

YORK CATHOLIC DISTRICT SCHOOL BOARD

POLICY REVIEW COMMITTEE - **AGENDA**

Catholic Education Centre, **Board Room**

January 16, 2018, 6:30 P.M.

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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ADJOURNMENT

A New Year's Prayer
Lord, You make all things
new
You bring hope alive in our
hearts
And cause our Spirits to be
born again.
Thank you for this New Year
For all the potential it holds.
Come and kindle in us
A mighty flame
So that in our time, many will
see the wonders of God
And live forever to praise
Your glorious name.
Amen

IMPORTANT NOTICE

There is an expectation that trustees and all committee members will have read/reviewed reports included in Board/Committee agendas and that they will endeavour, where possible, to seek clarification of questions/concerns with the board/staff resource person prior to the meeting.

**POLICY REVIEW COMMITTEE
(STANDING COMMITTEE OF THE BOARD)**

TERMS OF REFERENCE

(2017-2018)

The Policy Review Committee will support the York Catholic District School Board's Mission, Vision, Core Values and Strategic Commitments and good Governance as outlined within these terms of reference.

1. Purpose/Mandate:

- 1.1 To serve as a liaison between the Board and administration on policy matters;
- 1.2 To provide input and direction on Board policy;
- 1.3 To review draft policy;
- 1.4 To ensure that appropriate stakeholder input is sought during policy formation;
- 1.5 To review and update existing policies; and,
- 1.6 To bring recommendations for policy approval, development or termination to the Board.

2. Expected Outcome of the Committee's Work:

- 2.1 To ensure that the Board is governed by effective, concise and relevant policies.

3. Committee Membership:

- 3.1 The Policy Review Committee will be comprised of 7 Trustees.

4. Resource Personnel:

- 4.1 Director of Education
- 4.2 Associate Director, Strategic Leadership
- 4.3 Chief Financial Officer, Treasurer of the Board
- 4.4 Administrative Assistant, Director's Office

5. Meeting Schedule and Time:

- 5.1 The Policy Review Committee will meet at least 3-4 times/year or as needed.

Trustee Membership:
T. Ciaravella, C. Cotton, E. Crowe, C. Ferlisi, D. Giuliani, M. Marchese, M. Mogado
Chair –
Vice Chair –
Last Revision/Approval Date:
(February 27, 2017)

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Students	<i>Policy Number</i> 203
<i>Former Policy #</i> 203	<i>Page</i> 1 of 8
<i>Original Approved Date</i> June 1989	<i>Subsequent Approval Dates</i> December 1993 October 1995 July 2000, June 2003 March 2004, May 2005 June 4, 2013 June 20, 2017

Items which have been changed to clarify current practice

Items which are new policy considerations.

POLICY TITLE: STUDENT TRANSPORTATION SERVICES

SECTION A

1. PURPOSE

In accordance with the Education Act, this policy has been developed to support and regulate the efficient provision of Transportation Services to eligible students of York Catholic District School Board.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to supply transportation services to and from school to the students enrolled in its schools in accordance with the parameters outlined in this policy and the Student Transportation Services Procedure Manual as endorsed by the Joint Board Consortium. The level of service provided by the Board is dependent on transportation funding grants allocated by the Ministry of Education.

Student Transportation Services (STS) is a joint venture between the Catholic and public school boards in York Region. The mandate of STS is to provide safe, efficient and on time transportation for all eligible students.

Transportation for students is a privilege. The Board reserves the right to withdraw transportation services at any time.

3. PARAMETERS

3.1 Eligibility for transportation to and/or from a student's designated home school is a function of the distance from their residence to their home school and grade level as follows:

- i) Junior Kindergarten to Grade 3 – a student whose residence is more than 1.2 kilometres from their home school is eligible for Board-provided transportation;
 - ii) Grades 4 to 8 - a student whose residence is more than 1.6 kilometres from the school is eligible for Board-provided transportation; and
 - iii) Grades 9 to 12 –
 - Transit Served Students - a secondary student whose residence is more than 4.8 kilometers from their home secondary school who is transit served is eligible for Board-provided transportation.
 - Non Transit Served Students - a secondary student whose residence is more than 3.2 kilometres from their home secondary school who is not transit served is eligible for Board-provided transportation.
- 3.2 A student's residence or caregiver address may be used to determine bus eligibility, however the address must be used consistently and be within the school attendance area.
- 3.3 Students attending school outside the Board's jurisdiction shall not be entitled to transportation services.
- 3.4 Students attending a school and/or program outside their home school attendance area are not eligible for transportation services.
- 3.5 In circumstances where students are deemed to be ineligible to receive Board provided transportation, as noted above, it is the responsibility of Parents/Guardians and/or students to determine and provide the most appropriate and safe means of arrival to and/or departure from school.
- 3.6 Transportation **may** be provided for:
- 3.6.1 Physically challenged pupils;
 - 3.6.2 Pupils requiring a special education program as identified by the Superintendent of Student Services or the Director of Education;
 - 3.6.3 Medical reasons as certified by a doctor and approved by the Coordinating Manager of Planning & Operations or the Director of Education, in accordance with the Student Transportation Services procedures manual and appropriate documentation supportive of such request(s).
 - 3.6.4 Optional programs as determined by the Board of Trustees *through the budgeting process.*
 - 3.6.4.1 Elementary French Immersion students are eligible for transportation for students within the Elementary F.I. Boundary In all cases Non-Transportation Zones apply.
 - 3.6.4.2 Secondary French Immersion is an optional Regional program for which the Board of Trustees has approved transportation for those students that reside in non-transit served areas. In all cases Non-transportation Zones apply. *(Note: The Board considers this an equity issue given that this is the ONLY optional secondary program for which YRDSB provides transportation for non-transit served students.)*
- 3.7 Section 23 pupils who are not resident pupils of the Board may be offered transportation to a Section 23 program within the region in accordance with the

- funding that is received from the Ministry of Education or other Ministry or as the Superintendent of Student Services or the Director of Education deems appropriate. Attempts will be made to accommodate service level requests in the most cost efficient manner.
- 3.8 Transportation may be provided to programs and/or facilities outside the Region of York in accordance with the funding that is received from the Ministry of Education or other Ministry or as the Superintendent of Student Services or the Director of Education deems appropriate.
- 3.9 Transportation to a Provincial School shall be provided in accordance with the documented request from a provincial school in accordance with the funding that is received from the Ministry of Education or other Ministry.
- 3.10 Temporary Transportation
- 3.10.1 Requests for temporary transportation may be *approved* for a temporary period due to extenuating medical needs, injury or medical procedures to the student's home school, if such service is available and can accommodate the request. Requests for temporary transportation shall be made on an S9 form accompanied by an S9A form via their school administration to the Coordinating Manager of Planning & Operations.
- 3.10.2 Other temporary transportation for care or treatment outside the home school boundary shall be provided in accordance with the funding that is received from the Ministry of Education or other Ministry or as the Superintendent of Student Services or Director of Education deems appropriate.
- 3.10.3 *The Principal may approve emergency transportation for a student in extenuating circumstances in accordance with the Student Transportation Services Procedure Manual to facilitate the student's safe arrival to a home or caregiver providing there is an existing route for that address. A request for emergency transportation by a parent due to an extenuating circumstance may be approved by the Principal of the child's school to ensure his/her safe arrival to home/caregiver in accordance with the STS Procedures Manual.*
- 3.11 Walking distances to school bus collector points (bus stops) are targeted at 400 metres for elementary students and 600 metres for secondary students. Walking distances are measured by STS using the most direct walking route (which may include approved walkways) from the edge of a student's residence to the closest collector point.
- 3.12 Ride time is the time a student spends on a bus from collector points to school. The walking time to and from collector points is not included. Ride times on Board provided transportation exceeding 60 minutes would be considered exceptional circumstances.
- 3.13 *Concerns regarding bus routes, location of bus stops, consistently late running busses, or driver behavior should be reported to the Principal who will forward concerns to Student Transportation Services.*
- 3.13.1 *Bus drivers do not have the authority to modify routes or bus stops.*

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To ensure Trustee representation on the Joint Board Consortium.
- 4.1.2 To refer operational concerns and eligibility issues to the Coordinating Manager of Planning & Operations.
- 4.1.3 To review the provision of transportation to optional programs through the Board's annual budgeting process.

4.2 Director of Education

- 4.2.1 To oversee compliance with the Student Transportation Services policy and procedures.
- 4.2.2 To ensure that appropriate decisions are made with respect to new and/or emerging transportation issues.
- 4.2.3 To authorize and to ensure that unique and extenuating circumstances requiring consideration on compassionate grounds are examined.

4.3 Senior Administration

- 4.3.1 To support the implementation of and compliance with the Student Transportation Services policy and related procedures.

4.4 Coordinating Manager of Planning & Operations

- 4.4.1 To establish the criteria for and management of a procedure for temporary transportation.
- 4.4.2 To review issues and make appropriate decisions regarding safety and non-transportation zones as required in the best interests of the students.
- 4.4.3 To be the main communicator between and among Student Transportation Services, Principals, Trustees and the community.
- 4.4.4 To notify the Director's Office of any behavior which affects the safety and/or well-being of a student as per Policy 604 *Child Protection & Abuse*.
- 4.4.5 To respond to concerns raised by Trustees, Superintendents, School Administrators, Parents/Guardians and community members.
- 4.4.6 To ensure the appropriate implementation of the Student Transportation Policy and procedures.
- 4.4.7 To cancel buses in circumstances of inclement weather in consultation with York Region District School Board (YRDSB) and Student Transportation Services (STS).
- 4.4.8 To investigate and notify the Director's Office, as appropriate, in situations where a Board provided transportation service is involved in an accident or the safety well-being of a student(s) is a concern.

4.5 Principals

- 4.5.1 To address discipline issues on Board-provided transportation vehicles.
- 4.5.2 To communicate the policy and procedures to students, parents and the community.
- 4.5.3 To manage the daily school related operational issues and report any concerns to Student Transportation Services.
- 4.5.4 To administer the validation of eligible ridership as provided by Student Transportation Services.
- 4.5.5 To notify Student Transportation Services of any concerns regarding a school bus driver.

- 4.5.6 To notify the Coordinating Manager of Planning Operations of any concerns regarding service from Student Transportation Services.
 - 4.5.7 To notify the Superintendent of Education of any behaviour which affects the safety and/or well-being of a student, as per Policy 604 *Child Protection & Abuse*.
 - 4.5.7 To communicate with bus drivers students who have been approved for temporary transportation.
 - 4.5.8 To be available to Student Transportation Services for any unforeseen circumstance which may result in the return of student(s) to the school, or required communication to Parents/Guadians.
 - 4.5.9 To identify to Student Transportation Services any students with known health conditions that may require special consideration affecting transportation, and as deemed necessary, supply the student's individualized student health plan.
 - 4.5.10 To refer any requests for Temporary Transportation to the appropriate School Superintendent of Education.
- 4.6 Manager Student Transportation Services**
- 4.6.1 To notify the Coordinating Manager of Planning and Operations of any behavior which affects the safety and/or well-being of a student as per Policy 604 *Child Protection & Abuse*.
 - 4.6.2 To apply the appropriate implementation of the Student Transportation Policy and procedures.
 - 4.6.3 To recommend bus cancellation in circumstances of inclement weather to the Coordinating Manager of Planning Operations.
 - 4.6.4 To promptly notify Student Transportation Services in situations where a Board provided transportation service is involved in an accident or the safety well-being of a student is a concern.
 - 4.6.5 To validate Drivers are appropriately trained and licensed.
- 4.7 Student Transportation Services Transportation Planners**
- 4.7.1 To notify the Coordinating Manager of Planning Operations and the Manager of Student Transportation Services of any behavior which affects the safety and/or well-being of a student as per Policy 604 *Child Protection & Abuse*.
 - 4.7.2 To provide transportation to eligible student(s) to and from school in adherence with this policy.
 - 4.7.3 To understand and adhere to eligibility requirements as outlined in this policy.
 - 4.7.4 To provide safe, efficient and on time transportation for students.
 - 4.7.5 To establish and manage bus routes based on Board criteria.
 - 4.7.6 To ensure the seating capacity of a school vehicle is limited to the manufacturer's rating.
 - 4.7.7 To make adjustments and alterations to bus assignments or routes as required.
 - 4.7.8 To promptly notify the school Principal, Superintendent of Education, Manager of Communications and the Coordinating Manager of Planning Operations when a bus is involved in an accident or the safety or well-being of a student is a concern.

4.8 Transportation Service Provider

- 4.8.1 To adhere to the contractual obligations with Student Transportation Services.
- 4.8.2 To ensure drivers drive in a safe manner, act responsibly and courteously and adhere to the schedule established for the route.
- 4.8.3 To promptly update the late bus report.
- 4.8.4 To promptly notify Student Transportation Services when a bus is involved in an accident or the safety or well-being of a student is a concern.
- 4.8.5 To ensure Drivers and Employees of the Service Provider are aware of applicable school board policies and procedures as they pertain to Student Transportation Services.
- 4.8.6 To ensure Drivers are appropriately trained and licensed.
- 4.8.7 To ensure Drivers review Bus Evacuation Procedures.

4.9 School Bus Drivers

- 4.9.1 To drive in a safe manner, to act responsibly and courteously To adhere to the schedule established for the route, and to adhere to the schedule established for the route.
- 4.9.2 To be responsible to the Principal for maintaining proper conduct on a school bus at all times and report to the Principal any problems of discipline on the bus.
- 4.9.3 To ensure that all students remain seated while on the bus and that all students have exited by the end of the bus route.
- 4.9.4 To permit students to exit the bus only when the situation is considered safe. If the driver considers the situation at a bus stop to be unsafe or unusual for the student, the school will be notified and the student shall be returned to the school, at the end of the route and under the Principal's care and placed.
- 4.9.5 To promptly notify the Transportation Service Provider when a bus will be late.
- 4.9.6 To promptly notify the Transportation Service Provider when a bus is involved in an accident or the safety or well-being of a student is a concern.

4.10 Parents/Guardians

- 4.10.1 To ensure safe, age-appropriate methods of travel to/from school for students deemed **ineligible** for transportation.
- 4.10.2 To ensure safe, age-appropriate methods of travel to/from collector points for students **eligible** for transportation.
- 4.10.3 To ensure their child(ren) arrive at the collector points on time for pick up.
- 4.10.4 To ensure the safety and behaviour of their child(ren) prior to pick-up and following drop-off at the end of the school day.

4.11 Students

- 4.11.1 To behave appropriately while riding the school bus in accordance with Board policies and procedures and the school's Code of Conduct.
- 4.11.2 To ride a school bus only when eligible in accordance with the Board policy or when permission has been approved.
- 4.11.3 To arrive at the collector point on time for pick up.

5. DEFINITIONS

5.1 Collector Points (Bus Stops)

Centralized designated locations for the pick-up and drop-off of students. The factors to define collector points are student safety, bus route efficiency and economy and are determined by Student Transportation Services.

5.2 Eligible Rider

Students who qualify for transportation as outlined within this policy.

5.3 Inclement Weather

Road or weather conditions which make it impossible to operate a bus or, other Board approved transportation vehicle safely.

5.4 Joint Board Consortium

The Joint Board Consortium consists of representatives from the York Region District School Board, York Catholic District School Board and Student Transportation Services who are responsible for overseeing the transportation of school children in York Region.

5.5 Non-Transportation Zone

An area designated by the Board as area where pupils are not eligible to receive home to school transportation.

5.6 Transportation Zone

An area designated by the Board as area where pupils are eligible to receive home to school transportation.

5.7 Optional Programs

One which students may choose to attend, are approved by the Board in specific school locations, are not Ministry mandated and are not offered at all YCDSB schools. Examples of some optional programs are Regional French Immersion, International Baccalaureate (IB) and Regional Arts Program (RAP).

5.8 School Attendance Area

Refers to the Catholic school that is located in the same Board defined boundaries as the residential address of the Parent or Guardian of the student.

5.9 Transportation Service Providers

Private companies that have been contracted by Student Transportation Services through a Request for Proposal process to provide transportation services to students in York Region. Transportation Service Providers provide the equipment, maintenance and drivers and operate on routes designed and supervised by Student Transportation Services.

5.10 Other Transportation Service Providers

School bus operators who have **not** been contracted by Student Transportation Services and provide transportation services to students via a public transit service, charter service or other arrangements.

5.11 Transit Served Student

A student who:

- Can access public transit to and from school;
- Lives within 1 kilometer of a public transit stop;

- Spends 75 minutes or less travelling to or from school; and,
- Requires no more than three vehicle transfers travelling to or from school.

5.12 **Transportation Zone**

An area designated by the Board where pupils are eligible to receive home to school transportation, as approved by the Board

6. **CROSS REFERENCES**

YCDSB Policy 202 Safe Schools (Student Discipline)

YCDSB Policy 218 Code of Conduct

YCDSB Policy 604 Child Protection & Abuse

Education Act

Student Transportation Services (STS) Procedures, www.schoolbuscity.com

7. **RELATED FORMS**

S9 Request for Special Transportation

S9A Medical Form for Special Transportation (A. Stong)

Approval by Board	June 20, 2017 <i>Date</i>
Effective Date	June 21, 2017 <i>Date</i>
Revision Date	June 20, 2017 <i>Date</i>
Review Date	June 2022 <i>Date</i>

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 412
<i>Former Policy #</i>	<i>Page</i> 1 of 7
<i>Original Approved Date:</i>	<i>Last Approval Date:</i>
June 19th, 2012	November 28, 2017

POLICY TITLE: PROGRESSIVE DISCIPLINE OF EMPLOYEES

SECTION A

1. PURPOSE

The York Catholic District School Board believes that its first priority is to provide the best possible educational environment that supports achievement for all students. The Board is responsible for employing staff who conduct themselves appropriately and in a professional manner in its workplaces and in accordance with all policies and procedures of the Board. Employees who engage in inappropriate conduct or whose behaviour conflicts with Board policy will be subject to appropriate discipline. The key objective of progressive discipline is to assist employees in understanding that an inappropriate conduct or behavioural problem exists and that there is opportunity for improvement.

2. POLICY STATEMENT

It is the policy of York Catholic District School Board to apply progressive discipline in order to provide guidance in correcting inappropriate conduct and to discourage its recurrence.

Employees who behave inappropriately due to a physical or mental disability, such as substance abuse, will not be subject to progressive discipline. It is the York Catholic District School Board's policy to address such matters through disability management in accordance with the *Ontario Human Rights Code* and/or the *Ontario College of Teachers' Act*, in the case of a certified member of the Ontario College of Teacher's who is found unfit to practice.

3. PARAMETERS

General

- 3.1 The law recognizes the employer's right to omit a Progressive Discipline process and take immediate disciplinary action with the concept of "just cause" (including suspension and/or termination of the employee) if an employee has been guilty of:
 - 3.1.1 Non-compliance with Provincial or Federal Laws and/or legislated professional obligations,
 - 3.1.2 Serious inappropriate conduct and/or professional misconduct,
 - 3.1.3 Habitual neglect of duty,
 - 3.1.4 Incompetence, or conduct incompatible with their duties or prejudicial to the Board,
 - 3.1.5 Willful disobedience to the employer's orders in a matter of substance
 - 3.1.6 Conduct contrary to the teachings of the Roman Catholic faith (denominational cause).

(3.1 ALTERNATIVE VERSION)

Steps in the progressive discipline process may be omitted, and suspension or termination may be immediately implemented, if the inappropriate conduct is related to the staff member's non-compliance with Provincial or Federal Laws and any related professional legislated obligation.

- 3.2 The Progressive Discipline policy applies to all employees of the Board.
- 3.3 Progressive discipline affords an employee the opportunity to correct inappropriate conduct. Disciplinary action(s) shall be based on the severity, frequency, recurrence or other circumstance of the inappropriate conduct. Progressive discipline may commence with a verbal reprimand and may culminate in termination.
- 3.4 The Board will maintain administrative procedures for the progressive discipline process to ensure that:
 - 3.4.1 Fair and consistent treatment is applied for all employees.
 - 3.4.2 Corrective action is initiated by the identification of problem situations in a supportive manner.
 - 3.4.3 Employees are treated with dignity and respect throughout the process.
- 3.5 Two distinct administrative procedures related to progressive discipline are to be implemented as follows:
 - 3.5.1 Administrative Procedure "A" relates to CUPE, OECTA, OSSTF and exempt employees.
 - 3.5.2 Administrative Procedure "B" relates to Vice Principals, Principals and Senior Administration.
- 3.6 Employees must be treated with dignity and respect throughout the progressive discipline process.
- 3.7 Progressive discipline allows an employee the opportunity to correct his or her conduct. Disciplinary action is based on the severity, frequency or other circumstance of the inappropriate conduct and as warranted by the situation. Progressive discipline may start with a verbal reprimand and may culminate in termination.

- 3.8 Conduct by a Board employee that is found to be contrary to the teachings of the Roman Catholic faith may be considered denominational cause and subject to progressive discipline and/or termination from employment.

Employee/Student Relationships

- 3.9 All employees are expected to maintain professional and appropriate relationships with students.
- 3.9.1 This responsibility extends to students in the employee's class, school, throughout the school system and to other students for whom an employee is considered to hold a position of trust.
 - 3.9.2 The responsibility to maintain an appropriate relationship lies with the employee, and does not rest with a student, even if a student attempts to initiate an inappropriate relationship.
 - 3.9.3 It is expected that this professional and appropriate boundary be respected for a minimum of twenty four (24) months after the student graduates from or leaves the system.

~~3.1 Progressive discipline applies to all employees of the Board.~~

~~3.2 Disciplinary action taken must be consistent with the concept of "just cause".~~

~~If an employee has been guilty of:~~

~~3.2.1 Serious inappropriate conduct and/or professional misconduct;~~

~~3.2.2 Habitual neglect of duty;~~

~~3.2.3 Incompetence, or conduct incompatible with his or her duties, or prejudicial to the employer's business; or,~~

~~3.2.4 Wilful disobedience to the employer's orders in a matter of substance, the law recognizes the employer's right summarily to dismiss the delinquent employee.~~

~~3.3 It is the primary goal of the Board to correct inappropriate conduct, through the application of the progressive discipline process. Formal corrective action will be initiated by the identification and isolation of problem situations in a supportive and non-intrusive manner.~~

~~3.4 The Board will establish administrative procedures for the progressive discipline process to ensure fair and consistent treatment of all employees.~~

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To establish guidelines and expectations as outlined in all applicable legislation, professional association requirements, Board policies and procedures, Collective Agreements and any other document that defines appropriate employee conduct.
- 4.1.2 To consider and make decisions on recommendations from Senior Administration to terminate the employment of Board employee(s).
- 4.1.3 To authorize the Director of Education to report the termination of a teacher to the Ontario College of Teachers in accordance with the *Ontario College of Teachers' Act* and the *Education Act*.

4.2 Director of Education

- 4.2.1 To oversee the implementation of and compliance with the Progressive Discipline policy and procedures.
- 4.2.2 To report to the Ontario College of Teachers, in writing as required, pursuant to the *Ontario College of Teachers' Act*, as well as other applicable governing colleges.

4.3 Superintendent of Human Resources

- 4.3.1 To ensure the implementation of the Progressive Discipline policy and procedures.
- 4.3.2 To support and provide direction in the application of the Progressive Discipline policy
- 4.3.3 To provide annual training to all employees.
- 4.3.4 To formulate work requirements and conduct expectations.
- 4.3.5 To manage disciplinary situations and oversee the investigations into any allegations of misconduct.
- 4.3.6 To ensure that corrective disciplinary action is implemented in accordance with Policy 412.
- 4.3.7 To be aware of Board policies and expectations regarding appropriate and inappropriate employee conduct and communicate same to all direct reports by way of system memos, brochures and annual training.

4.4 Superintendents/School Administrators/Department Managers/Supervisors

- 4.4.1 To communicate work requirements and conduct expectations to all direct reports.
- 4.4.2 To conduct the fact finding/counselling meeting as directed by the Superintendent of Human Resources.
- 4.4.3 To be aware of Board policies and expectations regarding appropriate employee conduct and communicate same to all direct reports.
- 4.4.4 To ensure that corrective disciplinary action is implemented in accordance with Policy 412 and subsequent to consultation with the Superintendent of Human Resources.

4.5 Employees

- 4.5.1 To adhere to and comply with Board policies and expectations regarding appropriate employee conduct and work performance.
- 4.5.2 To demonstrate professional conduct consistent with individuals who are responsible for the safety, learning and wellbeing of students.
- 4.5.3 To ensure that employee/student relationships are professional and appropriate at all times.

5. DEFINITIONS

5.1 Denominational Cause

Roman Catholic minorities were granted constitutional protection with respect to denominational schools at the time of Confederation, (s. 93 *Constitution Act*, 1867). This historical protection continues today with the Board's right to impose terms and conditions of employment relating to the practice of the Roman Catholic religion. Employees are therefore required to observe and comply with these religious standards and to be good examples in their manner of conduct.

5.2 Employee

An employee is an individual employed by the Board in a casual, temporary or permanent position including but not limited to school administrators, middle management/supervisors, all school and Catholic Education Centre staff.

5.3 Inappropriate Conduct

Inappropriate conduct refers to behaviour for which the employee is responsible and which is deserving of corrective or disciplinary action.

Inappropriate conduct includes, but is not limited to, the following:

- i) Culpable tardiness;
- ii) Culpable absenteeism;
- iii) Unsatisfactory work performance;
- iv) Professional misconduct;
- v) Insubordination;
- vi) Unacceptable use of technology;
- vii) Failure to follow Board directives, policies and procedures;
- viii) Any conduct that reflects negatively on the Board.
- ix) Inappropriate use of Board resources (i.e.: time, benefits (medical, dental) collections from school fund-raised proceeds).
- x) Fraudulent reporting of time (i.e.: overtime hours)

5.4 Professional Misconduct

Professional misconduct refers to the failure of a licensed professional (for example a member of the Ontario College of Teachers) to meet the accepted standards of practice.

Professional misconduct includes but is not limited to the following:

- i) Failure to maintain the standards of the profession (Ontario College of Teachers);
- ii) Verbal, physical or sexual abuse;
- iii) Inadequate supervision;
- iv) Conduct unbecoming of the profession.

6. CROSS REFERENCES

YCDSB Policy 204 Child Protection and Abuse
YCDSB Policy 218 Code of Conduct
YCDSB Policy 406 Performance Appraisal of Academic Staff
YCDSB Policy 407 Criminal Background Checks
YCDSB Policy 408 Employee Acceptable Use of Information Technology
YCDSB Policy 410 Principal and Vice Principal Performance Appraisal
YCDSB Policy 423 Conflict of Interest for Employees
YCDSB Policy 425 Workplace Harassment
YCDSB Policy 427 Workplace Violence
Child and Family Services Act
Education Act
Ontario College of Teachers' Act
Ontario Labour Relations Act

Approval by Board	November 28, 2017 <i>Date</i>
Effective Date	November 29, 2017 <i>Date</i>
Revision Dates	November 28, 2017 <i>Date</i>
Review Date	November 2022 <i>Date</i>

POLICY TITLE: PROGRESSIVE DISCIPLINE POLICY

SECTION B: GUIDELINES

Progressive discipline, also known as corrective or constructive discipline, is a process for dealing with job-related behaviour or conduct, including work performance that does not meet expected and communicated performance, conduct standards or Board policies and procedures.

The primary purpose of progressive discipline is to assist the employee to understand that a conduct or performance problem exists and give the opportunity for improvement. Before performance or disciplinary issues are discussed, the supervisor should have given reasonable expectations (oral/written) to the employee.

The process of progressive discipline is intended to assist the employee to overcome conduct or performance problems and to satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effective performing member of the organization.

Progressive discipline, properly applied, is not harassment or workplace harassment.

The Board's procedures, an addendum to this policy contains information related to the following components:

1. PRIOR TO UNDERTAKING THE PROGRESSIVE DISCIPLINE PROCESS

Where an incident or conduct does not comply with Board expectations, and where there has been no prior discipline, it may be appropriate and sufficient to provide clarification in a non-disciplinary format.

2. PROGRESSIVE DISCIPLINE PROCESS

- 2.1 Basic Principles
- 2.2 The Investigation

3. PROGRESSIVE DISCIPLINE

Four progressive levels of progressive discipline.

- 3.1 Verbal Warning
- 3.2 Written Warning
- 3.3 Written Warning with Sanctions
- 3.4 Termination

4. RECORDS

All records to be kept in accordance with the Board's Records Management and Retention Schedule.

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 413
<i>Former Policy #</i>	<i>Page</i> 1 of 5
<i>Original Approved Date:</i>	<i>Last Approval Date:</i>
December 4th, 2012	

POLICY TITLE: ATTENDANCE SUPPORT PROGRAM

SECTION A

1. PURPOSE

In keeping with the Board's Mission, Vision, Core Values, and Strategic Commitments, the purpose of the Attendance Support Program is to provide a comprehensive and positive approach to assist Board employees in the maintenance of regular attendance at work. The program integrates three supportive practices: disability management, attendance management and wellness.

2. POLICY STATEMENT

The York Catholic District School Board is committed to promoting and maintaining a healthy workplace. The Board believes that individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to the administration of their duties and responsibilities. The Attendance Support Program combines preventions and interventions to achieve the goals of personal and workplace wellness.

3. PARAMETERS

3.1 Promotion

Individual and organizational health are important factors that affect the ability of all employees to attend work and to contribute fully to the Board's Mission, Vision and Core Values and Strategic Commitments. The Attendance Support Program (ASP) is a comprehensive program aimed at positively supporting the health of Board employees and our organization.

3.2 **Reporting Absences**

Employees are expected to make every reasonable effort to attend work as scheduled. Reporting absence procedures will apply to all York Catholic District School Board employees who, under their employee group's collective agreement or terms of employment, have access to paid sick leave.

3.3 **Managing Attendance**

The intent of Attendance Management is to provide supportive assistance to employees who exceed the York Catholic District School Board's established absence threshold. Should a disability be identified that requires support or accommodation at any time, the York Catholic District School Board will support the employee's transition into the Disability Support program.

3.4 **Managing Culpable Absenteeism**

Employees with culpable absences will be subject to the Board's progressive discipline policy and procedures.

3.5 **Disability Support**

Is a partnership among employees, supervisors, administrators, unions and health care providers that supports employees to attend work as scheduled. The Attendance Support Program fosters the understanding of early intervention and support as a best practice to reduce the incidence(s) and duration of an employee's absences.

3.6 **Training and Communicating Expectations**

The Board shall provide program guidelines to describe the Attendance Support process and the responsibility of each party involved. Training will be provided to Principals/Managers/Supervisors to support the awareness and understanding of the program and to support its implementation.

3.7 **Referral to Employee and Family Assistance Program (EFAP)**

The Board offers an Employee and Family Assistance Program (EFAP), which includes free confidential counselling services and resources to support the maintenance of optimal health and address life/health issues.

3.8 **Wellness**

The goal of the Wellness program is for all employees to attain health and balance in their lives. It is designed to promote and raise awareness of a healthy workplace and lifestyle through a holistic approach including preventative strategies and educational programs.

3.9 **Confidentiality**

The confidential nature of all personal and medical information provided by the employee or treating practitioner(s) to the school board will be respected by all involved parties.

4. **RESPONSIBILITIES**

4.1 **Director of Education**

4.1.1 To promote this policy as a joint responsibility of all Board stakeholders.

- 4.1.2 To oversee compliance with the Attendance Support Program policy and procedures.
- 4.2 Attendance Support Advisory Committee (ASAC)**
- 4.2.1 To provide recommendations, advice and information to the Board pertaining to the Attendance Support Program policy and procedures. The ASAC is comprised of representatives of all Board stakeholders including the Superintendent of Human Resources in the role as Committee Chair, Superintendents of Elementary and Secondary Schools, Principals/Managers/Supervisors and Employee Labour Groups.
- 4.3 Superintendent of Human Resources**
- 4.3.1 To support and serve as a resource for Direct Supervisors/Managers in addressing attendance support issues.
- 4.3.2 To ensure the appropriate and consistent administration and monitoring of the Attendance Support Program for appropriate and consistent implementation.
- 4.3.3 To report regularly to the Board on the effectiveness of the Attendance Support Program.
- 4.3.4 To report to the Board the financial impact of the attendance support program on a quarterly basis.
- 4.3.5 To chair the Attendance Support Advisory Committee (ASAC).
- 4.4 Manager of Employee Health and Wellness**
- 4.4.1 To develop the Board's Attendance Support policy and procedures while adhering to the York Catholic District School Board's mission and vision.
- 4.4.2 To support the implementation and maintenance of the Attendance Support Program by monitoring program effectiveness and reporting to the Superintendent of Human Resources.
- 4.4.3 To oversee all Attendance Support Program activities as determined by the Superintendent of Human Resources.
- 4.5 Attendance Support Coordinator**
- 4.5.1 To communicate attendance expectations to all employees through an annual review of the Attendance Support Program.
- 4.5.2 To review absence reports of employees.
- 4.5.3 To Identify absenteeism trends or patterns, including but not limited to:
- i) Frequent absences of short duration.
 - ii) Absenteeism in excess of the absence threshold.
 - iii) Absences due to doctor appointments or scheduled treatment.
 - iv) Absences due to workplace injury and/or illness.
 - v) Unauthorized absences.
 - vi) A pattern of repeated days of absence taken in proximity to weekends/P.A. Days and Statutory or Board holidays.
 - vii) Absences in excess of standard recovery time, in accordance with the Canadian Medical Association, for an employee's illness or injury as identified by Human Resources or designate.
- 4.5.4 To address all absenteeism issues using discretion.
- 4.5.5 To support employees and act as a resource.
- 4.5.6 To advise employees of available resources i.e. Employee and Family Assistance program (EFAP).

- 4.5.7 To participate in all meetings as outlined in this procedure and provide guidance to support and promote improved attendance for each employee involved in the process.
- 4.5.8 To provide ongoing positive reinforcement to those working towards their attendance goals.
- 4.5.9 To support Principals/Managers/Supervisors in relevant program application.

4.6 Principals/Managers/Supervisors

- 4.6.1 To participate in all meetings as outlined in the procedures, an addendum to this policy.
- 4.6.2 To support employees in the Attendance Support Program.
- 4.6.3 To ensure the daily maintenance of accurate, up-to-date records regarding employees' absences as designated by Human Resources.
- 4.6.4 To participate in the employee's Return to Work Plan meeting(s), including accommodations and/or modifications to the employee's duties, based on recommendations from Employee Health and Wellness Services.

4.7 Employee

- 4.7.1 To maintain regular attendance.
- 4.7.2 To participate actively in all stages of the Attendance Support process.
- 4.7.3 To participate in the Attendance Support process, which may include medical documentation (as per Collective Agreements) to describe the nature of the illness/injury and relevant restrictions/limitations to support an absence.
- 4.7.4 To forward all relevant medical documentation to the Board's Employee Health and Wellness Services.

5. DEFINITIONS

5.1 Absenteeism

5.1.1 Non-Culpable (Innocent) or conventional absenteeism

Relates to absences as a result of illness or injury that arise due to circumstances beyond the employee's control. The employee is supported through the Attendance Support Program or the Disability Support Program.

5.1.2 Culpable Absenteeism

Relates to those absences for which employees can be held accountable. Failure to attend work without notifying the employer, lateness or leaving early and abuse of leave including the use of sick days for reasons unrelated to personal illness are examples of culpable absences. These absences are not addressed by the Attendance Support program. Employees with culpable absences are subject to progressive discipline, in accordance with the Board's progressive discipline policy and procedures.

Employees with culpable absences are subject to the Board's progressive discipline policy and procedures.

5.2 Disability

A physical or mental condition that limits a person's movements, senses or activities as defined by the Accessibility for Ontarians with Disabilities Act (AODA).

5.3 Wellness

A state of complete physical, mental and social well-being.

6. CROSS REFERENCES

Policy 112 Privacy and Personal Information Management

Policy 412 Progressive Discipline

YCDSB Procedure Absence Reporting

YCDSB Procedure Confidentiality of Medical Records

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

YCDSB Procedure Health and Wellness Program

YCDSB Procedure Attendance Management

Employment Standards Act

Municipal Freedom of Information and Protection of Privacy Act

Occupational Health and Safety Act

Ontario Human Rights Code

Workplace Safety and Insurance Act

Approval by Board

December 4th, 2012

Date

Effective Date

December 4th, 2012

Date

Revision Dates

Date

Review Date

December 2017

Date

York Catholic District School Board



PROCEDURE:

SUPPORTING EMPLOYEE WELLNESS

Addendum to Policy 413: Attendance Support Program

Effective: xxxx 2017

PURPOSE

The intent of the Attendance Management procedure is to provide non-disciplinary and supportive assistance to employees who exceed the York Catholic District School Board's established absence threshold.

When an employee's absences exceed the established absence threshold the following procedures apply.

Should a medically supported disability be identified that requires support or accommodation at any time during the **Attendance Support Program**, the York Catholic District School Board shall review and where required, support the employee's transition into the disability support program. Sporadic absences may continue to be considered within the Attendance Support Program.

1. TYPES OF ABSENCES

1.1 Absenteeism

- 1.1.1 (Non-Culpable) Innocent or conventional absenteeism relates to absences as a result of illness or injury that arise due to circumstances beyond the employee's control. The employee is supported through the Attendance Support Program or the Disability Support Program.
- 1.1.2 Culpable Absenteeism relates to those absences for which employees can be held accountable. Failure to attend work without notifying the employer, lateness for work or leaving early and abuse of leave including the use sick days for reasons unrelated to personal illness are examples of culpable absences. These absences are not dealt with through the Attendance Support Program.
- 1.1.3 Employees with culpable absences are subject to the Board's progressive discipline policy and procedures.

ABSENCES MAY INCLUDE	
Innocent (Non-culpable)	Personal illness / injury unrelated to work (paid and unpaid) if the absences are <6 consecutive days and the employee is not involved in the school Board's Disability Support program.
ABSENCES NOT INCLUDED	
	- Vacation - Culpable absenteeism - Family medical leaves as defined by the Employment Standards Act - Pre-approved prolonged leaves of absence - Bereavement leave - Jury or subpoena leave - Pregnancy/parental leave - Union business leave - Examinations and convocations - Quarantine - Observance of recognized religious holy days - Inclement Weather Day - Suspensions - Approved Long Term Disability claims - WSIB absences >5 consecutive days - Paid or Unpaid Personal leaves - Emergency leaves under the Employment Standards Act not due to personal illness/injury

2. ABSENCE SUPPORT PROCESS

- 2.1 Absence Threshold – is the established number of absences per school year that may initiate possible entry into the Attendance Support Program.
- 2.2 The absence threshold will be reviewed annually by the Board. Employees **shall be** notified of threshold changes. The threshold is used as a mechanism to initiate non-disciplinary and supportive intervention.
- 2.3 When an employee exceeds the absence threshold, the attendance support process may be initiated. **The Principal/Manager/Supervisor** and /or Attendance Support Co-ordinator shall meet with the employee to discuss his/her level of absenteeism having regard for the personal circumstances of the employee.
- 2.4 The employee, at their request, may include his/her representative in the attendance support process. The representative may attend any meetings that occur to discuss or review the employee's attendance.
- 2.5 Employees who do not exceed the absence threshold in a 12 month review period shall exit from the program.
- 2.6 The attendance support program includes **4 distinct stages:**
 - 2.6.1 i) **Stage 1**

The employee shall enter Stage 1 as he/she has exceeded the absence threshold. Stage 1 consists of a meeting with the employee, **Principal/Manager/Supervisor** to initiate discussion related to the employee's absence level, gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, offer support and establish a goal of **sporadic absences** 10 days or less over the next 12 **consecutive** months.
 - ii) **Coaching Level 1**

The Attendance Support Co-ordinator shall contact the employee every 3 months during the next 12 months to review attendance goals and offer support which may include referral to the Disability Support Program.
 - 2.6.2 i) **Stage 2**

The employee may enter Stage 2 as he/she has been unable to meet the attendance goals established in Stage 1. Stage 2 consists of a meeting with the employee, **Principal/Manager/Supervisor** and the Attendance Support Co-ordinator to review the employee's absence level and establish a goal of 10 days or less over the next 12 months. The employee shall be advised the lack of improved attendance may progress the employee to Stage 3 and may **require review of employment status up to and including termination for innocent absenteeism.**
 - ii) **Coaching Level 2**

The Attendance Support Co-ordinator shall contact the employee every 3 months during the next 12 months to review attendance goals and offer support which may include referral to the Disability Support Program.
 - 2.6.3 i) **Stage 3**

The employee **may** enter Stage 3 as he/she has been unable to meet the attendance goals established in Stage 2. Stage 3 consists of a meeting with the employee, **Principal/Manager/Supervisor**, Superintendent of Human Resources and union/association representative to review the employee's absence level, barriers to attend work regularly

and determine an attendance goal. The employee shall be advised that the continued lack of improved attendance may progress to Stage 4 and may require review of employment status up to and including termination for innocent absenteeism.

ii) **Coaching Level 3**

The Attendance Support Co-ordinator shall contact the employee every 2 months during the next 12 months to review attendance goals and offer support which may include referral to the Disability Support Program.

2.6.4 **Stage 4**

- i) The employee may enter Stage 4 as he/she has been unable to meet the attendance goals established in Stage 3. Stage 4 consists of a meeting with the employee, Principals/Managers/Supervisors, Superintendent of Human Resources and union/association representative.

The board shall determine that:

- a) It has fulfilled its obligations under the applicable collective agreement and/or policies and procedures, the Workplace Safety and Insurance Act, Ontario Human Rights Code and any other applicable legislation; and,
- b) The employee's absenteeism has repeatedly exceeded the absence threshold and there is no likelihood that the employee shall be able to attend work regularly in the foreseeable future; the employee shall be advised that his/her employment may be terminated.

3. **Communication**

- 3.1 Board-wide communication shall be disseminated to all employees including but not limited to, system memos and information brochures outlining the Attendance Support Program.
- 3.2 Results from the implementation of the Attendance Support Program shall be reported to the Board on a quarterly basis.

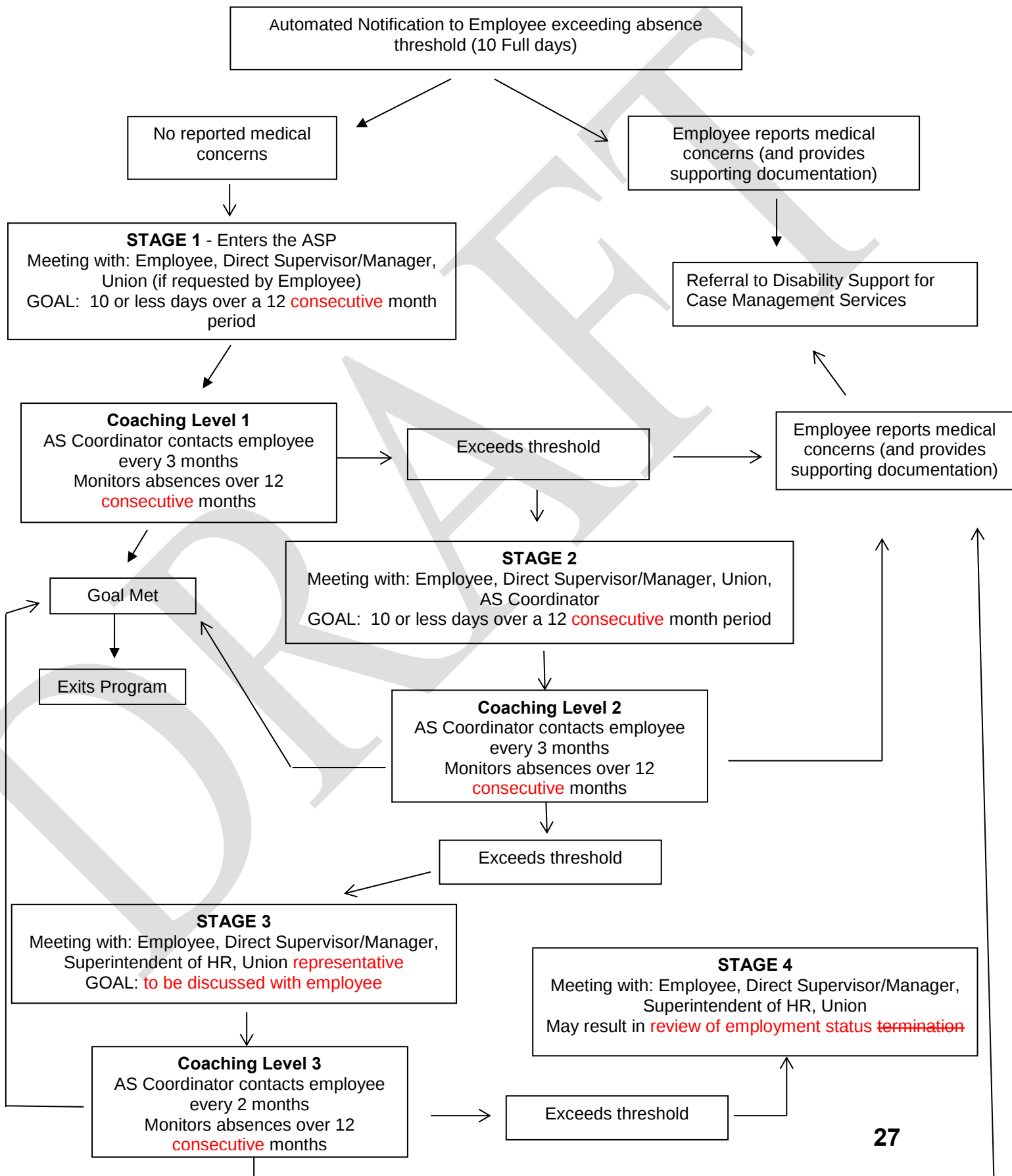
4. **Training**

- 4.1 Knowledge and awareness of the program shall be shared with the Trustees at Board committee meetings.
- 4.2 Implementation training shall be provided to all Principal/Managers/Supervisors through a 3rd party service provider on an annual basis.

5. **REFERENCES**

YCDSB Policy 413 Attendance Support Program
YCDSB Procedure Absence Reporting
YCDSB Procedure Health and Wellness Program
YCDSB Medical Certificate Form
Employment Standards Act
Municipal Freedom of Information and Protection of Privacy Act
Occupational Health and Safety Act
Ontario Human Rights Code
Workplace Safety and Insurance Act

Attendance Support Program





YORK CATHOLIC DISTRICT SCHOOL BOARD SUPERINTENDENT OF HUMAN RESOURCES OFFICE

TO: Policy Review Committee

FROM: Nancy Di Nardo, Superintendent of Human Resources

DATE: January 16, 2018

SUBJECT: Policy 411 Workplace Accommodation

This memo is intended to inform the Policy Review Committee of the rationale for the termination of policy 411.

Policy 411 Workplace Accommodation is no longer necessary as the principles and standards are now incorporated within the Disability Management – Early Intervention, Accommodations and Return to Work procedure. This procedure may be found under policy 413 Attendance Support Program.

The Attendance Support Program, as listed under the cross references, has 5 accompanying procedures:

YCDSB Procedure: Absence Reporting

YCDSB Procedure: Confidentiality of Medical Records

YCDSB Procedure: Disability Management –

Early Intervention, Accommodations and Return to Work

YCDSB Procedure: Health and Wellness Program

YCDSB Procedure: Attendance Management

The Board's statutory responsibilities under the Ontario's *Human Rights Code* are addressed within these procedures.

Accordingly, Human Resources is recommending the termination of policy 411 Workplace Accommodation.



YORK CATHOLIC DISTRICT SCHOOL BOARD

No. 422

Section: Staff

Approved: February 3, 2004

Revision Date:

Implementation: Superintendent of Human Resources

POLICY:

Workplace Accommodation Policy

STATEMENT OF COMMITMENT

The York Catholic District School Board is a Catholic educational community committed to the principle of equal opportunity. All employees of the York Catholic District School Board have the right to equal treatment with respect to employment without discrimination because of disability or a perceived disability. The right to be free from discrimination includes the right to reasonable accommodation.

It is the policy of the York Catholic District School Board that the accommodation of every employee with a disability requiring accommodation, should be accomplished in such a way as to preserve and enhance the employee's personal dignity, self-respect and self-worth. The accommodation process is an individualized process, which takes account of all relevant circumstances.

Notwithstanding the existence of this policy, every person has the right to seek assistance from the Ontario Human Rights Commission.

PURPOSE OF THE POLICY

This policy is designed to:

- Clearly state the Board's commitment to providing an environment for employees to work free from discrimination on the basis of disability;
- Establish accommodation procedures for employees with either a physical or mental disability.

APPLICATION OF THIS POLICY

Who is covered?

For the purposes of this Policy "employee" refers to all employees currently employed by the York Catholic District School Board.

WHAT IS A DISABILITY?

The definition of "disability" at section 10(1) of the *Ontario Human Rights Code* is as follows:

“Because of disability” means for the reason that the person has or has had, or is believed to have or have had,

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness, and without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, and degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair or other remedial appliance or device,*
- b) A condition of mental retardation or impairment,*
- c) A learning disability, or a dysfunction in one or more processes involved in understanding or using symbols or spoken language,*
- d) A mental disorder, or*
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.*

DUTY TO ACCOMMODATE

Section 17 of the *Ontario Human Rights Code* creates an obligation to accommodate, specifically under the ground of disability. The Board is legally obliged to accommodate employees with a disability to the point of undue hardship.

TERMINOLOGY

All the terms used in this Policy and procedures hereunder shall bear the meanings ascribed to them under the *Human Rights Code* as applicable. The Board reserves to itself all defenses available at law.

CROSS REFERENCE

- Workplace Accommodation Procedures

WORKPLACE ACCOMMODATION PROCEDURES

The following guiding principles of disability accommodation shall apply:

- Accommodation is to facilitate the employee's achievement of essential job requirements in the workplace environment.
- The responsibility for providing accommodation rests with the Board; the employee is responsible to request accommodation and to participate in the provision of accommodation.
- The needs of employees with disabilities are to be accommodated in a manner that respects their dignity, to the point of undue hardship.
- There is no set formula for accommodation. Each person has unique needs and it is important to consult with the employee and his/her union representatives, if applicable.
- Taking responsibility and showing willingness to explore solutions is a key part of treating people respectfully and with dignity.

DUTIES AND RESPONSIBILITIES IN THE ACCOMMODATION PROCESS

The employee with a disability is required to:

- Request accommodation of a disability under these procedures to the Principal/Supervisor (although the Principal/Supervisor need not necessarily know what the disability is);
- Make their needs known to the best of their abilities, in writing, in order that the requested accommodation can be considered;
- Participate in discussions regarding possible accommodation solutions;
- Cooperate with any experts whose assistance is required to manage the accommodation process;
- Work with the accommodation provider on an ongoing basis to manage the accommodation process;
- Answer questions or provide information regarding relevant restrictions or limitations including information from health care professional(s), where appropriate, and as needed;
- Discuss the disability with only persons who need to know.

Unions and professional associations are required to:

- Respond to an employee seeking support regarding a workplace accommodation.

The Board is required to:

- Accept the request for accommodation in good faith, unless there are legitimate reasons for acting otherwise;
- Obtain expert opinion or advice where needed;
- Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate;
- Keep a record of the accommodation request and action taken;
- Maintain confidentiality;
- Limit requests for information to those related to the nature of the limitation or restriction so as to be able to respond to the accommodation request;
- Grant accommodation requests in a timely manner, to the point of undue hardship, even when the request for accommodation does not use any specific formal language; and
- Establish “essential” from the “non-essential” duties of the job through a collaborative process.

ACCOMMODATION PROCESS:

1. Employee documents request for an accommodation due to a disability and submits request to Principal/ Supervisor or directly to Wellbeing Coordinator if there are complex needs/requirements.
2. Specific barriers are to be discussed between the employee and Principal/Supervisor (and/or Wellbeing Coordinator) with possible solutions to remove the barriers.
3. In many cases, the Principal/Supervisor will be able to accommodate the request and will document the accommodation plan.
4. If the Principal/Supervisor requires further assistance due to greater complexity of needs, he/she will consult with the Wellbeing Coordinator to further assist with the accommodation.
5. At the request of the Employee, Principal/Supervisor or Superintendent of Human Resources or designate, the Wellbeing Coordinator will assist with needs assessment and/or initiate assessment and coordination of accommodation through utilization of external professional sources, when necessary.

6. The Wellbeing Coordinator will discuss the plan of action with the employee, the Principal/Supervisor and the Superintendent of Human Resources or designate to obtain approval.
7. The accommodation provider (Principal/Supervisor or Wellbeing Coordinator) shall prepare a written accommodation plan (see appendix I, Accommodation Plan). The accommodation plan should identify the objectives of the plan, the accommodation measures put in place to attain those objectives, the allocation of responsibilities under the plan and provide a timetable and measurements for the success of the plan.
8. If at any time the employee is dissatisfied with the accommodation plan and he/she has been unable to resolve the issue through discussions with the Principal/Supervisor or the Wellbeing Coordinator he/she may submit any concerns in writing to the Superintendent of Human Resources or designate for resolution.
9. The Superintendent of Human Resources or designate shall review the letter of concern and make inquiries in order to determine whether the requirements of the Board's policy and this procedure have been met. On request of the employee, the Superintendent of Human Resources or designate will provide a decision in writing.
10. If the employee is dissatisfied with the decision of the Superintendent of Human Resources or designate then he/she may submit any concerns in writing to the Director of Education.

The decision of the Director of Education is final.

NB: An employee may involve his/her union representative at any point in the accommodation process to assist the employee when exercising their rights under the collective agreement or any other relevant legislation.

Appendix I: Accommodation Plan

Received request for accommodation: _____(date).

Met with employee on _____(date) to discuss barrier(s)/obstacle(s) and discussed possible solution:

Accommodation plan:

Objectives:

Actions and Responsibilities to Obtain Objectives:

Timetable and Measurements Successful Completion:

If further assistance is required, please notify the Wellbeing Coordinator at PH: (416) 221-5051 ext. 3815 and inform the employee that you have forwarded a request.

Signature of Accommodation Provider_____ **Date** _____

cc: Superintendent of Human Resources or designate

cc: Employee

Personal information on this form is collected under the authority of the *Education Act*, R.S.O. 1990, c. E.2., and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 . All personal information collected on this form will be stored in accordance with the Board's protocol on collection, storage and retention. Questions about this collection should be directed to the F.O.I. Coordinator at the Catholic Education Centre (905) 713-1211.



YORK CATHOLIC DISTRICT SCHOOL BOARD SUPERINTENDENT OF HUMAN RESOURCES OFFICE

TO: Policy Review Committee

FROM: Cheryl Kennedy, Employee Relations Officer and Privacy Manager

DATE: January 10, 2018

SUBJECT: Policy 425 Workplace Harassment

This memo is intended to inform the Policy Review Committee of the amendment required for Policy #425 Workplace Harassment.

Within the policy we currently address harassment as defined under the *Occupational Health and Safety Act* (i.e. personal harassment); we do not specifically mention human rights harassment. This was identified as a gap in our policy. At present the Ontario's *Human Rights Code* is listed as a cross reference.

Therefore the policy will be amended to include the following definition:

Human Rights Harassment

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. The Code protects against discrimination on the following grounds: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status and disability.

Further the Code prohibits the creation of a poisoned environment. A poisoned environment is a form of discrimination and can arise from even a single incident. It may be created by the comments or actions of any person, regardless of his or her status. The comments or conduct do not have to be directed at a particular individual.

This change will ensure the Board's legislative obligations and responsibilities under the Ontario's *Human Rights Code* and the *Occupational Health and Safety Act* are represented.

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 425
<i>Former Policy #</i> 501/420	<i>Page</i> 1 of 6
<i>Original Approved Date:</i>	<i>Last Approval Date:</i>
July 4, 2001	October 12, 2010 June 19, 2012 November 26, 2013 November 10, 2014 March 29, 2016 March 29, 2017 June 20, 2017

POLICY TITLE: **WORKPLACE HARASSMENT**

SECTION A

1. PURPOSE

The YCDSB is providing a policy and associated procedures that are intended to nurture a harassment free workplace for all Board employees. The policy is in keeping with provincial human rights and health and safety legislation.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that all persons employed or contracted by the Board are entitled to perform their duties in a respectful work environment free from workplace harassment. This policy applies to all workers and it addresses workplace harassment from all sources.

3. PARAMETERS

- 3.1 All issues in respect to this policy shall be investigated and addressed in a timely manner and in accordance with the procedures of this policy.
- 3.2 Records Management
All reports regarding workplace harassment will be kept in strict confidence, except as is necessary to investigate the complaint and to respond to any legal or administrative proceedings arising out of or relating to the workplace harassment report.
- 3.3 Upon the conclusion of an investigation and School Superintendent/Superintendent of Human Resources review, all notes, statements, documents and reports made or collected in connection with the investigation shall be placed in a sealed file. The sealed file shall be retained separate from personnel files under the control and

direction of the Superintendent of Human Resources. Such files may only be accessed under the following circumstances:

3.3.1 By any subsequent investigator who considers the information relevant to their investigation;

3.3.2 As required by law;

3.3.3 In the event there is a subsequent allegation of a related or similar nature.

3.3.4 All persons reviewing the sealed file material shall place in the file a notification indicating the name, date and reason for the review. The file shall be resealed after examination. The person accused of harassment may apply to the Superintendent of Human Resources to consider further restricting access to the sealed file material so that the material may be accessed only as required by law.

3.4 All documentation in connection with an investigation is to be considered permanent in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and *Limitations Act*.

3.5 Reprisals

No person involved as either a party or a witness to a complaint filed under this policy shall be subjected to intimidation, reprisals or discrimination as a result of their involvement.

3.6 False/Frivolous or vexatious complaints

The Board does not condone false/frivolous or vexatious complaints. If it is determined as a result of an investigation that a complaint was made maliciously with intent to harm or made in bad faith, formal disciplinary action will be taken against the complainant, including, but not limited to, a letter of reprimand, suspension or possible dismissal from employment in accordance with the Board's Progressive Discipline Policy #412. Such disciplinary action will be placed in the employee's personnel file.

3.6.1 The Board reserves the right to pursue legal costs should a complaint be found to be false, frivolous or vexatious.

3.7 Reasonable Actions

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

A situation between two employees that involves a disagreement, a misunderstanding or conflict or a single comment or action or rudeness is not generally considered workplace harassment for the purpose of this policy.

3.8 Additional Support

An employee may seek additional support from his/her Union, Human Rights Legal Support Centre or Employee and Family Assistance program, as appropriate.

3.9 Annual Review

This policy will be reviewed annually in accordance with the *Occupational Health and Safety Act* in consultation with the Joint Health and Safety Committee or when any gaps or deficiencies in the procedures are identified as a result of an investigation.

3.10 Training

All workers will be provided with information and instruction on this policy and the procedures, which will include:

- 3.10.1 What conduct is considered workplace harassment, including workplace sexual harassment and how to recognize it;
- 3.10.2 How and to whom to report an incident;
- 3.10.3 How the complaint will be investigated;
- 3.10.4 How the results of an investigation will be reported.
- 3.11 All workers shall be informed of any substantive changes to the procedure as they occur.
- 3.12 Supervisors, Managers and the Joint Health & Safety Committee will be provided with information and instruction on how to recognize workplace harassment and how to handle a complaint.
- 3.13 All new Supervisors, Administrators and School Superintendents will be trained by the Superintendent of Human Resources or designate on how to conduct an investigation into a complaint of workplace harassment, including sexual harassment as part of the orientation to the new role. Additional training on how to conduct investigations will be provided every two years to all other members of management.
 - 3.13.1 A Supervisor, Manager and School Superintendent shall not be responsible for conducting an investigation under this policy unless they have received training in accordance with article 3.10.3.

4. RESPONSIBILITIES

This policy applies to all York Catholic District School Board employees. All staff are expected to abide by this policy by refraining from any form of harassment and by fully co-operating in any investigation of a harassment complaint. A harassment free workplace is a shared responsibility.

4.1 Director of Education

- 4.1.1 To oversee compliance of the Workplace Harassment policy.

4.2 Superintendent of Human Resources

- 4.2.1 To ensure that all employees are aware of the policy.
- 4.2.2 To ensure leadership in the implementation and training of this policy.
- 4.2.3 To facilitate the investigation of complaints.
- 4.2.4 To report to the Human Resources Committee the number of workplace harassment complaints on an annual basis.

4.3 Superintendents of Education

- 4.3.1 To support the implementation of the Workplace Harassment policy and procedures as required or guided by the Superintendent of Human Resources.

4.4 School Administrators / Department Managers / Supervisors

- 4.4.1 To recognize and address actions of workplace harassment that offend, embarrass or humiliate others, whether deliberate or unintentional.
- 4.4.2 To treat each situation as a serious matter and conduct an investigation where appropriate.
- 4.4.3 To facilitate the situation towards a resolution between the parties if possible, with a view to correcting behaviour and preserving long term working relationships.

- 4.4.4 To consult with Human Resources if the situation cannot be resolved between the parties.
- 4.4.5 To ensure employees are aware of this policy.

4.5 Employees

- 4.5.1 To treat others with respect.
- 4.5.2 To become familiar with the Board's policy on Workplace Harassment.
- 4.5.3 To address workplace harassment by bringing it to the attention of the employee displaying it or to a person in authority, as soon as possible.
- 4.5.4 To not make allegations of harassment that are false, frivolous or vindictive.
- 4.5.5 To make every effort to resolve Workplace Harassment issues, where possible.

5. DEFINITIONS

5.1 Workplace Harassment

5.1.1 Racial and Ethnocultural Harassment

- i) Unwelcome remarks, name calling, slurs, jokes, gestures, innuendos or taunting about a person's ethnic or national origin, religion or attire.
- ii) Graffiti, i.e. degrading or insulting words, messages, slogans.
- iii) The displaying of racist, derogatory or offensive materials and symbols.
- iv) Exclusions or avoidance because of race or ethnicity.
- v) Discriminatory treatment.

5.1.2 Sexual Harassment

- i) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- ii) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of sexual harassment include, but are not limited to:

- i) Expressing bias on the basis of sex through derogatory or degrading remarks;
- ii) Unwelcome inquiries or comments about a person's clothing, body or social activities;
- iii) Remarks, jokes, or innuendoes of a sexual nature;
- iv) Persistent objectionable looks at a person's body;
- v) Unnecessary and unwanted physical contact;
- vi) Displaying pornographic or other offensive or derogatory pictures or cartoons in the workplace;
- vii) Condescension or paternalism which undermines self-respect;
- viii) Coercive behaviour that asserts control and/or influence over the victim;
- ix) Sexual assault (criminal offence – police to be contacted)

5.1.3 Workplace Harassment

- i) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
- ii) Workplace sexual harassment.
- iii) Racial and Ethnocultural harassment.

Examples of personal harassment include, but are not limited to:

- i) Unwanted comments, inferences or suggestions;
- ii) Various forms of intimidation and aggressive behaviour;
- iii) Verbal and emotional abuse;
- iv) Withholding information necessary to perform one's duties; and
- v) 'Bullying' which is an attempt to undermine an individual through cruel and humiliating behaviour, including 'cyber-bullying'
- vi) Regular use of profanity and abusive or violent language;
- vii) Violent behaviours – slamming doors, throwing objects;
- viii) Frequent angry shouting/yelling or blow-ups;
- ix) Targeting individual(s) in humiliating practical jokes.

5.2 Ethnic Group

A group of people who share a cultural heritage, which often includes national affiliation, language and religion.

5.3 Ethnocultural Harassment

Harassment on the basis of an individual's ancestry, place of origin, ethnic or national origin, citizenship, religion or any expression thereof (e.g. attire).

5.4 Human Rights Harassment

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. The Code protects against discrimination on the following grounds: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status and disability.

Further the Code prohibits the creation of a poisoned environment. A poisoned environment is a form of discrimination and can arise from even a single incident. It may be created by the comments or actions of any person, regardless of his or her status. The comments or conduct do not have to be directed at a particular individual.

5.5 Race

A social category that differentiates people by physical characteristics, such as colour of skin and eyes, hair type, stature and facial feature. "Race" is a social and political construct, not a biological one. It relies on self-definition and definition by others. Race is of social and political consequence when people use it to justify differences in power and in access to employment, housing, education etc.

5.6 Racism

A set of beliefs, assumptions and actions based on an ideology of inherent superiority of one racial or ethnic group over another. Racism may be evident in individual thought and behavior patterns as well as in organizational or institutional structures and programs.

5.6. Timely Manner

Any complaint made under this policy must be filed in a timely manner following the occurrence of the incident(s). The Board adopts a twelve (12) month time frame and may, in its discretion, decide not to address the complaint when the facts upon which the complaint is based, occurred more than twelve (12) months prior to the date the complaint was filed.

5.7 Workplace

In respect to this policy includes locations where activities related to the business of the Board take place including:

- 5.7.1 Activities within offices, staffrooms, classrooms, cafeterias/lunchrooms, and other Board property;
- 5.7.2 Board/School sponsored events associated with and including co-instructional and extra-curricular activities;
- 5.7.3 Electronic venues such as internet, email, and telephones;
- 5.7.4 Activities outside of Board premises including field trips, external work assignments, work-related conferences, training sessions, travel or social gatherings; as well as
- 5.7.5 Situations in other locations where workplace harassment may have a subsequent impact on the work relationship, performance or environment.

6. CROSS REFERENCES

YCDSB Policy 408 Employee Acceptable Use of Information Technology

YCDSB Policy 412 Progressive Discipline

YCDSB Procedure (Addendum to Workplace Harassment Policy)

Limitations Act

Municipal Freedom of Information and Protection of Privacy Act

Occupational Health and Safety Act

Ontario Human Rights Code

Approval by Board	June 20, 2017
	<i>Date</i>
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	<i>Date</i>
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	<i>Date</i>

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 606
<i>Former Policy #</i> 706	<i>Page</i> 1 of 9
<i>Original Approved Date</i> December 19, 1995	<i>Subsequent Approval Dates</i> January, 1997 February 12, 2002 June 4, 2013 June 21, 2016

POLICY TITLE: CATHOLIC SCHOOL COUNCILS

SECTION A

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, developing positive communication links with home, church and the broader community. The Catholic School Council will also assist the school in realizing its goals and mission as well as the Board's vision.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that each school will establish a Catholic School Council.

3. PARAMETERS

General

- 3.1 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)]*.
- 3.2 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)*.
- 3.3 Where there is a particular concern that is broader in scope or not related to a matter that the Board is soliciting the view of the Catholic School Council, the Catholic School Council may also make a delegation to the Board in accordance with Policy 106 *Delegations to the Board and Input to Agenda Items*.

- 3.4 The school community may be invited to provide input to the Catholic School Council. It is the responsibility of the (elected/appointed) members of Catholic School Council to come to a final decision/position with respect to the issue/topic being addressed. (Moved from former 5.4.9)
- 3.5 All Catholic School Council members, who have direct and regular contact with students and/or direct and regular handling of Catholic School Council finances shall provide proof of Vulnerable Sector Screening obtainable from the York Regional Police at www.yrp.ca.
- 3.6 All Catholic School Council members are mandated to keep student information confidential.
- 3.7 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)].
- 3.8 Catholic School Councils shall ensure that staff, students and parents are not exposed to partisan information and that any such information is not distributed on school premises.
- 3.9 Board personnel and the York Catholic Parent Involvement Commitment (YCPIC) will organize information and training sessions to enable new Executive members of the Catholic School Council to develop their skills as Catholic School Council members.
- 3.10 The York Catholic District School Board reserves the right to disband a Catholic School Council if the responsibilities and guidelines outlined for Catholic School Council Members are not being adhered to.

Membership: Composition & Term of Office

- 3.11 Membership on the Catholic School Council shall be determined in the following manner:
- 3.11.1 Parents/Guardians shall be elected by parents and guardians of students enrolled in the school;
 - 3.11.2 Student representatives shall be elected by students enrolled in the school;
 - 3.11.3 Teacher representatives shall be elected by members of the teaching staff assigned to the school;
 - 3.11.4 Non-teaching employee shall be elected by non-teaching employees assigned to the school;
 - 3.11.5 Community representatives shall be appointed by the Catholic School Council;
 - 3.11.6 A person appointed by an association that is a member of the Ontario Association of Parents in Catholic Education. This person must be a Parent /Guardian of a student currently enrolled in the school.
 - 3.11.7 A Parish Representative designated by the Parish or Parishes affiliated with the school.
 - 3.11.8 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 [8(2)];
 - 3.11.9 The Principal shall be a designated, non-voting member.

- 3.12 It is recommended that the membership of a Catholic School Council not exceed 21.
- 3.13 Parents/Guardians shall form the majority of members on the Catholic School Council. **Where there is an excess number of persons running for a position on Catholic School Council, than positions available, that only one person per household shall hold a position. Where there is less than 21 persons running for a position on Catholic School Council, of which parents of the same household wish to run and hold a position, then each may exercise their right to vote as an elected member of Catholic School Council. (Moved from former 4.1.1)**
- 3.14 **A person who is employed by the board cannot be the Chair of the Catholic School Council [s.8(3)].**
- 3.15 **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.**
- 3.16 A person is not qualified to be a parent member of the Catholic School Council if he or she is employed at the school his or her 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 to the Catholic School Council only as a non-teaching representative. A person who fulfills a staff's absence on an emergency basis, is classified as a non-employee, is not part of a Union, nor has a permanent position. Therefore, this person may be elected to the CSC as a parent member).
- 3.17 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.
- 3.18 The term of office for elected and appointed positions on a Catholic School Council shall not exceed one year. Elected and appointed members may seek additional terms (*Ontario Regulation 612/00, s.6*).

Membership: Voting

- 3.19 **The Principal shall be a designated non-voting member. Voting** Membership of a Catholic School Council shall include **the following elected or appointed members:**
- 3.19.1 Parents/Guardians who have children enrolled in the school;
 - 3.19.2 Community representative(s) who is/are not an employee at that school;
 - 3.19.3 Student(s) (mandatory in secondary schools; ~~optional~~ **recommended** in elementary schools);
 - 3.19.4 ~~School Principal and/or Designate;~~
 - 3.19.5 Teacher assigned to the school;
 - 3.19.6 Non-teaching employee assigned to the school;
 - 3.19.7 **Parish Representative.** In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned;

- 3.19.8 The member appointed to fulfill the role as a member of the Ontario Association of Parents in Catholic Education. This person must be a Parent /Guardian of a student currently enrolled in the school.
- 3.20 All members on a Catholic School Council are **valued** and equal partners. **Each elected or appointed member receives one vote, with the exception of the Principal.**
- 3.21 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, section 3.1).**

Meetings

- 3.22 All Catholic School Councils shall hold a minimum of four meetings per year [Ontario Regulation 612/00, s.12(1)].
- 3.23 All Catholic School Council meetings, Executive meetings and Subcommittee meetings shall be **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)].
- 3.24 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**.

Committees

- 3.25 **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)].**

Establishing By-Laws/ Review of Constitution

- 3.26 The Catholic School Council shall establish goals, priorities and procedures (i.e.: Constitution/Operating By-Laws) [Ontario Regulation 612/00 s.15].
- 3.27 The Catholic School Council must review its constitution and operating by-laws on an annual basis, as soon as possible after the Catholic School Council meets for the first time to address the following:
- 3.27.1 Election procedures;
 - 3.27.2 Filling vacancies; and,
 - 3.27.3 Conflict of interest and conflict resolution procedures
- 3.28 By-laws governing other areas of operation may also be developed but must be in accordance with applicable Board policies and *Ontario Regulation 612/00*.
- 3.29 In the event of a school closure/consolidation as a result of a Pupil Accommodation Review, the first order of business for the newly elected Executive shall be to review/**revise the Catholic School Council's existing constitution and by-laws.**

Fundraising

- 3.30 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).

- 3.30.1 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*).
- 3.30.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- 3.30.3 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:
 - 3.30.3.1 Any residual fundraising monies shall be proportionately distributed, based on student enrolment, to the affected schools; and,
 - 3.30.3.2 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.
- 3.31 All fundraising activities conducted by a Catholic School Council shall be included in the Annual "Year-End" Report prepared by the Catholic School Council.

Annual "Year End" Report

- 3.32 An Annual "Year End" Report, which outlines the Catholic School Council's goals, activities and achievements, including fundraising activities, shall be submitted to the Board and posted to the Catholic School Council section of the School Website. The Principal shall ensure that the Annual "Year End" Report is provided to all parents. Catholic School Councils should use the template provided by the Board and available at <https://goo.gl/PfAiCx>.

Social Media and Catholic School Councils

- 3.33 Only York Catholic District School Board staff can develop and moderate information that is shared on Board endorsed social media platforms. As per the Board's Freedom of Information Procedure only the Board/Schools have the authority to collect parental consent for posting and sharing student information, photos and videos.

~~Former parameter 3.11: Principals shall seek advice from the Catholic School Council as part of the process of making decisions. (Reflected in 3.3)~~

~~Former parameter 3.12: Where appropriate opportunities are determined, Senior Administration and Trustees may seek advice from Catholic School Council as part of the process of making decisions. (Reflected in 3.3)~~

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Catholic School Council 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 Council 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 Council 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 decision.
- 4.3.11 To communicate with the Chair of the Catholic School Council, as required.
- 4.3.12 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.
- 4.3.13 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.
- 4.3.14 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 a minimum of 10 years.
- 4.3.15 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.
- 4.3.16 To assist the Catholic School Council in communicating with the school community.
- 4.3.17 To contact the wider school community, local Trustee(s) and School Superintendent to notify of any change or cancellation of Catholic School Council meetings.

4.3.18 To present to the Catholic School the General School Budget and the School Bank Account allocations as well as all fundraising expenditures on an annual basis.

~~4.3.19 To encourage the participation of all parents/guardians and of other people within the community. (Reflected in 4.3.2)~~

~~4.3.20 To assist the Chair in developing and communicating the Catholic School Council and Subcommittee agendas as well as minutes to Catholic School Council Members, parents, Area Trustee(s) and the Area Superintendent, electronically, if possible, and in a timely manner. (Reflected in 4.3.14)~~

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 with parents and other members of the 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.

4.4.3 To respect that Catholic School Council meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other Catholic School Council members. **If this occurs, the Principal maintains the authority to end such discussions and/or terminate the meeting.**

4.4.4 **To respond to Board requests regarding policies under review in a timely manner.**

~~4.4.5 Recommendations generated by the Catholic School Council which are broader in scope than the local school may be referred either to the school Principal for direction or to the appropriate Board official or to a Board committee through the Director's Office; (Rewritten as Parameter 3.2)~~

~~4.4.6 To organize information and training sessions to enable members of the Catholic School Council to develop their skills as Catholic School Council members; (Rewritten as Parameter 3.9)~~

~~4.4.7 The community may be invited to provide input to the Catholic School Council. It is the responsibility of the (elected/appointed) members of Catholic School Council to come to a final decision/position with respect to the issue/topic being dealt with. (Rewritten as Parameter 3.4)~~

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 By-Laws

The rules developed and adopted by the Catholic School Council for the regulation of its operation and proceedings. By-laws must not conflict with Board policies or provincial legislation by which a Catholic School Council is established.

5.3 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.

5.4 School Community

All Parents/Guardians 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, etc.

6. CROSS REFERENCES

YCDSB Policy 106	Delegations to the Board and Input to Agenda Items
YCDSB Policy 205	Student Government
YCDSB Policy 603A	School Fundraising
YCDSB Policy 603B	Fundraising for External Charitable Purposes
YCDSB Policy 713	Pupil Accommodation Review of Schools
YCDSB Policy 708	Volunteers in Schools
YCDSB Policy 803	Funds Generated in Elementary and Secondary Schools

YCDSB School Generated Funds Administrative Procedure

YCDSB Transition Process for School Consolidation/Closure Procedure

Education Act: Ontario Regulation 612/00 School Councils and Parent Involvement Committees
(<https://www.ontario.ca/laws/regulation/000612>)

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

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Date

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Date

Review Date

June 2021

Date

POLICY TITLE: CATHOLIC SCHOOL COUNCILS

SECTION B: GUIDELINES

1. Role of Catholic School Council Chair/Co Chair

- 1.1 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).
- 1.2 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.
- 1.3 Prepare in concert with the Principal the agenda for Catholic School Council, Executive or Subcommittee meetings.
- 1.4 Chair Catholic School Council meetings.
- 1.5 Ensure that the minutes of Catholic School Council, Executive or Subcommittee meetings are recorded, maintained and kept for 10 years.
- 1.6 Participate in information and training programs.
- 1.7 Communicate with the school Principal as required.
- 1.8 Ensure that there is regular communication with the school community.
- 1.9 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.
- 1.10 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*.

2. Role of Catholic School Council Members

- 2.1 Provide informed advice to the Principal on matters related to student achievement, well-being and continuous school improvement.
- 2.2 Maintain a school-wide perspective on issues.
- 2.3 Participate in Catholic School Council meetings. ~~Members who miss three consecutive meetings may have their membership revoked.~~
- 2.4 Participate in information and training programs.
- 2.5 Act as a link between the Catholic School Council and the community.
- 2.6 Encourage the participation of all Parents/Guardians and of other people within the community.
- 2.7 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*.

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 105
<i>Former Policy #</i> 805	<i>Page</i> 1 of 3
<i>Original Approved Date</i> January 1979	<i>Subsequent Approval Dates</i> March 25th, 2008 May 8th, 2007 December 16th, 2003 September 26th, 2000 February 7th, 2012

POLICY TITLE: TRUSTEE PROFESSIONAL DEVELOPMENT

SECTION A

1. PURPOSE

Trustees, as elected community representatives and ambassadors of the York Catholic District School Board, benefit from participating in opportunities that enhance their individual and collective expertise in the role of trustee and in their understanding of educational issues. This policy is intended to clarify guidelines and budget parameters in support of professional development activities for trustees.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to encourage professional development of Trustees through attendance and participation in approved educational conferences, workshops and seminars.

Professional development activities are supported within the context of guidelines and budgetary parameters established by the Board.

3. CROSS REFERENCES

YCDSB Policy 111	Trustee Services and Expenditures
YCDSB Policy 808	Travel, Meals and Expense Reimbursement

4. RESPONSIBILITIES

Director of Education: To monitor the implementation of the policy.

Executive Committee: To deal with any inequity resulting from the policy.
To bring to the Board any matter relative to this policy which in the opinion of the Committee requires a Board decision.

POLICY TITLE: TRUSTEE PROFESSIONAL DEVELOPMENT

SECTION B

GUIDELINES

1. TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

There are two main categories of professional development activities that trustees may wish to attend in their capacity as members of the Board or at which the Board may wish to have trustee representation.

a) Board Centrally Funded Conferences, Workshops and Seminars

Conferences, workshops and seminars at which it is deemed advisable that the Board be officially represented, will be funded centrally by the Board.

Such conferences, workshops and seminars which are considered Board centrally funded for the proper exercise of a committee or trustee mandate shall include, but shall not be limited to:

- O.C.S.T.A. Conferences
- C.C.S.T.A. Conferences
- Ministry of Education sponsored events/activities
- Conferences, workshops, seminars organized by the Board or Administration
- Others, as approved by the Executive Committee of the Board

There is no limit to the number of Trustees that may attend these events.

Budget Impact:

- The Board will establish an annual budget for Board centrally funded conferences
- Expenses related thereto shall not be charged to the Trustee's Discretionary Allowance.

b) Other Professional Development Activities and Board Related Travel Outside of York Region

Occasionally, the opportunity arises for Trustees to travel, as ambassadors for the Board, outside of York Region. As well, attendance at optional education conferences is of value to the professional development of individual trustees and their role at the Board table. Attendance will be pre-approved, using the Admin 83(A) by the Executive Committee, and expenses will be charged to the Trustee's Discretionary Allowance.

2. ELIGIBLE PROFESSIONAL DEVELOPMENT/ACTIVITY EXPENSES:

The expenditures for approved conferences, workshops and seminars, outlined in the following, shall be eligible for reimbursement: See the Board's Travel, Meals and Expense Reimbursement Policy for direction

- Registration Fee;
- Standard hotel accommodation for the days of the conference/workshop/seminar;
- Travel costs to and from conference, workshop/seminar;
- Meals, not otherwise covered through registration, for the days of the conference, workshop, seminar

3. GENERAL:

- a) A conference is defined as any meeting of interested persons, a workshop, a seminar, a consultation with a person or group of persons, a tour with a detailed itinerary, or other function which will benefit the Trustee and the Board.
- b) A Trustee attending a conference may be required to report to the Board on the content of the conference.
- c) The Chair or designate shall be authorized to attend local or out-of-town conferences, in addition to personally-selected conferences, when it is deemed advisable that the Board be officially represented, and when approved by the Executive Committee. Expenses for these conferences shall not be charged to the Trustee Discretionary Allowance.
- d) A Trustee may be requested by the Executive Committee to attend a conference for the proper exercise of a committee or Trustee mandate. Such conferences, and the expenses related thereto shall be charged to the Board's Centrally Funded Trustee Budget.
- e) The administration of this policy shall be the responsibility of the Executive Committee of the Board.

Approval by Board	February 7th, 2012 Date
Effective Date	February 7th, 2012 Date
Review Date	Date
Reviewed By	February 2016 Name

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance/Board	<i>Policy Number</i> 111
<i>Former Policy #</i> 807	<i>Page</i> 1 of 7
<i>Original Approved Date</i> March 22, 1991	<i>Last Approved Date</i> September 27, 1994, February 28, 1995, September 26, 2000, December 16, 2003, April 12, 2005, November 22, 2005, May 8, 2007, November 18, 2008 December 1, 2009, March 9, 2010 February 7th, 2012

POLICY TITLE: TRUSTEE SERVICES AND EXPENDITURES

SECTION A

1. PURPOSE

Trustees of the York Catholic District School Board share a proud history of dedicated commitment to Catholic education and to the students and communities they are elected to serve. As stewards responsible for local governance of our publicly-funded school system, trustees are expected to carry out their role with the utmost integrity and ethical conduct. The purpose of this policy is to clarify the parameters and guidelines under which trustees will receive those supports, equipment, services and reimbursements that will enable them to communicate with constituents regarding board affairs and educational matters, to participate in various activities by virtue of their office, and to fulfill their corporate and constituency responsibilities.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that trustees, in their role of stewards and guardians of Catholic Education, shall be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of the Ministry of Education and this policy.

3. PARAMETERS

3.1 Services provided for trustees, and expenses which trustees are permitted to incur, must be:

- Directly related to the role of trustee;
- Consistent with statutory requirements and Ministry guidelines;
- Congruent with common values and accepted practices; and
- Able to withstand the test of integrity and independent audit.

- 3.2 Payment of expenditures shall be provided to the appropriate recipient subject to Board guidelines for reimbursement.
- 3.3 Expenditure limits may not be exceeded.
- 3.4 Inappropriate expenses shall not be reimbursed.
- 3.5 Neither P-cards nor cash advances will be issued to trustees. Student trustees may, subject to the discretion of the Director of Education, be allocated a cash advance on a case by case basis.
- 3.6 Any part of the board budget for trustee expenses that remains at each November 30th, will be returned to the general board budget.
- 3.7 Staff and trustees are entitled to equitable treatment with respect to expenditures.
- 3.8 Trustee expense for travel/meals will be reimbursed according to the Travel, Meals and Expense Reimbursement Policy
- 3.9 A trustee may, on occasion, wish to support a school initiative through the Trustee's Discretionary Allowance. Examples of approved initiatives include but are not limited to: learning materials, athletic equipment, field trips/excursions, refreshments/tokens of appreciation for school celebrations/events such as graduations or blessings, religious statues. See the Travel, Meal and Expense Reimbursement Policy for direction on Hospitality reimbursement.

4. RESPONSIBILITIES

- 4.1 Director of Education: To monitor the implementation of this policy;
To approve all expense claims.
- 4.2 Executive Committee: To deal with any inequity resulting from the policy;
To bring to the Board any matter relative to this policy which, in the opinion of the Committee, requires a Board decision.
- 4.3 Audit Committee: To appoint the external member of the committee to review disputes with respect to trustee expenditures.

CROSS REFERENCES

Education Act, Ontario, s. 191

- YCDSB Policy 105: Trustee Professional Development
- YCDSB Policy 801: Use of Board Funds for Recognition/Acknowledgement Purposes
- YCDSB Policy 802: Purchase, Lease and Rental of Products and Services
- YCDSB Policy 808: Travel, Meals and Expense Reimbursement
- YCDSB Procedure: Purchasing Reference Guide

POLICY TITLE: TRUSTEE SERVICES AND EXPENDITURES

SECTION B

GUIDELINES

1. Administration

The Executive Committee of the Board shall have the authority to deal with matters related to the policy as may be brought forward by any trustee and bring such matters to the attention of the Board if deemed appropriate.

- The Director certifies that individual trustee expense claims meet the requirements of board policy and approves payment of the claim or refers the expense claim to Executive Committee;
- A senior board official, typically the Senior Business Official but excluding the Director, certifies that the Chair of the Board's expense claims meet the requirements of board policy and recommends that the Director approve payment of the claim;
- Should there be a dispute about the eligibility of any expense, e.g. if deemed as inappropriate or unreasonable, the policy refers the dispute to Executive Committee. If not resolved the Trustee has the option of taking the dispute to the external member of the Audit Committee prior to proceeding to a public session of the board.

2. Reporting

An annual expenditures report for each trustee, based on a December 1 – November 30 time period, will be completed and filed with the Board. Expenditure reports will be presented in open public session no later than the first Regular Board meeting in February of each year and subsequently posted on the Board web site.

3. Budget/Expense Claims

An annual Trustee Discretionary Budget of \$5,000 per trustee shall be allocated to reimburse all discretionary expenses as identified in this policy.

Other professional development activities and Board related travel outside of York Region, as defined in Policy 105 – Trustee Professional Development, will also be charged to the Trustee's Discretionary Allowance.

Expense claims will be processed on a monthly basis and in accordance with good business practices as defined in Board procedures.

4. Communications

i) Trustee Newsletters

Trustee newsletters are intended:

- To inform communities regarding Board policy, practices and decisions, Ministry directives, educational/school events and initiatives, and the role of the Board and the trustee;
- To promote York Catholic Schools;
- To permit the personal expression of opinion on matters pertaining to Catholic education.

Trustee newsletters:

- Shall be non-political;
- Shall not reflect negatively upon the York Catholic District School Board or the school system.

Standard/Scheduled Newsletters

- Two elementary and two secondary newsletters per year;
- Any communication developed by Trustees as a response to a specific concern in the community.
- Costs will be charged to the communications budget;
- Standard/scheduled newsletters will be processed through the Communications Department.

Discretionary Newsletters

- Includes discretionary / additional / unscheduled newsletter/communication.
- Shall be approved by administration prior to distribution;
- Any costs associated with the production and/or distribution of optional newsletters/communication will be charged to the Trustee's Discretionary Allowance.

Note: Examples of discretionary/optional communication include purchase of space in local publications (i.e. school year books, newspapers), seasonal/holiday messages, graduation messages, and unscheduled community updates.

Printing of Trustee Newsletters

- Communication Services will arrange for the printing of trustee newsletters.

Newsletter Communication in the Year of a Municipal Election

- No production or distribution of trustee newsletters financed by the Board shall be undertaken after July 1;
- Distribution of trustee-produced and financed newsletters through Board schools is prohibited after July 1;
- Trustees who usually include information in school-produced newsletters can continue to do so, provided that the material is of a non-political nature.

- No purchase of space in local publications, financed by the Board, shall be permitted for articles being run after July 1st.
- Electronic Communications – Board developed Trustee websites must be closed down by July 1st.

ii) Letterhead

At a trustee's request, a supply of letterhead will be provided subject to the following guidelines:

- On an annual basis, the first 50 sheets of blank letterhead will be charged to the centrally funded budget;
- Subsequent sheets of blank letterhead will be charged to the Trustee's Discretionary Allowance;
- Communication using Board letterhead for "optional" newsletters will be charged to Trustee's Discretionary Allowance.

iii) Business Cards

At a trustee's request, a supply of business cards will be provided subject to the following guidelines:

- A maximum of \$600/per 4Year Term for business cards may be charged to the centrally funded trustee budget;
- Trustee business cards must use standard layout including Board font and colour of ink;
- Any costs exceeding the designated amount will be charged to the Trustee's Discretionary Allowance.

iv) Community-Based and Work/Office Related Activities

Eligible functions/activities/locations that a trustee may choose to attend by virtue of their office include but is not limited to:

- Board schools;
- Off-site school events i.e. sports/arts;
- School Council meetings and activities/events;
- Local school fund-raising activities;
- Local school socials;
- Work related activities organized by trustees, the Board or administration;
- Archdiocesan functions;
- Parish-organized functions;

- Community-organized functions, if attending as a YCDSB representative;
- School/community public relations functions;
- Staff retirements;
- OCSTA/CCSTA Conferences, meetings and special events;
- Other professional development activities as outline in Policy #105 – Trustee Professional Development.

Guidelines

- Attendance at functions/activities will be at the personal discretion of a trustee. If a Trustee is unsure if an event qualifies for reimbursement a request should be sent to Executive Committee.
- All costs associated with attendance at eligible functions/activities for trustees and a guest, (where a spouse, family member or guest is required) will be charged to the Trustee's Discretionary Allowance;
- Costs associated with political events/functions/fundraisers/charity events will not be covered by the Board and cannot be charged to the Trustee's Discretionary Allowance.
- The following expenses are not related to board business:
 - Community fundraising galas and/or charity functions

v) Equipment/Support Services

The following equipment and support services will be provided to all trustees:

- **Computer:** The Board will provide a trustee with either a laptop or desktop computer at the beginning of the trustee's 4-Year Term of Office;

In October/November of the year a trustee term ends, trustees will be given the option of returning their computer or purchasing it from personal funds at "fair market value" as determined by the Board;

Regular ongoing maintenance and Board supported software will be available throughout the term of office.
- **Consumables/Supplies:** Trustees may purchase through Trustee Discretionary Allowance the following consumables/supplies, including but not limited to: ink cartridges, paper, writing utensils, envelopes, labels, binders, file folders, poster board, calendars, wrapping paper, cards, computer supplies (writeable CD's, surge protectors, disks, USB cords, adaptors, mouse, cables, router, wireless cards).

If possible, the above items will be accessed through the board's procurement process, via the Director's office.

- **Furniture and Office Equipment:**

A maximum of \$400 per 4 Year Term may be used to cover the combined cost of the following furniture and equipment: printer, fax machine, desk, chair, filing cabinet, shredder, computer cart and telecommunication devices;

No reimbursement for furniture and office equipment will be allowed during the last 6 months of a trustee's term.

Furniture and equipment purchased will be deemed to have no market value and may be kept by the trustee at the end of his/her term.

- **Secretarial Support:**

Reasonable secretarial support will be provided where necessary.

- **Subscriptions:**

Two newspaper subscriptions are an allowable expense to be charged to the Trustee's Discretionary Allowance.

- **Telecommunications:**

Trustees will be reimbursed for:

- telecommunications support services up to a combined maximum of \$175 per month with supporting/detailed documentation;
- one-time installation costs for above services required for communication purposes during the trustee's term of office.

Approval by Board

February 7th, 2012

Date

Effective Date

February 7th, 2012

Date

Revision Dates

Date

Review Date

February 2016

Date

YORK CATHOLIC DISTRICT SCHOOL BOARD

DRAFT



BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 605
<i>Former Policy #:</i>	<i>Page</i> 1 of 4
<i>Original Approved Date:</i> xxx, 2018	<i>Subsequent Approval Dates:</i> NEW

POLICY TITLE: ATTENDANCE – SECONDARY

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes that managing and monitoring student attendance throughout the instructional day is the mutual responsibility of the home and school. When a student is absent from school, late coming to school, needing to leave school early, communication between the home and school is essential. Such communication is especially important in the case of an unexplained failure to arrive at school or attend scheduled classes.

2. POLICY STATEMENT

The York Catholic District School Board is committed to strong communication between the home and the school in relation to student arrival and dismissal as well as attendance throughout the instructional day. Such communication is important for the safety of our students, the efficient operation of the school, as well as for ensuring that Parent(s)/Guardian(s) are kept informed. Therefore, in order to promote the safety of our students, it is the policy of the Board to support the development and implementation of effective safe arrival, safe dismissal and attendance procedures which are performed as part of Secondary school attendance taking.

3. PARAMETERS

- 3.1 The safety of students is the collective responsibility of the Parent(s)/Guardian(s) and the school.
- 3.2 Parent(s)/Guardian(s) are responsible for communicating a student absence, late arrival to or early leave from the school through the school's automated or online attendance line. (CIO will research potential costs and resources to design and implement a system similar to that of the board's current elementary school safe arrival portal and website application or that of a personalized student swipe card. Depending on the information gathered, workload issues will be discussed with Administrators and CUPE Staff).

- 3.3 The school is responsible for communicating with the Parent(s)/Guardian(s) on a timely basis in cases of student absence, late arrival or early leave. (Age of consent (18 years of age) for communication between school and parents/guardians will need to be considered.)
- 3.4 School staff is responsible for communicating the non-attendance of any student in their scheduled classes, on a period by period basis, using the school's online or automated attendance reporting system.
- 3.5 The attendance procedures shall be communicated to the school community at a minimum of twice per school year (i.e., September and February), as well as during the registration process of any new student or Parent Information Sessions and posted on the school website.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Attendance – Secondary policy.

4.2 Principal

- 4.2.1 To ensure the communication and implementation of the Board's automated attendance reporting procedures for the managing and monitoring of student attendance.
- 4.2.2 To inform the school community of the attendance procedures a minimum of twice per school year or during the registration of any new student or at Parent Information Sessions and post on the school website.
- 4.2.3 To implement procedures for monitoring and recording student attendance each period of every school day.
- 4.2.4 To maintain an effective system that will receive messages outside of school hours. (Dependent on the results of the CIO's research.)
- 4.2.5 To implement a procedure that addresses a situation if/when the automated attendance reporting system has notified a Parent/Guardian of their child's absence and the Parent/Guardian has reported back to the school that to their knowledge their child should be in attendance.
- 4.2.6 To obtain from the Parent(s)/Guardian(s), at the beginning of every school year, information on how and where they may be contacted by the school during the school day (Form S2 – Contacts/Emergency & Consent).
- 4.2.7 To ensure that current and accurate student attendance information is recorded and available at all times.
- 4.2.8 To ensure that staff filling in for absent teachers are familiar with the school's attendance procedures as well as attendance taking throughout the instructional day.
- 4.2.9 To ensure that the Parent(s)/Guardian(s) is contacted as soon as possible and informed of the student's absence when an unexplained absence is recorded.
- 4.2.10 To notify the Police of a student's absence. (Due to age of students this will be discussed with Administration and YRP)

4.3 Human Resources

- 4.3.1 To provide appropriate training related to the Board's automated attendance procedures to relevant employee groups.

4.4 Parent(s)/Guardian(s)

- 4.4.1 To provide current and accurate 'emergency contact' information to the school (Form S2 – Contacts/Emergency & Consent).
- 4.4.2 To inform the school through the automated attendance reporting system when their child will be absent or late or in need of early leave.
- 4.4.3 To provide the school with a reason for their child's absence, lateness or early leave through the automated attendance reporting system or a written note.
- 4.4.4 To provide a note to the school or make direct contact with Administration authorizing permission for another adult to pick up their child.

4.5 Teachers & Instructors

- 4.5.1 To record attendance after the beginning of each of the four (4) periods during the instructional day.
- 4.5.2 To send hard copies of student attendance to the office immediately after period-by-period attendance is recorded, even if there is a nil absence report in situations where the automated attendance reporting system is unavailable (i.e.: supply teachers, physical education teachers and any time when the network or server is unavailable).

4.6 Other Staff (including but not limited to teaching staff, educational assistants, educational intervenors and custodians)

- 4.6.1 To be vigilant in ensuring that each student is in their respective classroom during the times school is in session.
- 4.6.2 To report to the Principal when a student is not attending class as required.

4.7 Students

- 4.7.1 To arrive at school on time each day.
- 4.7.2 To sign in at the Attendance Office if arriving late or leaving early.
- 4.7.3 To return from the lunch period on time.
- 4.7.4 To attend school and classes each day.

4.8 School Secretary

- 4.8.1 To complete the "Student Information System" data entry from information contained in Form S2 – Contacts/Emergency & Consent as expeditiously as possible.
- 4.8.2 To update the school's Attendance line as required.
- 4.8.3 To complete attendance responsibilities as efficiently and expeditiously as possible.
- 4.8.4 To alert an Administrator immediately if/when the automated attendance reporting system has notified a Parent(s)/Guardian(s) of their child's absence and the Parent(s)/Guardian(s) has reported back to the school that their child should be in attendance.

5. DEFINITIONS

5.1 Attendance Procedures

An automated reporting series of steps which are performed in conjunction with daily, period-by-period school attendance taking to ensure student safety and to account for any student's absence, late arrival or early leave.

6. CROSS REFERENCES

Education Act

Ontario Regulation 298 – Operation of Schools

Ministry of Education Policy/Program Memorandum No. 123 – Safe Arrivals

Police & School Board Protocol

YCDSB Secondary School Attendance Reporting Procedures (To be drafted)

7. RELATED FORMS

YCDSB S2 Contacts/Emergency & Consent Form

Approval by Board

Date

Effective Date

Date

Revision Dates

Date

Review Date

Date