principal shall be a designated, non-voting member.
- 3.2.4 The membership of a Catholic School Council shall not exceed 25 parents.
- 3.2.5 Parent/Guardian(s) shall form the majority of members on the Catholic School Council.
- 3.2.5.1 Where the number of persons running for positions on Catholic School Council exceeds the number of positions available; there shall be a limitation imposed of only one person per household being allowed to hold a position.
 - 3.2.5.2 Where the number of members is fewer than 25 persons two members of the same household may run, hold a position and exercise their right to vote.
- 3.2.6 A person who is employed by the board cannot be the Chair or Co-Chair of the Catholic School Council [Ontario Regulation 612/00 s.8(3)].
- 3.2.7 The Principal will communicate with the Pastor of the Parish or Parishes affiliated with the school to confirm a Parish Representative who will be designated as a member of the Catholic School Council. In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- 3.2.8 A person is not qualified to be a parent member of the Catholic School Council if they are employed at the school their child attends, and may only be elected as either the teaching or non-teaching staff representative (i.e.: An Office Support Worker is a Board employee, part of a Union and has a permanent position. Therefore, this person would qualify for election only as a non-teaching representative).
- 3.2.9 A person who fulfills a staff's absence on an emergency basis but is not a certified teacher of the Board and is not part of a Union nor holds a permanent position, may be elected to the Catholic School Council as a parent member if they have a child attending the school.
- 3.2.10 A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to

other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Catholic School Council meeting.

- 3.2.11 The term of office for elected and appointed positions on a Catholic School Council shall not exceed one year. A member of a Catholic School Council may be re-elected or reappointed (Ontario Regulation 612/00 s.6).
- 3.2.12 A vacancy in the membership of the Catholic School Council shall be filled by election or by appointment, in accordance with the Constitution. If an election is to occur to fill a vacancy, then the election rules set out in Ontario Regulation 612/00 apply (Ontario Regulation 612/00 s.7)

3.3 Meetings

- 3.3.1 All Catholic School Councils shall hold a minimum of four meetings per year [Ontario Regulation 612/00 s.12(1)].
- 3.3.2 A Catholic school council shall meet within the first 35 days of the school year after the election is held. The date for the initial meeting shall be determined by the principal of the school [Ontario Regulation 612/00,s.12(2)].
- 3.3.3 All Catholic School Council meetings, Executive meetings and Subcommittee meetings shall be held,
 - (i) in person, on school premises or at a location accessible to the public and open to all members of the school community [Ontario Regulation 612/00, s.12(6)].
 - (ii) by electronic or telephonic means; or
 - (iii) both in person, at a location described in clause (i) and by electronic means.
- 3.3.3.1 A member of a school council who participates in a meeting through electronic or telephonic means shall be deemed present in the meeting.
- 3.3.4 The Principal shall, on behalf of the Catholic School Council, give written notice of the dates, times and locations of the meetings of the council to every parent/guardian of a student who is enrolled in the school [Ontario Regulation 612/00 s 12(7)].
- 3.3.5 The notice provided by the Principal and required by subsection 3.3.4 may be given by doing one or more of the following:
 - (i) Giving the notice to the parent by email or by other electronic means.
 - (ii) Posting the notice in a designated location in the school in a location that is visible to parents.
 - (iii) Delivering the notice to the parent by email or by other electronic means.
 - (iv) Posting the notice on the school's website.
- 3.3.6 All Catholic School Councils shall make every reasonable effort to avoid scheduling Catholic School Council meetings on evenings of scheduled Board meetings to enable Trustees the opportunity to attend.

3.4 Committees

- 3.4.1 A Catholic School Council may, in accordance with its by-laws, establish committees to make recommendations to the Catholic School Council [Ontario Regulation 612/00 s.13(1)].

3.5 Establishing By-Laws/ Review of Constitution

- 3.5.1 The Catholic School Council must familiarize themselves with the Constitution on an annual basis, as soon as possible after the Catholic School Council meets for the first time to address the following as outlined in Ontario Regulation 612/00 s.15:
 - 3.5.1.1 Election procedures;
 - 3.5.1.2 Filling vacancies; and,
 - 3.5.1.3 Conflict of interest and conflict resolution procedures.
- 3.5.2 The Catholic School Council Constitution must be revised in accordance with any amended legislation governing the operation of a school council.

3.6 Minutes and Financial Records

- 3.6.1 A Catholic school council shall keep minutes of all of its meetings and records of all of its financial transactions.
- 3.6.2 The minutes of Catholic School Council meetings and records of financial transactions shall be accessible by any person at the school for examination.
- 3.6.3 The recorded minutes of all the Catholic School Council meetings and records financial transactions shall be submitted to the Principal of the school.
- 3.6.4 Accurate accounting shall be maintained by the Principal and the Treasurer of the Catholic School Council to comply with the requirement of accountability and transparency to the school community.
- 3.6.5 Subsections (3.6.1) and (3.6.2) do not apply to minutes and records that are more than four years old.

3.7 Fundraising

- 3.7.1 All fundraising activities shall be conducted in accordance with Board Policies and Guidelines (Policy 603A *School Fundraising* and Policy 603B *Fundraising for External Charitable Purposes*).
 - 3.7.1.1 Funds raised are to be used for a purpose approved by the Board and/or Principal. Catholic School Councils shall ensure that Catholic School Council funds and school resources are not used to promote a particular viewpoint (Ontario Regulation 612/00 s. 22).
 - 3.7.1.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
 - 3.7.1.3 In the event of a school consolidation/closure, the following will be adhered to as outlined in the Board's Procedure: *Transition Process for School Consolidation/Closure, Addendum to Policy 713 Pupil Accommodation Review of School* as follows:
 - 3.7.1.3.1 Any residual fundraising monies shall be proportionately distributed, based on student enrolment, to the affected schools; and,
 - 3.7.1.3.2 All school assets purchased through fundraising or General School Budget (GSB), shall be distributed equitably based on a needs assessment completed by Board staff, in

consultation with the appropriate School Superintendent(s) and Principals of the affected schools:

- (i) First, to the affected schools; and,
- (ii) Second, to other schools as identified by Board Staff.

3.8 Annual “Year-End” Report

- 3.8.1 All Catholic School Councils shall submit a written report annually on its activities to the principal of the school and to the board by September 20th each year [Ontario Regulation 612/00,s.24(1)]. Catholic School Councils should use the [template provided here](#) by the Board.
- 3.8.2 If the Catholic School Council engages in fundraising activities, the annual report shall include a report on those activities.
- 3.8.3 On behalf of the Catholic School Council, the principal shall give a copy of the report to every parent of a student who is enrolled in the school.
- 3.8.4 Subsection (3.8.3) may be complied with by doing one or more of the following:
 - (i) Giving a copy of the report to the parent’s child for delivery to the parent.
 - (ii) Posting a copy of the report in the school in a location that is accessible to parents.
 - (iii) Delivering a copy of the report to the parent by email or by other electronic means
 - (iv) Posting a copy of the report on the school’s website.

3.9 Electronic Mail Communication & Social Media

- 3.9.1 Only York Catholic District School Board staff, using a Board email address, can create, update and moderate information that is shared on the Board’s endorsed social media platform.
- 3.9.2 Catholic School Council members, and parents at large, are encouraged to follow Board/School social media accounts.
 - 3.9.2.1 All Catholic School Council communication must be approved by the Principal and posted only on the school website. Catholic School Councils shall not create social media accounts such as Facebook, Twitter, Instagram etc.
 - 3.9.2.2 All Catholic School Council content must be approved by the Council and the Principal before being published on the School website.
 - 3.9.2.3 In accordance with the *Municipal Freedom of Information and Privacy of Privacy Act*, only the Board/Schools have the authority to collect personal information and parental consent for the posting or sharing of student information, photos and videos.
 - 3.9.2.4 Catholic School Councils may provide content to the social media account via the Principal, but may not have access to post directly to the school social media account.
 - 3.9.2.5 Catholic School Council members shall promote and practice strong digital citizenship/discipleship when or if communicating on their personal accounts. When posting on the internet or emailing, members will not disclose any information that is confidential.

3.10 York Catholic Parent Involvement Committee (YCPIC)

- 3.10.1 The purpose of the York Catholic Parent Involvement Committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being [Ontario Regulation 612/00, s.27)].
- 3.10.2 The York Catholic Parent Involvement Committee shall work with Catholic School Councils of the Board and, through the Director of Education as per Ontario Regulation 612/00, s. 27 & 28 to:
 - 3.10.2.1 Share effective practices to help engage parents;
 - 3.10.2.2 Identify and reduce barriers to parent engagement;
 - 3.10.2.3 Help ensure that schools of the board create a welcoming environment for parents of its pupils;
 - 3.10.2.4 Develop skills and acquire knowledge that will assist the parent involvement committee and councils of the board with their work; and,
 - 3.10.2.5 Determine, in consultation with the Director of Education and in keeping with Board's policies, how funding, if any, provided under the *Education Act* for parent involvement is to be used.

~~3.11 Ontario Association of Parents in Catholic Education (OAPCE)~~

- ~~3.11.1 The Ontario Association of Parents in Catholic Education is established to,~~
 - ~~3.11.1.1 Respond to and represent the interests and concerns of Parent/Guardian(s) who have children enrolled in publicly-funded Catholic schools with a focus on all aspects of student education: spiritual, academic, health and safety, as well as other issues which may arise from parent communication with the organization;~~
 - ~~3.11.1.2 Collaborate with local and provincial education partners to strengthen the voice of Catholic education.~~

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Catholic School Councils policy and related guidelines.

4.2 Senior Administration

- 4.2.2 To support school communities with the implementation of and compliance with the Catholic School Councils policy and related guidelines.

4.3 Principal

- 4.3.1 To perform the duties as outlined in Ontario Regulation 612/00 *School Councils and Parent Involvement Committees* and Ontario Regulation 613/00 *Operation of Schools*.
- 4.3.2 To ensure compliance with the Catholic School Councils policy and related guidelines.
- 4.3.3 To make every effort to engage parents who reflect the diversity of the school community to be members of the Catholic School Council.
- 4.3.4 To facilitate the establishment of the Catholic School Council and assist in its operation.
- 4.3.5 To attend Catholic School Council meetings.
- 4.3.6 To support and promote Catholic School Council's activities that are consistent with the board's policy statement dealing with Catholic School Councils.

- 4.3.7 To seek input from the Catholic School Council in areas for which it has been assigned advisory responsibility.
- 4.3.8 To consult with the Catholic School Council on fundraising expenditures.
- 4.3.9 To Act as a resource on laws, regulations, board policies, and collective agreements.
- 4.3.10 To obtain and provide information required by the Catholic School Council to enable it to make informed decisions.
- 4.3.11 To communicate with the Chair of the Catholic School Council, as required.
- 4.3.12 To ensure that parent members are given written notice of the date and time of the location or means to access the election 14 days prior to the date of the election.
- 4.3.13 To ensure that all Catholic School Council meeting dates are posted on the Catholic School Council section of the School Website and in the School Calendar, and that all agendas and minutes are posted on the school website in a timely manner.
- 4.3.14 To ensure that the Catholic School Council's Annual "Year End" Report is submitted to the Board and posted to the Catholic School Council section of the School Website in a timely manner.
- 4.3.15 To ensure that copies of the agenda and minutes of all Catholic School Council meetings including Executive and Subcommittee meetings are kept at the school for four years.
- 4.3.16 To ensure that copies of all Catholic School Council, Executive and any Subcommittee Agendas, Minutes and the Annual "Year End" Report are shared with the Catholic School Council, all Parents/Guardians, local Trustee(s) and School Superintendent electronically, if possible, and in a timely manner.
- 4.3.17 To assist the Catholic School Council in communicating with the school community.
- 4.3.18 To contact the wider school community, local Trustee(s) and School Superintendent to notify of any change or cancellation of Catholic School Council meetings.
- 4.3.19 To present to the Catholic School the General School Budget and the School Bank Account allocations as well as all fundraising expenditures on a regular basis.
- 4.3.20 To maintain the authority to end and/or terminate the meeting, should inappropriate discussions about individual Parent/Guardian(s), students, staff, Trustees or other Catholic School Council members arise.

4.4 Catholic School Council

- 4.4.1 To fulfill the role of an advisory body to the school and board as follows:
 - 4.4.1.1 To respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
 - 4.4.1.2 To coordinate the election procedures for Catholic School Councils to be held within the first thirty calendar days of the start of the school year;
 - 4.4.1.3 To promote the best interests of the school community;
 - 4.4.1.4 To communicate regularly, via the School Website or School Newsletters, with parents and other members of the school community seeking their views and preferences with regard to matters being addressed by the Catholic School Council; and,

- 4.4.1.5 To report on the activities of the Catholic School Council to the school community and Board as required.
- 4.4.2 To maintain a school-wide focus on all issues with sensitivity to the school's needs, culture and demographics.
- 4.4.3 To respect that Catholic School Council meetings are not a forum for discussion about individual Parent/Guardian(s), students, staff, trustees or other Catholic School Council members.
- 4.4.4 To respond to Board requests regarding policies under review in a timely manner.

5. DEFINITIONS

- 5.1 **Advisory Body**
A group established to provide advice and recommendations. An advisory body does not have final decision-making powers.
- 5.2 **Constitution**
A document that defines the structure of the Catholic School Council and sets out the principles according to which the council is governed. Catholic School Councils are not required to develop lengthy Constitutions, since Ontario Regulation 612/00 sets out the mandate and roles and responsibilities for School Councils.
- 5.3 **Digital Citizenship/Discipleship**
The norms of appropriate, responsible behaviour with regard to technology use. It encompasses digital literacy, ethics, etiquette, online safety, rights, culture, wellness and copyright.
- 5.4 **Diversity**
The presence of a wide range of human qualities and attributes within a group, organization or society. The dimensions of diversity include, but are not limited to, age, ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation and socio-economic status.
- 5.5 **Electronic Communication & Social Media**
Any software, application(s), e-mail, SMS (Texting) and website(s) which enable users to access, create, download, exchange and store information online.
- 5.6 **Personal Information**
In accordance with Ontario's *Personal Information Protection and Electronic Documents Act (PIPEDA)*, personal information includes:
 - Name, race, ethnic origin, religion, marital status, educational level
 - E-mail address and messages, Internet Protocol (IP) address
 - Age, height, weight, medical records, blood type, DNA code, fingerprints, voiceprint
 - Income, purchases, spending habits, banking information, credit/debit card data, loan or credit reports, tax returns
 - Social Insurance Number (SIN) or other identification numbers

5.7 School Community

All Parent/Guardian(s) who have children enrolled in the school as well as stakeholders within the designated school boundary including, but not limited to staff, local pastor(s), parish representative, community representative and/or residents.

6. CROSS REFERENCES

Legislation

Education Act, [Ontario Regulation 612/00 School Councils and Parent Involvement Committees](#)

Education Act, [Ontario Regulation 613/00 Operation of Schools](#)

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

[Ontario Ministry of Education School Councils: A Guide for Members, 2001, Revised 2002](#)

YCDSB Policies

[Policy 106 Delegations to the Board](#)

[Policy 201 Healthy Schools](#)

[Policy 201A Healthy Schools – Eating & Nutrition](#)

[Policy 205 Student Government](#)

[Policy 317 Electronic Communications & Social Media](#)

[Policy 603A School Fundraising](#)

[Policy 603B Fundraising for External Charitable Purposes](#)

[Policy 608 Volunteers in Schools](#)

[Policy 713 Pupil Accommodation Review](#)

[Policy 803 School Generated Funds](#)

YCDSB Procedures

YCDSB [School Generated Funds Administrative Procedure](#)

YCDSB [Transition Process for School Consolidation/Closure Procedure](#)

CATHOLIC SCHOOL COUNCILS

GUIDELINES

1. Role of Catholic School Council Members

- 1.1 Provide informed advice to the Principal on matters related to student achievement, well-being and continuous school improvement
- 1.2 Maintain a school-wide perspective on issues
- 1.3 Participate in Catholic School Council meetings
- 1.4 Participate in information and training programs
- 1.5 Act as a link between the Catholic School Council and the school community
- 1.6 Encourage the participation of all Parent/Guardian(s) and of other people within the school community
- 1.7 Respect the confidentiality of all information that may be received regarding any pupils or staff while being a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

2. Role of Catholic School Council Chair/Co Chair

- 2.1 Call Catholic School Council meetings; (minimum of four per year – first meeting to be held within 35 days of the start of the school year)
- 2.2 New members to the Catholic School Council Executive should attend the Catholic School Council Orientation Workshop offered by the York Catholic Parent Involvement Committee held annually in the Fall
- 2.3 Prepare, in concert with the Principal, the agenda for Catholic School Council, Executive or Subcommittee meetings
- 2.4 Chair Catholic School Council meetings
- 2.5 Ensure that the minutes of Catholic School Council, Executive or Subcommittee meetings are recorded, maintained and kept for four years
- 2.6 Participate in information and training programs
- 2.7 Communicate with the school Principal as required
- 2.8 Ensure that there is regular communication with the school community posted on the Catholic School Council section of the school website
- 2.9 Consult with senior board staff and Trustees, as required, and submit annually a written report of the Catholic School Council activities to the Principal and the Board. This Year-End Report will be posted on the school website.
- 2.10 Respect the confidentiality of all information that may be received regarding any pupils or staff while being a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*

3. Role of Catholic School Council Secretary

- 3.1 Ensure that the minutes of the Catholic School Council meetings are recorded and retained for a minimum of four years
- 3.2 Keep a record of the proceedings of all other Catholic School Council meetings (i.e.: Executive or Sub-Committee meetings) for a minimum of four years
- 3.3 Attend to all official correspondence and communication, posting of notices and filing of records as directed by the Catholic School Council in collaboration with the Chair and Principal, and in accordance with Board policies and procedures.

4. Role of Catholic School Council Treasurer

- 4.1 Entrusted with the receipt, care and management of all Catholic School Council funds in accordance with Board policies and procedures
- 4.2 Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
- 4.3 Ensure that all deposits are prepared by a minimum of two (2) Catholic School Council members, one being the Treasurer, to confirm deposit amounts
- 4.4 Prepare all documentation for the payment of invoices authorized by the Catholic School Council
- 4.5 Provide an account of all transactions and a current financial statement (budget vs. actual analysis) at regular Catholic School Council meetings, or whenever required
- 4.6 Ensure that all financial records of the Catholic School Council remain at the School and are available for audit purposes
- 4.7 Prepare a full Financial Statement prior to the Catholic School Council's Annual General Meeting
- 4.8 Develop budget proposals based on Catholic School Council approved expenditures
- 4.9 Retain all financial records for four years.



CATHOLIC SCHOOL COUNCIL CONSTITUTION

School: _____

Principal: _____

Revision Dates



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All York Catholic District Schools are expected to review the Constitution at the first meeting after Catholic School Council elections.



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PREAMBLE

The education of our children is a shared responsibility which involves the schools, students and their families and the Church. The main goal of [name of school] Catholic School Council is to “promote the best interests of the School Community”. This Constitution and the following By-laws are drafted in accordance with the Education Act and Regulations.

The [name of school] Catholic School Council operating as an advisory council will strive to provide an opportunity to build community, strengthen the home/school/parish partnership and work together as a community of believers committed to putting the values of our faith into practice in the education of our children.

ARTICLE I - NAME

The name of this Catholic School Council is the [name of school] Catholic School Council, hereinafter referred to as the “Council”.

ARTICLE II - COUNCIL GOALS

The purpose of school councils is, through active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents [O.Reg. 612/00, S. 2(1)].

A school council’s primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612/00 to the principal of the school and the Board that established the council [O. Reg. 612/00, s. 2(2)].

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum of discussion about individual parents, students, staff, Trustees or other council members.

The Council will work within the policies, mission statement and goals of the school, the York Catholic District School Board (Board), hereinafter referred to as the “Board”, and the Education Act and Regulations. Council is an advisory body. The Council will provide advice to the school principal, and where appropriate, to the school board on matters such as:

- development/promotion of faith community;
- local school calendar of events;
- school code of conduct behaviour;
- student dress code;
- recruitment of school volunteers;
- parent engagement opportunities;
- curriculum and program goals and priorities;
- the process and criteria applicable to the selection and placement of principals and vice-principals;



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- school budget priorities, including local capital-improvement plans;
- school-community communication strategies;
- school-based services and community partnerships related to social, health, recreational and nutrition programs;
- local co-ordination of services for children and youth;
- development, implementation, and review of board policies at the local level;
- learning partnerships;
- corporate sponsorships within the parameters established by the Board.

ARTICLE III - COMPOSITION

SCHOOL COUNCIL

- (a) All members on a Council are valued and equal partners. Each elected or appointed member receives one vote.
- (i) The principal does not participate in votes taken by the school council or by a committee of the school council.
 - (ii) If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- (b) The Board encourages all Councils to have student representation.
- (c) A school council shall be composed of the following people:
- (i) Parent members shall be elected by Parents and Guardians of students enrolled in the school;
 - (ii) In the case of a school with one or more secondary school grades, one pupil enrolled in the school who is appointed by the student council, if the school has a student council, or one pupil enrolled in the school who is elected in accordance with section 5 of Ontario Regulation 612/00, if the school does not have a student council. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting with other members of the school council, that the council should include a pupil.
 - (iii) One teacher who is employed at the school, other than the principal or vice-principal.
 - (iv) One person who is employed at the school, other than the principal, vice-principal or any other teacher (i.e.: Secretaries, Custodian Educational Assistants, Educational Intervenors, Designated Early Childhood Educators, Lunchtime Supervisors, Office Support Workers);
 - (v) One School Community representative shall be appointed by the Catholic School Council;
 - ~~(vi) One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education is established in respect of the school.~~
 - (vii) Parish Representative(s) designated by the Parish or Parishes affiliated with the school;



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- (viii) The Principal shall be a designated, non-voting member.
- (d) Parent/Guardian(s) shall form the majority of members of the Council.
- (e) The Principal will communicate with the Pastor of the Parish or Parishes affiliated with the school to confirm a Parish Representative who will be designated as a member of the Council. In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- (f) A person is not qualified to be a parent member of the Council if they are employed at the school their child attends, and may only be elected as either the teaching or non-teaching staff representative (i.e.: An Office Support Worker is a Board employee, part of a Union and has a permanent position. Therefore, this person would qualify for election only as a non-teaching representative).
- (g) A person who fulfills a staff's absence on an emergency basis but is not a certified teacher of the Board and is not part of a Union nor holds a permanent position, may be elected to the Council as a parent member.
- (h) A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Council meeting.
- (i) A person elected or appointed as a member of a school council holds office from the later of, the date he or she is elected or appointed; and the date of the first meeting of the school council after the elections held in the school year, until the date of the first meeting of the school council after the elections held in the next school year.

A member of a school council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council.

The membership of a Council shall not exceed 25 persons. The maximum number of parent members shall be 18. If there is no student representative, the maximum number of parent members shall be 19.

In the event that the number of voting parent members (~~including OAPCE representatives~~), does not constitute a majority of the Council, the composition of voting non-parent members will be adjusted in consultation with the appropriate Superintendent.

ARTICLE IV - OFFICERS

The Officers of the Council shall be the Chair/Co-Chair, Secretary, Treasurer, and Past Chair(s)



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and such other Officers as Council deems are required to carry out the activities of the Council. All Officers of the Council shall be parents/guardians of students in the school. No person shall hold more than one office in any given school year. The members shall elect from the established Catholic School Council, the Officers of the Council at the first council meeting.

SECTION I STRUCTURE OF COUNCIL

1.1 Elections

An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal of the school. The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date and time of and the location or means to access the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school. The written notice shall be delivered to the parent by email or by electronic means and by posting the notice on the school's website.

The election of parent members of a school council shall be held in person, at a location accessible to all members of the school community. If for any reason a nominated parent cannot attend the election, the parent member must provide a reason and notify the Principal of the school one week prior to the election.

The Principal shall:

- provide nomination forms;
- At least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date and time of the location or means to access the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school;
- Request a profile from all candidates and make these available to the electorate;
- Conduct the elections by secret ballot;
- Count the ballots;
- Notify all individuals standing for election of the results before the results are released to the school community.
- Release the names of successful candidates on the school website. A list of candidates and the vote results will be kept on file for use in the event of vacancy on the council.

The council of the previous year will remain established until the new council is formed.

The election procedure shall be as follows:

- (a) The Principal shall prepare and distribute ballots to all parents attending the Election Meeting, including all candidates. Each ballot shall contain a list of all the candidates.
- (b) The election shall be by secret ballot cast by parents present at the Election Meeting.
- (c) Ballots shall be counted by the Principal in a public process.



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- (d) If there is a tie in the number of votes between two (2) or more candidates, the tie will be broken by the Principal drawing the names of the tied candidates until all of the Parent Member positions are filled.
- (e) The Principal shall announce the names of those elected as Parent Members at the Election Meeting.
- (f) All ballots and related information shall be retained by the Principal for one (1) year and shall be kept confidential.

1.2 Term of Office

At the first election of the properly constituted Council, newly elected members of Council shall be elected for a term of one (1) year, from the date they are elected or appointed until the date of the first meeting of the School Council after the elections held in the next school year.

A member of the School Council may be re-elected or re-appointed for additional terms.

1.3 Meetings

The first meeting of the newly elected members of Council shall take place in person within the first 35 calendar days of the school year, after the elections held and on a date fixed by the principal of the school. The Council shall hold a minimum of four (4) meetings per year and shall be held either in person, at a location that is accessible to the public, and/or by electronic or telephonic means.

A member of a school council who participates in a meeting through electronic or telephonic means shall be deemed to be present at the meeting.

All meetings of a school council shall be open to the public. The principal of the school shall, on behalf of the school council, give written notice of the date and time of and the location or means to access each meeting of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school. The notice will be given to the parent by email or by other electronic means and by posting the notice on the school's website. The Council may choose to stream their meetings to the public.

The school community may be invited to provide input to the Council. In its role as an Advisory body, it is the responsibility of the Council to come to a final decision/position with respect to the issue/topic being addressed. The Principal of a school shall consider each recommendation made to the Principal by the school council and shall advise the council of the action taken in response to the recommendation.



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1.4 Quorum

A meeting cannot be held unless quorum is met. Members are encouraged to notify the Principal and/or Chair if they will be absent in order for meetings to be rescheduled in a timely manner if quorum is not met.

A meeting of the council cannot be held unless,

- (a) a majority of the current members of the council are present at the meeting; and
- (b) a majority of the members of the council who are present at the meeting are parent members.

1.5 Voting and Decision Making

Each member of the Council is entitled to one vote in votes taken by the Council. Each member of a committee of the School Council is entitled to one vote in votes taken by the committee. If there is a student member, they can vote and must count towards quorum. If a student member leaves early it is the obligation of the Principal/Chair to check that quorum still remains.

The principal is not entitled to vote in votes taken by the School Council or by a committee of the School Council. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.

1.6 Vacancies

If any elected position becomes vacant, the Council shall appoint the necessary number of eligible person(s) to serve the balance of the term of office. First consideration of appointees shall be given to any unsuccessful candidate(s) who ran in the last election, in order of finish, followed by outreach strategies. If the appointment fails to fill all positions, the Council shall proceed to operate as long as a parent/guardian majority exists.

A vacancy in the membership of the School Council does not prevent the Council from exercising its authority.

1.7 Attendance

Council members shall make every effort to attend meetings. Council members who find they are unable to attend meetings on a regular basis, shall be asked to reconsider their commitment. Notice in writing shall be sent to any Council member who has missed three (3) consecutive meetings to reconsider their commitment and position as council members.



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1.8 Consultation

The Council shall communicate regularly with parents/guardians and other members of the School Community to seek their views and preferences with regard to matters being addressed by the Council so that these are reflected in the advice the Council provides to the school Principal, to the Board and to the Ministry.

1.9 Consultation by the Board

In addition to its other obligations to solicit the views of Councils under this act, the Board is obliged to solicit the views of the council with respect to the matters outlined under section 19 of O. Reg 612/00.

1.10 Minutes and Financial Records

- a) A council shall keep minutes of all of its meetings and records of all of its financial transactions.
- b) The minutes of the Council meetings and records of financial transactions shall be accessible by any person at the school for examination.
- c) The recorded minutes of all the Council meetings and records financial transactions shall be submitted to the Principal of the school.
- d) Accurate accounting shall be maintained by the Principal and the Treasurer of the Council to comply with the requirement of accountability and transparency to the school community.
- e) (a) and (b) do not apply to minutes and records that are more than four (4) years old.

1.11 Annual “Year-End” Report

The School Council shall annually submit a written report on its activities to the principal and to the Board by September 20th each year. This report will include a report from all committees, including all fundraising activities. Councils should use the [template provided here](#) by the Board. The report will be made available to the entire school community by delivering the notice to the parent by email or by other electronic means and by posting the notice on the school’s website.

SECTION II - DUTIES OF OFFICERS

2.1 Chair/Co-Chair

The Chair/Co-Chair of the Council shall:

- New members to the Council Executive should attend the Council Orientation Workshop offered by the York Catholic Parent Involvement Committee held annually in the Fall
- Prepare, in concert with the Principal, the agenda for Catholic School Council, Executive or Subcommittee meetings
- Chair Council meetings
- Ensure that the minutes of Council, Executive or Subcommittee meetings are recorded, maintained and kept for four years



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- Participate in information and training programs
- Communicate with the school Principal as required
- Ensure that there is regular communication with the school community posted on the Council section of the school website
- Consult with senior board staff and Trustees, as required, and submit annually a written report of the Council activities to the Principal and the Board. This Year-End Report will be posted on the school website
- Respect the confidentiality of all information that may be received regarding any pupils or staff while being a volunteer and/or Council member and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act

2.2 Secretary

The Secretary of the Council shall:

- Ensure that the minutes of the Council meetings are recorded and retained for a minimum of four years
- Keep a record of the proceedings of all other Council meetings (i.e.: Executive or Sub-Committee meetings) for a minimum of four years
- Attend to all official correspondence and communication, posting of notices and filing of records as directed by the Council in collaboration with the Chair and Principal, and in accordance with Board policies and procedures.

In the absence of both the Chair and Vice Chair at meetings of Council, the Secretary shall call the meeting to order and preside until the Council elects an acting Chair for that meeting.

2.3 Treasurer

The Treasurer shall:

- Entrusted with the receipt, care and management of all Council funds in accordance with Board policies and procedures
- Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
- Ensure that all deposits are prepared by a minimum of two (2) Council members, one being the Treasurer, to confirm deposit amounts
- Prepare all documentation for the payment of invoices authorized by the Council
- Provide an account of all transactions and a current financial statement (budget vs. actual analysis) at regular Council meetings, or whenever required
- Ensure that all financial records of the Council remain at the School and are available for audit purposes
- Prepare a full Financial Statement prior to the Council's Annual General Meeting
- Develop budget proposals based on Council approved expenditures
- Retain all financial records for four years.



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A full financial statement of the Council year shall be prepared by the Treasurer and presented at the AGM.

2.4 Principal

The Principal of the school shall:

- Give written notice of the date and time of and the location or means to access each meeting of the council.
- facilitate the establishment of the Council and assist in its operation;
- support and promote council's activities that are consistent with the board's [Policy 606, Catholic School Councils](#);
- seek input from the council in areas for which it has been assigned advisory responsibility;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the council to enable it to make informed decisions;
- communicate with the chair of the council, as required;
- ensure that copies of the minutes of the council's meetings are kept at the school;
- assist the council in communicating with the school community;
- encourage the participation of all parents/guardians and of other people within the community;
- assist the Chair in developing the agendas;
- perform the duties as outlined in Ontario Regulation 613 - Operation of Schools.

2.5 Council Members

The members of the Council shall:

- Provide informed advice to the Principal on matters related to student achievement, well-being and continuous school improvement
- Maintain a school-wide perspective on issues
- Participate in Council meetings
- Participate in information and training programs
- Act as a link between the Council and the school community
- Encourage the participation of all Parent/Guardian(s) and of other people within the school community
- Respect the confidentiality of all information that may be received regarding any pupils or staff while being a volunteer and/or Council member and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act.



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SECTION III - COMMITTEES

The Council shall make appointments to such Standing Committees of the Council (committees which exist year after year and meet regularly) and Ad Hoc Committees of the Council (committees appointed to deal with a specific issue, report on it and then are disbanded) as may be required to carry on the activities of the Council and shall, where possible, appoint a Chair of each such committee from among the Council members. Committee membership shall be drawn from the members of the School Community. The Chair of the Council and the Principal, or their designate, shall be members of each Standing and Ad Hoc Committee. All Committees shall report to the Council to obtain final approval of the committee's recommendations.

BY-LAWS

SECTION IV - CONFLICT OF INTEREST & CONFLICT RESOLUTION

In accordance with section 15 (2) of Ontario Regulation 612/00, every school council shall make a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest and establish a conflict resolution process for internal school council disputes.

Pursuant to Section 3.1.18 of *Policy 606 Catholic School Councils*, the York Catholic District School Board reserves the right to disband a Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to the Council's role and responsibilities.

SECTION V - FUNDS

All fundraising activities shall be conducted in accordance with Board Policies and Guidelines (Policy 603A *School Fundraising*, Policy 603B *Fundraising for External Charitable Purposes* and Policy 803 *School Generated Funds*).

- a) Funds raised are to be used for a purpose approved by the Board and/or Principal. Catholic School Councils shall ensure that Council funds and school resources are not used to promote a particular viewpoint.
- b) Any funds and assets generated through fundraising activities assisted by the Council are the property of the Board.

SECTION VI - EXPENDITURES

All Council funds shall be held in the school bank account in designated Council subledgers.

In exceptional circumstances, where the Council has their own bank account, the Chair and Treasurer shall have cheque signing authority on the Council bank account, with only the aforementioned signatures necessary to validate cheques.



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Expenditures shall be defined as money outlay without expectation of monetary return.

Expenditures for events wholly or partially funded by the Council are to be presented in budget form for approval by the Council.

Receipts must be furnished for all expenditures.

General count of money must be done by two people at the same time.

All fund raising activities must be in accordance with Board Policy 603A and 603B on FundRaising.

The Council shall not operate in a deficit.

The year-end balance of the Council sub-ledger account shall be kept to provide for a sufficient operating balance to initiate Council activities in the following school year.

SECTION VII - AUDITORS

The Council shall arrange for an independent review of its books and records by a trusted member of the school community at the end of Council's term if a major, Board approved fundraiser has taken place during the term (built into the sub-ledger oversight of the school Board).

SECTION VIII - REMUNERATION

There will be no honorarium paid to members of the Council. A person shall not receive any remuneration for serving as a member. Reimbursement for expenses incurred as members of the School Council shall be in accordance with relevant procedures established by the Board and Section VII above.

SECTION IX - DISSOLUTION OF THE COUNCIL

The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to the Council's role and responsibilities. Elections to reconstitute a new Council will be held in accordance with Ontario Regulation 612/00.

SECTION X - AMENDMENTS

The Constitution and the By-Laws of the Council may only be amended by the York Catholic District School Board.



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Appendix A [NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL

NOTICE OF ELECTION

Catholic School Council members have a special commitment to their school. They demonstrate enthusiasm, a desire to make a difference and a willingness to contribute in a meaningful way to strengthen the partnership between school, home and parish.

If you would like to put your name forward and become an active participant in your child's education, please call the school office at [insert School phone number] for a declaration package. It may be sent home with your child, or you may choose to pick up a package in the main office. Successful candidates will hold their elected position for a term of one year and will be expected to attend the monthly meetings. We as parents can make a difference to our children's education. Being a member of council provides us with an opportunity to make recommendations to the school, the school board and interact with other parents and staff. No one is singularly responsible for decisions. A representation of parents who reflect the diversity of our school population is needed.

Deadline for submission of nomination forms:

Communications of candidate's names to the school community:

Election Day:

First council meeting:



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[NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL NOMINATION FORM

Please fill in the appropriate section below to declare your candidacy, or to nominate someone else, for an elected position as a parent member on the [name of school] Catholic School Council.

☐ I wish to declare my candidacy for an elected position as parent/guardian representative on the school council.

☐ I wish to nominate _____ for an elected position as parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-Mail: _____

I am the parent/guardian of _____ who is currently registered at this school.

I am an employee of the board: ☐ yes ☐ no

The person I have nominated is the parent/guardian of _____ who is currently registered at the school.

The person I have nominated is an employee of the board: ☐ yes ☐ no

Please include a brief bio of yourself or the candidate you have nominated which will be published for election purposes:

e.g. occupation, background, interests, volunteer work

Return this form to the school office by _____

You will be notified when your nomination has been received.