

REVISED

**YORK CATHOLIC DISTRICT SCHOOL BOARD
AGENDA
REGULAR BOARD MEETING
Tuesday, January 31, 2023
7:30 P.M.**

Watch the Board Meeting
STREAM
event on our YCDSB TV Channel:
<http://bit.ly/YCDSB-TV>

LAND ACKNOWLEDGEMENT

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

- | | | |
|--|--|-------------|
| 1. OPENING PRAYER / LAND ACKNOWLEDGEMENT | Faith Ambassadors | |
| 2. ROLL CALL | D. Scuglia | |
| 3. APPROVAL OF NEW MATERIAL | F. Alexander | |
| 4. APPROVAL OF THE AGENDA | F. Alexander | |
| 5. DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING | F. Alexander | |
| 6. DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING | F. Alexander | |
| 7. APPROVAL OF THE PREVIOUS MINUTES
a) Regular Board Meeting of December 20, 2022 | F. Alexander | |
| 8. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING | F. Alexander | |
| 9. CHAIR'S REPORT / UPDATE / INSPIRATIONAL MESSAGES | F. Alexander | 3 |
| 10. OCSTA BOARD OF DIRECTOR'S UPDATE | J. Wigston | |
| 11. DIRECTOR'S REPORT / UPDATE | D. Scuglia | 5 |
| 12. STUDENT TRUSTEES' REPORT | A. Peta-Dragos / J. James | |
| 13. RECOGNITIONS / OUTSIDE PRESENTATIONS
a) Catholic Virtual Ontario Presentation by OCSTA | Anne O'Brien, Patrick Daly, Michael Redfearn | |
| 14. DELEGATIONS | | |
| 15. JOURNEY TOWARDS OUR VISION – STAFF PRESENTATIONS
a) 2021-2022 Director's Annual Report | D. Scuglia | 7 |
| 16. ACTION ITEM(S) (including Committee Reports) | | |
| a) Approval of Report No. 2023:05 Committee of the Whole (Jan 31) | M. Iafrate | |
| b) Receipt of Report No. 2023:04 Special Committee of the Whole (Jan 18) | M. Iafrate | 15 |
| c) Receipt of Report No. 2023:02 Special Education Advisory Committee (Jan 16) | J. Wigston | 16 |
| d) Approval of Report No. 2023:01 Policy Review Committee (Jan 17) | M. Iafrate | 17 |
| e) Receipt of Report No. 2023:02 York Catholic Parent Involvement Committee (Jan 30) | M. Iafrate | 108a |
| f) Approval OCSTA Resolution: Funding to Support AODA Requirements | J. Wigston | 109 |
| g) TRUSTEE MOTION: Code of Conduct and the Human Rights Code | E. Crowe | 110 |
| h) Trustee Representation: Mental Health Advisory Committee | F. Alexander | 111 |
| i) Trustee Representation: Toronto & Region Natural Science & Education Committee | F. Alexander | 112 |
| 17. DISCUSSION ITEM(S) | | |
| a) TRUSTEE MOTION: Create Equity at the Start of Every School Year Within the York Catholic DSB (<i>this Motion replaces the Equity Within YCDSB Motion</i>) | F. Alexander | 113 |
| b) TRUSTEE MOTION: An Annual Day of Celebration of All Saints + Supplemental Info | F. Alexander | 114 |

18. INFORMATION ITEM(S)	
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19. NOTICES OF MOTION	
<i>(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)</i>	
20. FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION	
21. ADJOURNMENT	





York Catholic District School Board

Chair's Report

Memo To: Board of Trustees

From: Frank Alexander, Chair of the Board

Date: January 31, 2023

Re: **Chair's Report**

During the Christmas and New Year season, there is much to celebrate. However, those celebrations inevitably must end and we must return to our everyday lives (or Ordinary Time, as it is called in the liturgical calendar). Even though the holiday season is behind us, we are blessed that there is still much to celebrate, as you will see in my following report. I thank God for His many gifts to our York Catholic community.

Trustee Orientation

I am happy to share that we have completed a series of information sessions where new and experienced Trustees were briefed on the work done by the staff of the York Catholic DSB. I know that being a new Trustee is a huge learning curve. I am so grateful that our new Trustees have put themselves forward to serve our faith community in this vital role and I am also thankful for all the hard work done by our staff. Please know that I am always here to support you in all that you do.

Our Trustees also took part in ongoing learning at the 2023 Catholic Trustees Seminar, which took place from Thursday, January 19 to Saturday, January 21, 2023. Director of Education Domenic Scuglia and our Trustees were well represented and took part in several of the scheduled OCSTA events.

Staff Acknowledgements

At the end of this month, Associate Director Eugene Pivato will begin a new stage of his life as he enters retirement. Mr. Pivato has always been a source of wisdom, encouragement and leadership for all those who had the privilege of interacting with him. I am sad that we will be losing him as an employee, although like all our retirees, he will always be part of the York Catholic District School Board family. Thank you, Eugene, for your tremendous work and congratulations on your retirement.

While we will greatly miss Mr. Pivato, I know that we are in good hands with Jennifer Sarna, who will be taking on the Associate Director position. Mrs. Sarna is a proven leader in our school board and is someone who is deeply committed to Catholic education. It will be an honour to participate in Mrs. Sarna's commissioning next month and to work with her in the years to come.

Also, I would like to congratulate Domenic Scuglia who was recognized by the Friends of Simon Wiesenthal Center for Holocaust Studies on Thursday, January 26 for his demonstration of excellence in Holocaust education. The Second Vatican Council very clearly told us that Catholics have a duty to learn the lessons coming forth from the Holocaust, including that we must speak out against hatred. As we can see in the world today, unfortunately, we still have much to learn. Thank you for your work on this issue, Dom.

Faith Connections

The connection amongst home, school and Church is central to the mission of the York Catholic DSB and we focus on that relationship in all our work.

The Annual Meeting of the Episcopal Board took place on Wednesday, January 18 at the Archdiocese of Toronto offices. His Eminence Thomas Cardinal Collins was very engaged in a number of discussions, including the ongoing importance of ShareLife fundraising, the future of the *Fully Alive* curriculum, the Adult Faith Formation Symposium and the continuation of the grade 12 World Religions and Philosophy courses.

York Catholic DSB representatives are also eager to participate in the Pastoral Zone Meeting for our region, which is taking place at Our Lady of Grace Parish, in Aurora, on Wednesday, February 1.

Sharing the Arts

I am continually in awe of the God-given talents of York Catholic students. In particular, I am happy to see that our students are sharing their tremendous artistic skills with the wider community.

In particular, I am thrilled that for another year, a York Catholic student has won the ShareLife poster contest. Congratulations to Marikit, from St. Jerome CES, whose artwork will be featured on the official ShareLife poster for the upcoming school year. In addition, Audrina from Our Lady Help of Christians CES was the contest's runner-up and Isabella also from Our Lady Help of Christians CES was fourth place. Valentina from St. Cecilia CES came in fifth place. This is a tremendous accomplishment by the students of the York Catholic District School Board. Excellent work!

Also, students from St. Augustine CHS are displaying some inspiring pieces of art in the atrium of the Catholic Education Centre. On Wednesday, February 1st, they will host an Art Gala, which they have had to reschedule a couple of times due to inclement weather.

Finally, Vera, Lauren, Alexis and Mahyar, students from Cardinal Carter CHS, will have their artwork displayed in the Aurora Town Hall art space from February 11 until March 18. That will be worth a visit for everyone who loves art and our school board.

The entire school board is very proud of you all!





York Catholic District School Board

Director's Report

Memo To: Board of Trustees

From: Domenic Scuglia, Director of Education

Date: January 31, 2023

Re: **Director's Report**

As the Director of Education, it is always exciting to welcome everyone back to school after the Christmas break. The school year can be a hectic time for students, families, staff and Trustees alike. I know that we all appreciate having an opportunity to catch our breath. And what better time to fill our cup then when celebrating the birth of our Lord. Welcome back, everyone! As you will see in my report, we are off to a busy start to the new year.

Kindergarten Registration

On Monday, January 9, 2023 the York Catholic District School Board officially opened kindergarten registration for the 2023-24 school year. Kindergarten is all about the future. It is a time when children have an opportunity to learn more about their world while staying in a safe and caring environment. For the larger York Catholic DSB community, when a new kindergarten class enters a school, we have the opportunity to meet the young people who will leave their mark on our school board in the years to come!

Kindergarten classes always bring such joy and energy to a school community. I am looking forward to my next Twitter Break where I will visit one of our kindergarten classrooms to meet with some educators and young students who do amazing things every day.

Student Exchange to France

On January 19, 2023 there was an information session at the Catholic Education Centre for those interested in participating in the student exchange program with those living in Bretagne, France. This is a wonderful opportunity to experience a culture and a language that has been so important to our Catholic and Canadian heritage. Safe travels to the students who will take part!

OAPCE York Meeting

The next virtual OAPCE York meeting will take place on Thursday, January 26. This is an opportunity for York Catholic DSB parents, through their local school council, to share their thoughts in order to strengthen Catholic education. Every Catholic School Council is encouraged to register a member of their school to represent them at OAPCE. This is an excellent chance for each representative to network, share information and learn about the community building initiatives happening at other schools. The meeting on January 26 will have a special presentation by Teresa Hartnett.

Anti-Racism at York Catholic

As we enter Black Heritage Month, Canadians are encouraged to celebrate and learn more about the Black community. Canadians should also use this as a time to reflect on the history and present reality of racism in this country. This can be difficult work, but it is necessary work.

On Friday, February 3rd, members of the York Catholic District School Board will attend the Black History Month Gala, which is being organized by the Aurora Black Community Association. They have secured an amazing keynote speaker: the Honourable Jean Augustine. It promises to be an excellent evening.

York Catholic Parent Involvement Committee

On Thursday, February 9, 2023 the York Catholic Parent Involvement Committee will host an online presentation by Dr. Andrew B. Campbell, titled, *“Allyship, Advocacy & Action for Authentic Inclusion.”* If you have been to one of Dr. Campbell’s presentations before, you will know that this is well worth your time. There is more information available on the York Catholic website.

Distinguished Alumni Awards

I am happy to report that we have closed applications for the York Catholic District School Board’s Distinguished Alumni Awards. Those nominated are an excellent group of people who have lived the Catholic Graduate Expectations by making the world a better place in a number of unique ways.

Our Selection Committee will be brought together shortly to pick our 2023 Distinguished Alumni, who will be unveiled to the public during Catholic Education Week (April 30-May 5).

York Catholic Joins Instagram

As we continue to find new ways to reach out to the community in order to communicate with our families and share the good news stories that are happening in our schools every day, I would like to share that York Catholic is now on Instagram. I hope you will follow us at @yorkcatholic_dsb.

Ash Wednesday

On Wednesday, February 22, 2023 York Catholic DSB will celebrate Ash Wednesday Masses throughout our schools, as well as at the board offices. We are extremely fortunate and blessed to have scheduled His Excellency, Bishop Boissonneau, to preside over this year’s Ash Wednesday Mass. For anyone wishing to attend, the Mass will begin at 10 a.m. in the CEC boardroom and ashes will be distributed.

Thank you again to everyone in the York Catholic community for your tireless work to make this the best school board in the province!

Director's Annual Report for the 2021-2022 School Year

January 2023





Ministry of Education Requirements

The Education Act requires the Director of Education to report annually on the Board's progress made towards MYSP goals in the previous school year.

In particular, how we are:

- Delivering a quality curriculum that is infused with Gospel Values and Catholic Virtues
- Improving fundamental curriculum skills, creating equitable schools and innovative classrooms
- Building safe and inclusive school climates by engaging and responding to students, parents and community partners to identify and remove barriers
- Supporting achievement and well-being of First Nations, Metis and Inuit learners and all other marginalized groups
- Using resources responsibly and engaging communities in meaningful ways



COVID-19 Update

- Continued to adhere to public health directives, including implementing social distancing protocols and shifting between remote and in-person learning
- HVAC filters were updated, HEPA filters were put in classrooms and CO2 sensors were installed
- PPE and learning technology were distributed to families
- Established St. Teresa of Calcutta virtual school



Living Our Faith

- The integration of home, school and Church is central to our mission
- York Catholic celebrated its first Board-wide virtual Mass with 50,000 people participating
- In-person Masses were able to return to our schools, as well as clergy visits
- YCDSB raised \$125,498.22 for ShareLife and 23 of the top 50 fundraising schools came from our Board
- Supported St. Vincent de Paul, Rose of Sharon, etc.





Helping Our Student Succeed

- 77 of our elementary classrooms participated in the “Kids Have Stress Too!” workshop
- 373 students received short-term psychotherapy
- Hosted our first Student Mental Health Ambassador Camp
- Created mental health promotion and literacy packages for all teachers
- 1,347 students in the Advanced Placement program
- Launched the AKOMA Kickstart program
- 4,644 elementary students and 2,958 secondary students took part in pandemic learning recovery tutoring





STREAM Centres of Excellence

- On March 31, 2022, York Catholic DSB celebrated the grand opening of the STREAM Centres of Excellence
- Subjects include Design Thinking, Robotics, Coding, 3D Printing, Virtual Reality and it continues to evolve as we go.
- Students get to use state-of-the-art technology
- The first STREAM Centres are at: All Saints CES, Corpus Christi CES, Divine Mercy CES, Our Lady of Grace CES, St. Agnes of Assisi CES and St. Stephen CES



Engaging Our Communities

- Launched “Twitter Break with Director Dom.” #DirectorDom’s episodes have been viewed 10,000 times
- York Catholic ran AKOMA, an Afrocentric summer camp, for the first time
- Senior staff undertook professional development by reading *Me and White Supremacy* by Layla Saad
- Launched the Catholic Black Educators Network at YCDSB (CBENY) group





Effective Use of Our Resources

- Upgraded all YCDSB phone systems to a cloud-based Voice Over IP platform communication
- Implemented an electronic employee expense and timesheets system to increase efficiency
- Over 3,000 HEPA filters installed in classrooms
- Introduced School Day, an online payment system, which is easier and more secure
- 18,000 students picked up by bus daily
- The maintenance team completes, on average, 13,417 work orders



York Catholic District School Board

REPORT NO. 2023:04

SPECIAL COMMITTEE OF THE WHOLE BOARD / PRIVATE SESSION

To: Regular Board Meeting

January 31, 2023

A private session of the Special Committee of the Whole, Part C was held on Tuesday, January 18, 2023 starting at 8:44 pm.

PRESENT:

Members: (Present) F. Alexander, M. Barbieri, E. Crowe, J. DiMeo, A. Grella,
M. Iafrate, A. Saggese, J. Wigston
(Virtual) C. Cotton, T. McNicol

Administration: D. Scuglia (Present)

Absent with Notice: All Present

Recording Officer: S. Greco (Present)

Presiding: M. Iafrate, Vice-Chair of the Board

ACTION ITEMS:

DECLASSIFIED (Action Items for Approval): NIL

CLASSIFIED: NIL

Adjournment: 9:45 PM

M. Iafrate, Vice-Chair

YORK CATHOLIC DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE
REPORT NO. 2023: 02

To: Regular Board Meeting

January 31, 2023

A meeting of the Special Education Advisory Committee was held on **January 16, 2023** in a hybrid format CEC, 320 Bloomington Rd. W Aurora ON at 7:00 p.m.

PRESENT:

Committee Members:	N, Byrne (virtual), J. Gamboa (virtual), S. Gatti (virtual), A. Grella (virtual), N. Lai (virtual), D. Legris(virtual), J. Man (virtual), J. Wigston (in-person)
Association Representatives:	M. Marcello, C. Sandig
Administration:	A. Cabraja, D. Candido, L. Lausic , E. Miceli-Bush
Regrets:	E. Morgillo, N. Welch
Recording	C. Mong
Guests:	Francesca, <i>Parent, YCDSB</i> M. Iafrate, <i>Vice-Chair of the Board, YCDSB</i> M. Prinzo, <i>Mental Health Lead, YCDSB</i> A. Saggese, <i>Trustee Vaughan Area 1, Ward 1, YCDSB</i> J. Shock, <i>Mental Health Worker, YCDSB</i> N. Whitebread, <i>TD and Itinerant Consultant, YCDSB</i>

1. ACTION ITEM(S): nil

2. CORRESPONDENCE:

3. PRESENTATIONS/DISCUSSIONS/INFORMATION:

- EIS Services Presentation
- Student Services Update

4. ASSOCIATION REPORTS: nil

5. ITEMS FOR FUTURE AGENDA:

- Easter Seals Presentation
- Autism Ontario Presentation

6. NEXT MEETING: February 13, 2023

J. WIGSTON, CHAIR, SEAC

York Catholic District School Board

**REPORT NO. 2023:01 of the
POLICY REVIEW COMMITTEE**

To: Board of Trustees

January 31, 2023

A hybrid session of the Policy Review Committee was held on Tuesday, January 17, 2023 starting at 6:30 p.m.

In Attendance

Committee Members:	F. Alexander, M. Barbieri, C. Cotton, J. DiMeo, A. Grella, M. Iafrate, A. Saggese
Other Trustees:	E. Crowe, J. Wigston
Administration:	D. Scuglia, E. Pivato, C. Allegranza, A. Arcadi, M. Gray, M. Mercanti, S. Morrow
Recording:	L.Ibrahim
Presiding:	M. Iafrate - Chair

Election of Officers 2022-2023

Chair: Maria Iafrate

Vice-Chair: Carol Cotton

ACTION ITEMS:

1. **TERMS OF REFERENCE**
THAT, the Board approve the Terms of Reference for the Policy Review Committee.
2. **THAT** the Board approve the following revised policy:
Policy 108A School Archives;
Policy 108B Central School Board Archival Collection.
2. **THAT** the Board approve the following revised policy:
Policy 315 Prayer - Our Gift from God, with minor revisions.
3. **THAT** the Board approve the following revised policy:
Policy 320 Regional French Immersion Program.
4. **THAT** the Board approve the following revised policy:
Policy 401 Chaplaincy Teams with minor revisions.
5. **THAT** the Board approve the following revised policy:
Policy 407 Police Record Checks - Board Employees with minor revisions.
6. **THAT** the Board approve in draft form the following revised policy:
Policy 606 Catholic School Councils.
7. **THAT** the Board approve the following revised policy:
Policy 608 Volunteers in Schools.
8. **THAT** the Board approve the following revised policy:
Policy 611 Criminal Background Checks for Service Providers.
9. **THAT** the Board approve the following revised policy:
Policy 701 Access to School and Board Premises with minor revisions.

INFORMATION/DISCUSSION ITEMS:

Before and After School Child Care Program Summary 2022-2023

FUTURE ITEMS:

Policy 104 Participation in Meetings Using Electronic Means

Policy 105 Trustee Professional Development

Policy 107 Student Trustees

Policy 111 Trustee Services & Expenditures

Policy 114 Trustee Honorarium

Policy 118 Trustee Code of Conduct

Policy 207A Administration of Oral Prescription Medication to Elementary & Secondary Students

Policy 207B Administration of Oral Non-Prescription Medication to Elementary Students

Policy 212 Concussions

Policy 213 Supporting Students with Prevalent Medical Conditions: Diabetes

Policy 224 Supporting Students with Prevalent Medical Conditions: Epilepsy

Policy 304A Research

Policy 304B Internal School Surveys

Policy 309 Assessment and Evaluation of Student Achievement

Policy 802 Purchase, Lease and Rental of Goods and Services

Policy 809 Staff Use of External Legal Resources

Future Meeting Date for Policy Review Committee

March 7, 2023 and June 6, 2023

Adjournment – 9:46 p.m.

M. Iafrate, Committee Chair

**YORK CATHOLIC DISTRICT SCHOOL BOARD
POLICY REVIEW COMMITTEE
(STANDING COMMITTEE OF THE BOARD)**

**TERMS OF REFERENCE
(2022-2023)**

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
- 4.5 Policy Advisor to the Associate Director

5. Meeting Schedule and Time:

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

Trustee Membership:

F.Alexander
M.Barbieri
C.Cotton
J.DiMeo
A.Grella
M.Iafrate
A.Saggese

Last Revision/Approval Date:
January 17, 2023



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Governance
<i>Policy Number</i>	108A
<i>Former Policy Number</i>	
<i>Total Pages</i>	6
<i>Original Approved Date</i>	
<i>Subsequent Approved Dates</i>	

POLICY TITLE: SCHOOL ARTIFACTS AND MEMORABILIA

SECTION A

1. PURPOSE

York Catholic District School Board believes that artifacts and memorabilia are an essential part of a Catholic School's institutional historical narrative and, as such, have a unique value and status within our school board. Memorabilia and artifacts are significant historical imprints and cultural information resources for the school itself, as well as for the York Catholic District School Board. As such, all memorabilia and artifacts deserve to be ethically collected, properly maintained and preserved in each school within our board. This Policy is intended to make these collections available to students, faculty, staff and the school community. The archives support students, alumni, and the school community, celebrating their past and present within our York Catholic District School Board.

The purpose of this policy is also to provide schools within our board with parameters relating to the collection, cataloging and preservation of memorabilia and artifacts which illustrate and pertain to the historical development of the Catholic school since its' establishment within our board. In addition, this Policy sets parameters stipulating which works of memorabilia and artifacts are added, maintained within, or removed from the York Catholic District School Board school archives.

2. OBJECTIVE

York Catholic District School Board is committed to the efficient management of its archives and the preservation of its institutional memory. It is the policy of the York Catholic District School Board to preserve the rich history of each school through the collection, cataloging and maintenance of memorabilia, artifacts and archives related to the school's namesake, as well as monumental school events and/or activities.

3. PARAMETERS

CRITERIA FOR ACQUISITION

- 3.1 The Principal, in consultation with Staff and Catholic School Council, shall evaluate the relevance of artifacts for inclusion in the school's archives.
- 3.2 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Principal and will adhere to relevant legislation within the Municipal Freedom of Information and Privacy of Information Act.
- 3.3 The selection of artifact(s) will be based on the following criteria:
 - 3.3.1 Historical merit and cultural value to the individual school;
 - 3.3.2 Relevance to the Gospel Values and Catholic Virtues reflected in the board's Mission;
 - 3.3.3 Relevance to the collections, of past and/or present, of the school's namesake and to the academic mission of the York Catholic School Board;
 - 3.3.4 Condition of the artifact.
- 3.4 The scope of each school's archival collection may include, but is not limited to:
 - 3.4.1 Religious Artifacts related to the namesake of the school;
 - 3.4.2 Commemorative plaques, letters and/or certificates (Board, Municipal, Provincial and/or Federal) presented at the time of the school's Solemn Blessing and Official Opening or for recognition of school accomplishments/achievements;
 - 3.4.3 Commemorative plaques denoting annual student awards/recognition;
 - 3.4.4 Yearbooks, agendas, school newsletters;
 - 3.4.5 Staff photographs, school event photographs;
 - 3.4.6 Graduation composites;
 - 3.4.7 School banners, mascot, pennants;
 - 3.4.8 School event photographs, programs, newspapers, audio, video publications; or,
 - 3.4.9 Other memorabilia which has a significant meaning to the school and has been approved for inclusion by the Principal as it relates to the school's origin, development, organization or activities;
 - 3.4.10 Time capsules.
 - 3.4.11 Digital publications (i.e.: recorded live stream events, web pages illustrating commemorative accomplishments and achievements)
- 3.5 Donations of artifacts deemed to be of an archival nature specific to the history of a school or received as a gift through school fundraising shall be accepted in accordance with Board policies and procedures.
- 3.6 Artifacts collected for archival purposes shall become permanent property of the York Catholic District School Board with appropriate acknowledgement for the donation of any artifact(s) to the school.

REGISTRATION OF ARCHIVES

- 3.7 The location for the storage of school archival artifacts and the complete list of items shall be recorded (i.e. digital and/or written) in the School Management Plan (see appendix 1).
- 3.8 The registration of the artifacts in the School Management Plan shall include:
 - 3.8.1 Serial registration number of the item;
 - 3.8.2 A description of the historical, cultural and/or religious significance of the individual item to the York Catholic school;
 - 3.8.3 The year of origin of the individual item within archival collection;
 - 3.8.4 Condition status of the individual item;
 - 3.8.5 Retention or deaccession status of the item within the archival collection.

PRESERVATION OF ARTIFACTS AND MEMORABILIA

- 3.9 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Principal and will adhere to relevant legislation within the *Municipal Freedom of Information and Privacy of Information Act*.
- 3.10 The York Catholic School Board shall provide adequate and appropriate conditions for the dedicated space, storage, protection, and preservation of archival material.
- 3.11 A dedicated space for the storage of archival artifacts shall be:
- 3.11.1 Determined by the Principal in consultation with school staff; and,
 - 3.11.2 Considered in the design of new schools.
- 3.12 Access to archival artifacts shall be upon the approval of the Principal.
- 3.13 Artifacts, memorabilia, and archives shall be stored; where are practical
- 3.13.1 In a temperature regulated area with an appropriate heat/fire detection and suppression system;
 - 3.13.2 In a secured display case which shall contain significant items, and only be accessible to authorized personnel;
 - 3.13.3 In an area with an unobstructed view which is accessible and visible to school staff, students, and the school community.

DEACCESSIONING OF ARTIFACTS AND MEMORABILIA

- 3.14 The deaccession and removal of artifacts and memorabilia shall be approved by the school Superintendent, Principal and Catholic School Council and will take into consideration:
- 3.14.1 The condition of the archival item;
 - 3.14.2 The historical, cultural, and religious relevance of the archival item to the individual school;
- 3.15 All proposals for deaccession and removal of artifacts and memorabilia shall be submitted to the school Superintendent and disclosed within the School Management Plan.
- 3.16 Items will be donated to the Board's central archives,
- a) in the event of a school closure, or
 - b) if the school is unable to store the item due to the lack of space.
- 3.17 All artifacts and memorabilia which are damaged and/or in poor condition shall be:
- 3.17.1 Removed from the archival collection at the discretion of the principal and Catholic School Council;
 - 3.17.2 Documented in the Registration of Archives and Memorabilia
 - 3.17.3 Photographed and submitted within the School Management Plan for inventory processing.
- 3.18 All artifacts and memorabilia which are permanently removed from the archival collection in the York Catholic School are deemed private property of the York Catholic District School Board and shall be donated to the central archive.
- 3.19 Upon request from the Director of Education, school administrators will provide the YCDSB with artifacts and memorabilia on a temporary basis in order to participate in special occasions such as theme events or board anniversaries.

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance with the School Artifacts and Memorabilia policy.

4.2 Superintendent of Education: School Leadership

4.2.1 To support Principals with the implementation of the Artifacts and Memorabilia policy.

4.3 Senior Administration responsible for the construction of new Schools

4.3.1 To consult with the Principal and approved Architect to ensure that a dedicated space for the storage of archival artifacts is incorporated into a new school's architectural design.

4.4 Principal

- 4.4.1 To define, in consultation with Staff and Catholic School Council, the artifacts that will be preserved and maintained as school archives.
- 4.4.2 To consider the establishment of a school-based Archives Committee to assist with the collection and cataloguing of archival artifacts.
- 4.4.3 To determine which archival artifacts should be displayed or removed on an ongoing basis (i.e., commemorative plaques, Graduation composites, pennants, banners) and which should be stored until needed for display at significant milestone events pertinent to the school (i.e., Solemn School Blessing and Official Opening, School Anniversaries).
- 4.4.4 To identify the location for the storage of school archival artifacts and include the complete list of inventoried items in the School Management Plan.
- 4.4.5 To provide adequate and appropriate conditions for the storage, protection and preservation of archival artifacts.
- 4.4.6 To ensure all archival artifacts are clearly labeled in order to minimize the risk of damage, loss and/or disposal.
- 4.4.7 To define who will take responsibility for the collection, display, storage and inventory catalogue of the school's archival collection.

4.5 Staff

4.5.1 To support the establishment and maintenance of school archives.

4.6 Students

- 4.6.1 To demonstrate respect for all archival artifacts on display and/or in storage at the school.
- 4.6.2 To support the establishment and maintenance of school archives.

5. DEFINITIONS

5.1 Acquisition

The act of gaining possession of artifacts and memorabilia to add to the historical and/or cultural archival collection of the school and York Catholic School Board.

5.2 Archives

The assembly and maintenance of a defined artifact or artifacts with enduring value relevant to the historical development of the school by a person or persons under the direction and guidance of the Principal.

5.3 Artifacts

Refers to physical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that have specific and significant relevance to the historical development of the school.

5.4 Deaccessioning

The act of permanently removing and/or disposing of an item from a collection within a school and York Catholic School Board when it is no longer deemed appropriate.

5.5 Memorabilia

Refers to historical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that provide recollection and remembrance to the school and York Catholic School Board.

5.6 Serial Registration

Refers to a number issue to and labeled on each physical item within the archival collection to ensure numerical tracking (i.e.: 001, 002)

CROSS REFERENCES

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



YORK CATHOLIC DISTRICT SCHOOL BOARD
Registration of Archives & Memorabilia
 (to be documented in the School Management Plan)

Serial Registration Number of Archival Item	Description of Item (i.e. historical, cultural and/or religious relevance)	Year of Origin	Condition Status of Item	Retention or Deaccession of Item

School Name: _____

Principal: _____

Date: _____



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Governance
<i>Policy Number</i>	108B
<i>Former Policy Number</i>	
<i>Total Pages</i>	6
<i>Original Approved Date</i>	March 30, 2016
<i>Subsequent Approval Dates</i>	

CENTRAL SCHOOL BOARD ARCHIVAL COLLECTION

1. PURPOSE

York Catholic District School Board is committed to effectively preserving its institutional memory through the establishment of an archives collection. The archives maintain artifacts and memorabilia illustrating the historical and/or cultural relevance of the York Catholic School Board and Catholic education in York Region. As such, all artifacts deserve to be ethically collected, maintained, and properly preserved at the York Catholic District School Board.

The purpose of this policy is to provide the York Catholic School Board with parameters relating to the acquisition, cataloguing and preservation of artifacts which pertain to the historical development and institutional evolution of the York Catholic District School Board since its establishment. This Policy sets out the principles and guidelines in stipulating which works of artifacts and memorabilia are added, maintained within, or removed from the archival collection of the York Catholic District School Board.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to preserve the rich history of its institution through the collection, cataloguing and maintenance of artifacts relating to the York Catholic District School Board, as well as document monumental events and/or activities.

3. PARAMETRES – CRITERIA FOR ACQUISITION

3.1 The Coordinating Manager of Planning and Operations shall evaluate the relevance of the artifacts for inclusion in the school board's archives.

3.2 The selection and acceptance of artifact(s) shall be based on the following criteria:

- 3.2.1 Historical merit and cultural value to the York Catholic District School Board;
- 3.2.2 Relevance to the Catholic values reflected in the school board's Mission statement;
- 3.2.3 Relevance to the collections, past and/or present, of the York Catholic School Board;
- 3.2.4 Condition of the artifact and memorabilia.

3.3 The scope of the York Catholic District School Board's archival collection may include, but is not limited to:

- 3.3.1 Religious Artifacts related to the York Catholic District School Board;
- 3.3.2 Commemorative plaques, letters and/or certificates from external agencies

- (Municipal/Provincial/Federal);
 - 3.3.3 Commemorative plaques denoting annual awards/recognition;
 - 3.3.4 Board Agendas and minutes;
 - 3.3.5 Curricula, textbooks, yearbooks;
 - 3.3.6 Maps, plans and architectural records;
 - 3.3.7 School board event photographs, staff and trustee photographs, programs, newspapers, audio, video publications; or
 - 3.3.8 Other memorabilia which has significant meaning to the school board and has been approved for inclusion by the Coordinating Manager of Planning and Operations as it relates to the school board's origin, development, organization, or activities;
 - 3.3.9 Artifacts and memorabilia from schools that have closed;
 - 3.3.10 Artifacts and memorabilia received from schools that reflect the cultural and educational history of the board.
 - 3.3.11 Time capsules
 - 3.3.12 Digital publications (i.e.: recorded live stream events, web pages illustrating commemorative accomplishments and achievements).
- 3.4 Donations of artifacts deemed to be of an archival nature specific to the history of the school board or received as a gift through fundraising shall be accepted in accordance with board policies and procedures.
- 3.5 Artifacts collected for archival purposes shall become permanent property of the York Catholic District School Board with appropriate acknowledgement for the donation of any artifact(s) to the school board.
- 4. PARAMETRES – REGISTRATION OF ARCHIVES**
- 4.1 The location for the storage and preservation of school board artifacts and memorabilia and the complete list of items shall be documented (i.e.: digital and/or written) in the registration of the Central School Board Archival Collection (see Appendix 1).
- 4.2 The registration of the artifacts and memorabilia shall include:
- 4.2.1 Serial registration number of the item;
 - 4.2.2 The year of origin;
 - 4.2.3 A description of the historical, cultural and/or significance of the individual item to the York Catholic District School Board;
 - 4.2.4 Condition status of the individual item;
 - 4.2.5 Retention or deaccession status of the item within the archival collection.
- 5. PARAMETRES – PRESERVATION OF ARTIFACTS AND MEMORABILIA**
- 5.1 The display and/or reproduction of any archival artifacts shall be subject to the approval of the Coordinating Manager of Planning and Operations and will adhere to relevant legislation within the *Municipal Freedom of Information and Privacy of Information Act*.
- 5.2 The York Catholic District School Board shall provide adequate and appropriate conditions for the dedicated space, storage, protection, and preservation of archival material.
- 5.2.1 A dedicated space for the storage of archival artifacts shall be determined by the Coordinating Manager of Planning and Operations.
- 5.3 Access to archival artifacts shall be upon the approval of the Coordinating Manager of Planning and Operations and/or authorized personnel

5.4 Artifacts, memorabilia, and archives should be stored:

5.4.1 In a temperature regulated area with an appropriate heat/fire detection and suppression system; or

5.4.2 In a secured display case which shall only be accessible to authorized personnel; or

5.4.3 In a designated area with an unobstructed view which is visible to staff and visitors at the York Catholic District School Board, Catholic Education Centre.

6. PARAMETRES – DEACCESSIONING OF ARTIFACTS AND MEMORABILIA

6.1 The deaccessioning and/or removal of artifacts and memorabilia shall be approved by the Director and will take into consideration:

6.1.1 The condition of the archival item;

6.1.2 The historical, cultural, and religious relevance of the archival item to the York Catholic District School Board;

6.1.3 The availability of space for the storage and preservation of the archival item.

6.2 All proposals for deaccession and/or removal of artifacts and memorabilia shall be submitted and disclosed within the registration of the Central School Board Archival Collection.

6.3 All artifacts and memorabilia which are damaged and/or in poor condition shall be:

6.3.1 Removed from the archival collection at the discretion of the Coordinating Manager of Planning and Operations;

6.3.2 Documented in the registration of the Central School Board Archival Collection.

6.3.3 Photographed and submitted with the registration of the Central School Board Archival Collection for inventory processing.

6.4 The Coordinating Manager of Planning and Operations shall designate a repository location for artifacts, memorabilia, and archives which have been permanently removed from the archival collection within the York Catholic District School Board.

6.4.1 All artifacts and memorabilia which are permanently removed from the archival collection are deemed private property of the York Catholic District School Board and shall not be removed from the premises unless authorized by the Coordinating Manager of Planning and Operations.

7. RESPONSIBILITIES

7.1 Director of Education

7.1.1 To oversee compliance with the School Board's Archival Collection Policy.

7.1.2 To ensure that funding is available for the maintenance and preservation of the archives collection.

7.2 Superintendent of Facilities Services and Plant

7.2.1 To ensure that the location provided for the archives in the York Catholic District School Board will allow for proper preservation of the archival collection (i.e.: temperature regulated, heat/fire detection, suppression system)

7.3 Coordinating Manager of Planning and Operations

7.3.1 To manage the archive collections including:

7.3.1.1 To identify a location for the storage and preservation of the archival collection;

- 7.3.1.2 ~~To oversee~~ **Overseeing** the physical acquisition and deaccessioning procedures;
- 7.3.1.3 ~~To maintain~~ **Maintaining** acquisitions documentation with registration of the Central School Board Archival Collection;
- 7.3.1.4 ~~To monitor~~ ~~Monitoring storage~~, preservation, access, and handling of artifacts;
- 7.3.1.5 ~~To design~~ ~~Designating~~ a repository location for artifacts permanently removed from the archival collection;
- 7.3.1.6 ~~To collect and/or receive~~ ~~Collecting and/or receiving~~ artifacts and determine their suitability for acquisition;
- 7.3.1.7 ~~To ensure~~ **Ensuring** all archival artifacts are clearly labeled in order to minimize the risk of damage, loss and/or disposal.

7.4 Principals

- 7.4.1 To provide staff with knowledge of archival collection.
- 7.4.2 ~~To~~ ensure that school artifacts and memorabilia of relevance to the York Catholic District School Board are vetted through the Coordinating Manager of Planning and Operations and maintained or disposed of appropriately.
- 7.4.3 To catalogue the acquisition and deaccessioning of school artifacts and memorabilia in the School Management plan, including those transferred to the YCDSB.
- 7.4.4 To Ensure awareness of the importance of the preservation of archival records and material culture.

7.5 Staff

- 7.5.1 To support the establishment and preservation of the archival collection.

8. DEFINITIONS

8.1 Acquisitions

The act of gaining possession of artifacts and memorabilia to add to the historical and/or cultural archival collection of the school and York Catholic District School Board.

8.2 Archives

The assembly and maintenance of a defined artifact(s) with enduring value relevant to the historical development of the school by a person or persons under the direction and guidance of the Coordinating Manager of Planning and Operations.

8.3 Artifact

Refers to physical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that have specific and significant relevance to the historical development of the York Catholic District School Board.

8.4 Deaccessioning

The act of permanently removing and/or disposing of an item from the archival collection when it is no longer deemed appropriate.

8.5 Memorabilia

Refers to historical items (e.g., photographs, certificates, plaques, banners, newspapers, newsletters) as well as electronic artifacts (e.g., videos, electronic montages) that provide recollection and remembrance to the school and the York Catholic School Board.

8.6 **Serial Registration**

Refers to a number issued to and labeled on each physical item within the archival collection to ensure numerical tracking (i.e.: 001, 002).

9. **CROSS REFERENCES**

LEGISLATION

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

YCDSB POLICY

[*Policy 108 School Archives*](#)



York Catholic District School Board

Registration of the Central School Board Archival Collection

Serial Registration Number of Archival Item	Description of Item (i.e. Historical, Cultural and/or Religious Relevance)	Year of Origin	Condition Status of Item	Retention or Deaccession of Item

Coordinating Manager of Planning and Operations

Signature: _____

Date: _____



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Program/Curriculum
<i>Policy Number</i>	315
<i>Former Policy Number</i>	
<i>Total Pages</i>	4
<i>Original Approved Date</i>	October 29, 2013
<i>Subsequent Approval Dates</i>	April 29, 2014 June 21, 2016

PRAYER – OUR GIFT FROM GOD

SECTION A

1. PURPOSE

The York Catholic District School Board endorses and promotes the mandate, values, traditions and distinctiveness of the Catholic School system. Catholic Education proclaims a view of life that is God centered, a view of person that is Christ centered and a view of community that is Church centered. A Catholic School is not only an educational institution; it is a community of believers, whose members support each other in understanding the teachings of our Church, in praying together, celebrating the sacraments, and in living according to the gospel.

The York Catholic District School Board believes that prayer is a gift from God which draws every person into a personal relationship with the living and true God. Prayer celebrates our encounter with God in the person of Jesus, and is a vital part of the school's participation in the Church's mission to evangelize the children we teach.

2. OBJECTIVE

Prayer is central to the spiritual life of all Christians in order to grow in holiness, for moral and spiritual development and for all pastoral ministry of service.

3. PARAMETRES

3.1 Prayer, involving students, staff, parents and/or community members shall take place at the beginning and end of each day, during transitional times, such as prior to play, snack or meal times and physical education classes, and at all day or evening school/board events organized by York Catholic District School Board.

3.2 Prayer in York Catholic schools shall be taken from scriptural or spiritual readings, published formulas and formats or original compositions produced by staff and/or students.

3.3 All Elementary and Secondary classrooms shall have a Prayer or Reflection Centre including the following symbols of our Faith:

3.3.1 Elementary classrooms shall incorporate, at minimum, a cross, a Bible and a rosary.

- 3.3.2 Secondary classrooms shall incorporate, at minimum, a Bible, a rosary, a battery-operated candle, a photo of the school's patron saint/namesake and an appropriate prayer or prayer to the patron saint.
- 3.4 All public prayer shall begin and end with the sign of the cross and conclude with a blessing appropriate to the theme, occasion or season.
- 3.5 Both staff and students shall be encouraged and invited to take part in each school's daily public prayer, by
 - (a) reading/proclaiming the prayer or sections of it;
 - (b) helping compose the prayer or sections of it;
 - (c) providing musical accompaniment and/or singing, when appropriate.

1. RESPONSIBILITIES

- 4.1 Board of Trustees
 - 4.1.1 To provide ongoing review of the Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.1.2 To be a role model of prayer and prayer leadership **by praying in a sacred space each day.**
- 4.2 Director of Education
 - 4.2.1 To oversee compliance with the Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.2.2 To be a role model of prayer and prayer leadership.
- 4.3 Senior Administration
 - 4.3.1 To support the implementation and compliance with Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.3.2 To be a role model of prayer and prayer leadership.
- 4.4 Principals
 - 4.4.1 To implement and comply with the Prayer – Our Gift From God policy and relevant procedures and guidelines.
 - 4.4.2 To ensure that all classrooms/schools have a dedicated and sacred space for prayer.
 - 4.4.3 To be a role model of prayer and prayer leadership.
- 4.5 Teachers
 - 4.5.1 To help students grow in their relationship with God through classroom prayer and teaching various forms of Catholic prayer.
 - 4.5.2 To be a role model of prayer and prayer leadership in classes and school-related activities.
 - 4.5.3 To create a sacred space for prayer or reflection.
- 4.6 Students
 - 4.6.1 To recognize that Christ is present in a special way during moments of prayer and to model the respect and reverence prayer requires.
 - 4.6.2 To be a role model of prayer and prayer leadership in all school related activities.

5. DEFINITIONS

5.1 Prayer

Prayer is an expression of our relationship with God. It may be spoken or it may take place in silence; it may be said in traditional words, or taken from the Bible, or it may be spontaneously composed. Prayer may express awe, thankfulness, sorrow, joy, faith, petition, hope, wonder, or even puzzlement. In all its forms, prayer is essentially communication with God in love.

6. CROSS REFERENCES

Additional Documents

Carved in the Palm of God's Hand: Guidelines for Building Positive Home-School-Parish Relationships in Elementary Schools, YCDSB Elementary Religious Education Advisory Committee, 2006

Catholic Prayers for Lifelong Learners, YCDSB 2012

Chaplaincy Teams: Guidelines and Services 2008, YCDSB

Ontario Catholic Elementary Religious Education Policy Document Grades 1-8 (2012), ICE/ACBO

Planning for Eucharist with Children 2002, YCDSB Prayers Centres: A Resource Document, 2015, YCDSB

Teach us to Pray: A Resource Book for Youth in School, JK-Intermediate, YCDSB

We are Strong Together Religion Program (Intermediate and Secondary series) designed and authorized by the Canadian Conference of Catholic Bishops

YCDSB Daily Prayers for Children (Elementary) YCDSB Daily Prayers for Children (Secondary)

PRAYER FOR LIFE LONG LEARNERS

SECTION B: GUIDELINES

1. FORMULA

Catholic Prayers follow a set formula:

- a) We always bless ourselves “In the name of the Father and of the Son and of the Holy Spirit. Amen”.
- b) Prayers are directed to God, Jesus, the Blessed Virgin Mary, the Saints and Holy Spirit.
- c) If the prayer is to God, it usually ends with a formula similar to “We ask this through Jesus, Your Son, our Lord.”
- d) If the prayer is directed to Jesus, it can end with “Amen.”
- e) If the prayer is directed to the Blessed Virgin Mary, the Saints or the Holy Spirit, it usually ends with a formula similar to “We ask this through Jesus, our Lord.”

2. TYPES

There are three types of Catholic Prayer:

- a) Prayers of Petition/Intercession: We ask God’s help or express a need
- b) Prayers of Thanksgiving: We offer prayers to thank God for all we have received
- c) Prayers of Adoration: We offer prayer in Praise of God and God’s Glory\

3. FORMS FOR CATHOLIC PRAYER

3.1 Personal Prayer

- a) Meditation through Scripture, local events and Community needs
- b) Rote Prayers are formula prayer that are passed down through the Tradition of the Church:
 - i) Matins, Vespers, etc.
 - ii) The Lord’s Prayer, Hail Mary, Glory Be to God, Act of Contrition
- c) Spontaneous Prayer are Prayers that arises automatically from our hearts and are offered in petition, thanksgiving, or adoration.

3.2 Communal

- a) Family Prayer and Blessings
- b) Way of the Cross
- c) Rosary
- d) Mass (Eucharist): The Mass is our highest form of prayer. It places us in the direct presence of Christ, and includes all other forms and types of prayer.

4. NOTES ABOUT CATHOLIC PRAYER

- a) We often pray as a community and use the word “we/us” as a dominant personal pronoun. It is less common to use the word “I” in Catholic Prayer.
- b) Catholic Prayer includes and engages all the senses: Music, Art, Postures and Scents. Although these do not have to be used for every prayer, they can be part of the robust resources we have available to us when we pray.
- c) Catholic Prayers acknowledge that we are essential for God’s work. We are not to ask God to solve our problems, but to ask God to teach us what to do, and give us the power to do the work required of us. In a sense, we cannot pass our responsibilities off to God, we must ask God to help us do what needs to be done in our communities and the world.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Curriculum
<i>Policy Number</i>	320
<i>Former Policy Number</i>	
<i>Total Pages</i>	7
<i>Original Approved Date</i>	December 18, 2017
<i>Subsequent Approval Dates</i>	

REGIONAL FRENCH IMMERSION PROGRAM

SECTION A

1. PURPOSE

French is one of Canada's two official languages and one of Ontario's two official languages of instruction. Research shows that knowledge of a second language strengthens first-language skills and that the ability to speak two or more languages generally enhances reasoning, problem-solving, as well as creative-thinking skills. For these reasons, the York Catholic District School Board offers an optional Regional French Immersion program in which students receive instruction in French for a variety of subjects from a teacher fluent in French.

French Immersion programs are designed to provide non-francophone students with a high degree of proficiency in the French language. There is no expectation that the Parents/Guardians of a French Immersion student read or write French. While the Board recognizes that any exposure to a second language is beneficial, French Immersion broadens and deepens that exposure.

2. OBJECTIVE

In keeping with the Mission, Vision, Core Values and Strategic Commitments of the York Catholic District School Board, it is the policy of the Board to offer French Immersion as an optional regional program ~~of choice~~, based on grade appropriate Ontario Curriculum expectations, for students beginning in Grade 1 and extending to Grade 12. ~~effective September 2020.~~

3. PARAMETERS

- 3.1 Participation in the optional Regional French Immersion program shall be open to all eligible students as per Board procedures outlined in the addendum to this policy.
 - 3.1.1 Admission into the Regional French Immersion program for Grade 1 shall be by a three (3) tiered lottery, as outlined in the procedures, an addendum to

- this policy. Acceptance into the program through the lottery is a family acceptance, which entitles younger siblings the option of attending a Regional French Immersion program, providing application timelines have been met, when age appropriate for Grade 1.
- 3.1.2 Students will not be accepted into the **Grade 1** program after the last Friday in November of their Grade 1 year.
- 3.2 The elementary Regional French Immersion program shall be available to students beginning in Grade 1 at selected school locations approved by the Board and as posted on the Board's website.
- 3.3 French shall be the language of instruction in Grades 1 to 3 for eighty-five percent (85%) of the instructional day with Religion, & Family Life and Physical Education taught in English.
- 3.4 In Regional French Immersion elementary schools where International Language is offered, the instructional minutes in the school day are extended to accommodate the International Language program.
- 3.5 French shall be the language of instructions in Grades 4 to 8 for fifty percent (50%) of the instructional day with Religion, Family Life, Language, Mathematics, Music, and Drama & Dance taught in English.
- 3.6 Students who have completed a Regional French Immersion or French First Language program in Elementary may access the French Immersion program at the Secondary level. Students with a strong French language background will be considered on a case by case basis in accordance with the Application for Admission to the Secondary French Immersion Program using Equivalency Criteria.
- 3.7 Locations of Secondary School Regional French Immersion programs shall be posted on the Board's website.
- 3.8 French Immersion Certificate Requirements shall include ten (10) core Courses taught in the French language over four (4) **secondary school** years with an option available for French Advanced Placement course credit. ~~At a minimum, these courses shall be offered at all Regional French Immersion Secondary Schools:~~
~~Gr. 9 Courses—French Language, Religion, Geography~~
~~Gr. 10 Courses—French Language, Religion, History~~
~~Gr. 11 Courses—French Language, Religion~~
~~Gr. 12 Courses—French Language, Religion~~
- 3.9 Student enrolment and average class size requirements are determined by the Ministry of Education and local collective agreements.

- 3.10 Single Track French Immersion schools shall not offer Kindergarten since the French Immersion program commences in Grade 1.
- 3.11 The Board provides English as a Second Language (ESL) direct support to students in the Regional French Immersion program, beginning in Grade 1 up to and including Grade 4, for eligible English Language Learners. This is in accordance with Board procedures for ESL support for Elementary students.
- 3.12 The Board shall provide Core Resource support to students in the Regional French Immersion program in English.
- 3.13 The Regional French Immersion program shall be based on the Ontario Curriculum expectations.
- 3.14 Since the French Immersion program is a program of second language acquisition, language skill assessment and evaluation will be based on the expectations of the Ontario Curriculum, French as a Second Language: French Immersion which differ from the Ontario Curriculum, English Language expectations.
- 3.15 Student participation in standardized assessments [i.e., Canadian Test of Basic Skills (CTBS), Education Quality and Assessment Office (EQAO) or Ontario Secondary School Literacy Test (OSSLT)] shall be determined by the Board upon recommendation from the Director of Education in consultation with the Superintendent of Education overseeing Curriculum and Assessment and the Superintendent of Education overseeing Student Services.
- 3.16 Communication to Parents/Guardians shall be in English, including, but not limited to, report cards, newsletters, parent-teacher interviews and general school communication.
- 3.17 Program locations for the implementation and delivery of the Regional French Immersion program shall be subject to approval by the Board and upon recommendation from the Director of Education.
- 3.18 The Board maintains, at all times, the right to manage and make accommodation decisions related to Regional French Immersion program locations and/or relocations based on need, enrolment pressures, small class sizes, boundary reviews and/or pupil accommodation reviews.
- 3.19 Board Staff shall review dual track schools when a significant programming, staffing or accommodation issue affects the Board's ability to effectively allocate resources and/or to offer equitable opportunities for all students. Such a review may lead to a boundary review (*YCDSB Boundary Review Process*) or a pupil accommodation review (*Policy 713*) which may result in the relocation of either the French or English track to another location.

- 3.20 Provision for transportation of students attending the Regional French Immersion program shall be in accordance with the policies and procedures of the Board's Student Transportation Services Policy.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To receive, review and approve requests for the location and possible relocation of Regional French Immersion school locations.
- 4.1.2 To effectively allocate Board resources to approve the location(s) of Regional French Immersion Programs that may be subject to change based on significant programming, staffing or accommodation issues, boundary reviews or pupil accommodation reviews.

4.2 Director of Education

- 4.2.1 To oversee compliance with the Regional French Immersion Program policy and procedures.
- 4.2.2 To recommend regional program locations to the Board for consideration and approval.

4.3 Superintendent of Curriculum and Assessment

- 4.3.1 To review Regional French Immersion attendance areas and recommend regional program locations to the Director of Education.
- 4.3.2 To select and communicate the dates of the Parent/Guardian information sessions and the Regional French Immersion registration period as appropriate.
- 4.3.3 To review subject and/or course designations for Regional French Immersion programs.
- 4.3.4 To allocate resources to support the implementation of elementary and secondary Ontario French Immersion Curriculum.
- 4.3.5 To administer the process for the admission and demission of students from a Regional French Immersion program.

4.4 Coordinating Manager of Planning & Operations

- 4.4.1 To support the Superintendent of Curriculum and Assessment in reviewing and determining Regional French Immersion program locations and associated boundaries.

4.5 Human Resources

- 4.5.1 To recruit and allocate staff to support the Regional French Immersion program in accordance with Board policies and staffing procedures.
- 4.5.2 **To** Administer Board-created language assessments for French Immersion teacher candidates. An exemption would apply to teacher candidates demonstrating proof of a B2 language proficiency level or higher as certified by the Diplôme d'Etudes en Langue Française (DELFF).

4.6 All Principals

- 4.6.1 To adhere to the Board's Regional French Immersion policy and procedures.
- 4.6.2 To ensure that French is the language of instruction in all subjects designated by the Board to be taught in French.
- 4.6.3 To provide leadership and support to teachers in implementing appropriate supports for students.
- 4.6.4 To ensure the Student Record of Accumulated Instruction in French is recorded on an annual basis and filed in the student's Ontario Student Record.

4.7 Secondary Principals

- 4.7.1 To ensure the most appropriate Core French placement for students who graduate from the Grade 8 Regional French Immersion program but do not continue with French Immersion in Secondary School.
- 4.7.2 To ensure that all required courses are available to students enrolled in the Regional French Immersion program in order to satisfy the requirements of the French Immersion Certificate.
- 4.7.3 To ensure that students who have obtained at least 10 French Immersion credits receive the Certificate of Bilingual Studies in French Immersion upon graduation.

4.8 Teachers

- 4.8.1 To recognize that the Regional French Immersion program operates similarly to the program offered in English, and that all curriculum expectations and relevant Board policies and procedures for the implementation of French Immersion are applied.
- 4.8.2 To apply consistent assessment and evaluation strategies in accordance with *Growing Success Assessment, Evaluation and Reporting in Ontario Schools* and the French as a Second Language Ontario Curriculum for French Immersion (Grades 1-12).
- 4.8.3 To use French as the language of instruction for subjects designated to be taught in French.
- 4.8.4 To encourage students' use of French at all times in subjects designated to be taught in French.
- 4.8.5 To foster, model and encourage the use of French outside of the classroom.
- 4.8.6 To provide the necessary program accommodations and/or adaptations for English Language Learners and students with identified exceptional learning needs.
- 4.8.7 To record, on an annual basis, the number of instructional hours taught in French on the Student Record of Accumulated Instruction filed in the student's Ontario Student Record.

4.9 Parents/Guardians

- 4.9.1 To register their child for the Regional French Immersion program in accordance with Board policies and procedures.

- 4.9.2 To communicate concerns about their child's progress or any additional information relevant to the student's learning, achievement and well-being with appropriate school staff.
- 4.9.3 To understand that learning materials will be in French, including, but not limited to, homework assignments, assessment criteria and learning goals for the subjects designated to be taught in French.
- 4.9.4 To understand that school boundaries and regional program locations are subject to accommodation and/or boundary reviews, and may be revised or changed subject to approval by the Board upon recommendation from the Director of Education and in consultation with Senior Administration.

4.10 Students

- 4.10.1 To attend school and classes each day, as required.
- 4.10.2 To use French to the best of their abilities in all subjects designated to be taught in French.

5. DEFINITIONS

5.1 Core French

- i) Core French is the study of the subject French. Core French is mandatory for English-language schools from Grades 4-8 at the elementary level. York Catholic District School Board offers Core French commencing in Grade 1.
- ii) One French as a Second Language (FSL) credit is compulsory for obtaining the Ontario Secondary School Diploma (OSSD). Under special circumstances, a Principal may approve a course substitution for this compulsory credit at the Secondary level.

5.2 Regional French Immersion Program

An optional second-language program where French is not only taught as a subject but is also the language of instruction in one or more than one other subject. French Immersion replaces the need for Core French instruction for students enrolled in the program. Students who fulfill the secondary requirements of 10 credits for the French Immersion program will be granted a French Immersion certificate. **Credits completed in Core French are not eligible for a certificate of completion.**

5.3 Regional French Immersion Program: Dual Track School

A school which offers programming in English as well as the French Immersion and Core French programs.

5.4 Regional French Immersion Program: Single Track School

A school which offers only French Immersion programming, but which includes subjects taught in French and English.

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Ontario Regulation 298 – Operation of Schools](#)

YCDSB Policy

[YCDSB Policy 203 Student Transportation Services](#)

[YCDSB Policy 309 Assessment and Evaluation of Student Achievement](#)

[YCDSB Policy 713 Pupil Accommodation Review of Schools](#)

YCDSB Procedure

~~[YCDSB Boundary Review Procedures](#)~~

[YCDSB French Immersion Program Procedure: An Addendum to Policy 320 French Immersion Program](#)

7. RELATED FORMS (TBD IF REQUIRED)



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE:

REGIONAL FRENCH IMMERSION PROGRAM

Addendum to Policy 320: Regional French Immersion Program

Effective: December 19, 2017

PURPOSE

The York Catholic District School Board acknowledges that policies and accompanying procedures are necessary for effective management and governance.

These procedures are developed to address the “intent” of the Board, thereby guiding the decisions that are made both at the corporate level and in day-to-day operations as they relate to the establishment of a Regional French Immersion program.

RATIONALE

These procedures will guide the development, review, revision and implementation of the Regional French Immersion Program.

1. ADMISSION PROCESS

1.1 Eligibility Criteria and Application Process Elementary

- i) Year 2 Kindergarten students (SK), eligible for Catholic education, as per the Board's Admission policy and procedures, can apply.
- ii) The process of entry into the Regional French Immersion program is through an online application process.
- iii) A parent information evening precedes the opening of the online application process.
- iv) All students, even those who live in the English home school boundary of the Regional French Immersion Program School or have siblings in French Immersion, must apply online. The online application process for the Grade 1 Regional French Immersion Program opens in November of each school year and remains open until the approved application date, as determined annually by Administration and posted on the Board's website.
- v) Following the close of online applications, the lottery process will begin at each specific Regional French Immersion location.
- vi) Students who apply after the lottery process has closed are placed on the end of the appropriate “tier” waitlist as defined in Section 1.2.2.

Secondary

- i) YCDSB elementary students with a minimum of 3800 accumulated hours of instruction from Grades 1-8 in French Immersion can apply to the YCDSB Secondary Regional French Immersion Program.
- ii) Non-YCDSB elementary students with a minimum of 3800 accumulated hours of instruction from Grades 1-8 in French immersion can apply to the YCDSB Secondary Regional French Immersion Program.

- iii) All other students who do not meet the Ontario Ministry of Education prerequisite of 3800 hours of formal French instruction in elementary school from Grades 1-8 must use the Application for Secondary French Immersion Program using Equivalency Criteria form for special consideration.

1.2 Parameters

1.2.1 Priority Placement candidates

The following students are not included in the lottery:

- Year 2 Kindergarten siblings of current Regional French Immersion students

1.2.2 Lottery Process

i) Structure

The structure of the lottery process is tiered, with three potential sequenced lotteries at each Regional French Immersion program site, as follows:

- i) **First Tier:** Students living within the boundary of the Regional French Immersion site.
- ii) **Second Tier:** Students living in York Region, outside the boundary of Regional French Immersion site.
- iii) **Third Tier:** Students living outside of York Region, i.e.: Toronto, Peel, Durham, Simcoe

ii) Twins/Triplets

For multiple siblings in the lottery, one ballot per family will be entered. If the ballot is selected through the lottery process it shall ensure placement for the twins/triplets of the specific family.

iii) Outside of the Regional French Immersion Program Boundary

All students, regardless of whether their home or child care address is outside of the Regional French Immersion Program boundary, may apply to any or all Regional French Immersion Program school(s) if they meet the application process timelines. However, it is important to inform these applicants, those defined in Section 2.2.1 (ii) and (iii), that transportation will not be provided.

iv) Day of the Lottery

Regional French Immersion Program Principals are asked to:

- i) Invite participants to the library, gym or other suitable location;
- ii) Welcome all and begin with a prayer and land acknowledgement;
- iii) Following the guidelines, explain the lottery process to those present;
- iv) Record each applicant's name on a separate piece of paper and place into the relevant "tier" labelled boxes [refer to 2.2.1];
- v) Draw a name, one at a time, from the relevant "tier" labelled box, read the name aloud, and assign a number beginning with #1;

- vi) Request a volunteer to record the number on the piece of paper selected;
- vii) Volunteer will transcribe this number in the “*Status*” column on the spreadsheet provide;
- viii) Continue the process until all names in the relevant “tier” labelled box have been assigned a number;
- ix) Keep all written lottery entries and spreadsheets for reference.

v) **Following the Lottery**

Regional French Immersion Program Principals are asked to:

- i) Ensure that all lottery data is entered electronically into the Regional French Immersion Program database;
- ii) French Immersion classes can be filled to 23 students with the exception of one class being filled initially to 21 students. If the school has only one grade 1 French Immersion class, that class is filled to 21 students. (This enables the school to confirm that no siblings have been missed in the initial process. The last two spots in this class will be filled 3 weeks after the registration process begins)
- iii) Choose the appropriate **Synervoice** message from the 3 message text that are found in the principal’s French Immersion instructions.
- iv) Mail and email (if possible) the appropriate follow-up letter to each applicant:
 - Internal Candidates – Purple Transfer Form and White S2 form
 - External Candidates - a Registration Package
 - Unsuccessful Candidates – a letter with a waitlist number
- v) Review the “Regional French Immersion Program Registration Process” checklist for registration details and waitlist procedures.
- vi) Continue to add names to the Regional French Immersion program wait list even if classes are full.

1.3 REGISTRATION PROCESS

1.3.1 General

- i) Families have been notified by the French Immersion School on the status of their application.
- ii) Families will have up to the specified date, designated in their letter.
- iii) Confirmation from the parent/ guardian must be received in writing, indicating acceptance or refusal of the placement prior to the placement being offered to the next waitlisted student.
- iv) Waitlisted students who are offered a spot will have a 5 business day timeline to register. If they decline, the spot is to be offered to the next child on the waitlist, with a similar timeline for registration.
- v) School continues to accept applications at the school, recording the date and time of application, after the online application has closed. vi) School Staff shall:
 - Document the date of the parent’s/guardian’s acceptance

- Document the date if parents/guardians/guardians decline the spot and record the reason for data collection purposes.
- vii) Maintain and update the database as families register or decline placements.
- viii) When families decline a placement, record the reason/rationale provided for the decline.
- ix) Provide database updates to the board as requested.

1.3.2 Internal Applicants (Currently registered in a YCDSB school within the FI Regional Boundary)

- i) Parents/guardians complete a Purple French Immersion Transfer Form and a White S2 Emergency Procedures and Consent Form (Please note that the forms must be colour coded to identify FI process)
- ii) Parents/guardians return completed forms to their current home school
- iii) The home school Principal shall:
 1. Sign the transfer form;
 2. Provide a copy to the parent;
 3. File a copy in the OSR and;
 4. Send the original transfer form and S2 to the Regional French Immersion school by the date designated.
- iv) The home school transfers/inactivates the student's information from ~~the home school Maplewood~~ to the Regional French Immersion school.
- v) The Regional French Immersion school sends the OSR transfer request to the home school in June.

1.3.3 Internal Applicants (Currently registered in a YCDSB school living outside regional FI boundary)

- i) Follow all steps above in 1.3.2
- ii) TCH 19 is required
- iii) No Transportation is provided

1.3.4 External Applicants (not registered in YCDSB; Out-of-Region Residence)

- i) Parents/guardians complete a full registration package (S1) with original documentation as per admission policy (include TCH19 if applicable)
- ii) The Regional French Immersion school shall enter ~~the~~ registration information-
- iii) The Regional French Immersion School will send an OSR transfer request to the home school in June.

1.3.5 Waitlists

The School shall:

Please Note: Before offering the placement to the next waitlisted candidate, ensure that the previous candidate's parent has declined.

- i) Contact wait list applicants in numerical order within the appropriate tier, beginning with tier 1, until all placements are full.
- ii) Update the Regional French Immersion database as parents/guardians accept or decline.
- iii) Issue wait list letters to internal and external applicants to welcome new registrants. iv) Provide external applicants with a full registration package for completion.
- v) Provide external applicants with a transfer form (TCH19) for completion and have forms signed by the home school Principal who then forwards it to the appropriate Regional French Immersion School.
- vi) Continue to add names, with detailed contact information, to the waitlist within the appropriate tier, as new applicants call to inquire about the program and new openings may occur prior to November.
- vii) Enter ~~the~~ registration information. ~~into Maplewood.~~

1.4 Request for a Sibling to attend the Regional French Immersion Program School

1.4.1 External Applicants (not registered in YCDSB; Out-of-Region Residence)

- i) Parents complete a TCH19 application to have the sibling attend the Regional French Immersion Program school.
- ii) If the school accepts the TCH19 application, the student will be transferred.
- iii) The current home school is requested to provide all documentation e.g. Birth, Baptismal, certificate, *S1 (Registration Form)*, *S4 (Pupil Eligibility for ESL/Literacy Development Funding)* or other immigration documents in the OSR. **No new registration package is required.**

1.4.2 Process Steps for Siblings of French Immersion Students not Presently Registered in YCDSB:

- i) If a sibling is not registered in the YCDSB, a complete Registration package must be completed at the home school.
- ii) Parents complete a TCH19 application to have the sibling attend the Regional French Immersion Program school.
- iii) If the school accepts the TCH19 application, the student will be transferred.

1.5 Delayed Entry in Grade 1

1.5.1 A late entry to the grade 1 class of the Regional French Immersion Program will be considered until the last Friday of November.

For entry into grades after the last Friday in November of their grade 1 year or later than Gr. 1, students must be leaving a French Immersion program in another school or school board, or equivalent French language instruction and be eligible to meet the requirements for the YCDSB French Immersion certificate.

2. DEMISSION FROM A REGIONAL FRENCH IMMERSION PROGRAM

2.1 Re-entry to Regular English Track Program

- i) Prior to consideration of withdrawal, accommodations for learning needs supported by the School-Based Resource Team at the Elementary level or the Student Success Team and Guidance Counsellor at the Secondary level, should be developed and implemented in consultation with Administration and the parents/guardians.
- ii) When a student is being considered for withdrawal an appropriate meeting will be arranged between school staff and parents/guardians to discuss the needs of the student.
- iii) When parents/guardians have indicated that they wish to have their child returned to their home school, a re-entry meeting will be held and an appropriate transition plan will be developed and implemented.
- iv) The student will return to their home school unless parents/guardians wish to pursue a TCH 19 application without transportation at the Regional French Immersion program location.
- v) When a parent/guardian of a Gr. 8 FI student is considering attending a program other than the secondary French Immersion program, an appropriate meeting will be arranged between school staff and parents/guardians. The reasons for considering discontinuation of the French Immersion program in secondary and the needs of the student will be discussed. If the final decision is to leave the French Immersion program, the student may apply at the home secondary school or as a TCH 19 applicant to the English track program at the French Immersion secondary school.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Human Resources
<i>Policy Number</i>	401
<i>Former Policy Number</i>	413
<i>Total Pages</i>	4
<i>Original Approved Date</i>	April 1991
<i>Subsequent Approval Dates</i>	June 8, 2010 November 25, 2014 January 26, 2016

CHAPLAINCY TEAMS

1. PURPOSE

The York Catholic District School Board, as an integral partner in the faith formation of its students recognizes the importance of the Chaplaincy Team in the spiritual care and nurturing of all members of the Catholic Secondary School Community. Chaplaincy teams working in harmony with the Church, the broader school community, the parishes and the parents/guardians play a pivotal role in sustaining our vision of Catholic education and in helping students become disciples of Jesus Christ.

The purpose of this policy is to affirm the pastoral role of Chaplaincy Teams that promote and strengthen spiritual relationships in the school, and with parishes, families and school communities in support of the Board's Mission, Vision, Core Values and Strategic Commitments.

2. OBJECTIVE

It is the policy of the York Catholic District School Board that a Chaplaincy Team shall be established in each Secondary school.

3. PARAMETERS

3.1 The work of the Chaplaincy Teams shall be carried out according to the guidelines and expectations of the Assembly of Catholic Bishops of Ontario and the Archdiocese of Toronto as outlined in the York Catholic District School Board document *Chaplaincy Team: Guidelines and Services*.

3.2 Chaplaincy Team Members shall hold:

- 3.2.1 An undergraduate or postgraduate university degree recognized by the Ontario College of Teachers (OCT);
- 3.2.2 Intermediate/senior qualifications as noted on their Ontario College of Teachers (OCT) qualifications record card;
- 3.2.3 In addition to the above and as a minimum:
 - i) Religious Education Specialist Additional Qualification; and/or,
 - ii) Degree in Theology, Divinity or Religious Education; and/or,
 - iii) Certification in Pastoral Ministry for Youth or Chaplaincy.

3.3 Chaplaincy Team Member applicants shall fulfill all Board and Archdiocese requirements as outlined in Appendix A prior to their appointment to the role .

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance with the Chaplaincy Teams policy.

4.2 Appropriate Bishop, Archdiocese of Toronto

4.1.2 To approve annually **any new members to** the Chaplaincy Teams.

4.1.3 To support Chaplaincy Teams in their ongoing spiritual formation.

4.3 Superintendent of Human Resources and International Education

4.3.1 To compile and submit, on an annual basis, the Chaplaincy Team membership list to the office of the appropriate Bishop for the Archdiocese of Toronto for approval.

4.4 Principal

4.4.1 To establish and submit, on an annual basis, the Chaplaincy Team membership list to the Superintendent of Human Resources for review.

4.4.2 To provide leadership to the Chaplaincy Team to help students fulfill the Ontario Catholic School Graduate Expectations in an inclusive, loving Christian Community.

4.4.3 To provide appropriate resources and support which enable the delivery of meaningful Chaplaincy services as outlined in the *YCDSB Chaplaincy Team: Guidelines and Services* document.

4.5 Chaplaincy Team Members

4.5.1 To be spiritual leaders in the school community in accordance with the *YCDSB ChaplaincyTeam: Guidelines and Services* document.

4.5.2 To support and strengthen the spiritual relationships in the school and with parishes, families and school communities.

5. DEFINITIONS

5.1 Chaplain

The title of *chaplain* will be reserved for priests or deacons in accordance with Canon Law. **As such, school based staff will be considered “Chaplaincy team members”.**

6. CROSS REFERENCES

Additional Documents

YCDSB Approval Requirements for Chaplaincy Positions (Appendix A)

YCDSB Chaplaincy Team: Guidelines and Services



Office of the Superintendent of Human Resources and International Education

York Catholic District School Board Approval Requirements for Chaplaincy Team Member Positions

The Vicar for Christian Education at the Archdiocese of Toronto, requests the following documents prior to approving Chaplaincy Team Member appointments:

- Pastoral reference
- Letter of reference from a Principal
- Curriculum vitae/resume
- Application form for Chaplain/Chaplaincy Team Leader for Catholic
Secondary School, **as provided by the Archdiocese.**

It is also by request that this information be forwarded to the office of the Auxiliary Bishop via the Human Resources Department for approval prior to the appointment of Chaplaincy Team Members,

School Principals will need to inform the teacher applicant of this information and provide a letter of reference.

Completed application packages will be forwarded by the School Principal to the attention of the Superintendent of Human Resources Coordinator, Academic Services.

The Human Resource Department will forward the information to the Archdiocese for review and approval.

The Human Resources Department will inform the Principal once approval from the Archdiocese has been received.



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~~MOST REVEREND JOHN A. BOISSONNEAU~~
~~AUXILIARY/AUXILIARY BISHOP'S OFFICE~~
~~WESTERN PASTORAL REGION~~

~~Application Form – Chaplain/Chaplaincy Team Leader – Catholic Secondary Schools~~

~~I. This form is to be forwarded by the respective Catholic School Board to the Vicar for Christian Education. The Archdiocese will then indicate that it has no objection to the hiring by the Board of the individual as a Chaplain/Chaplaincy Team Leader.~~

~~II. Declaration:~~

- ~~a. I am a fully initiated member of the Catholic Church (Baptism, Confirmation, First Eucharist).~~
~~b. I am a practicing Catholic (regular attendance at Mass, regular reception of the Eucharist).~~
~~— I am a single lay person.~~
~~— I was married in the Catholic Church and remain married to my spouse of that union.~~
~~— I am a member in good standing of a Religious Congregation or Institute.~~
~~— I am a validly ordained Catholic priest in good standing in my diocese (letter of reference from my Bishop is enclosed).~~
- ~~e. I am prepared as Chaplain/Chaplaincy Team Leader to accept the following responsibilities:~~
~~i) Care for the security and reverence of the Blessed Eucharist and of the chapel area~~
~~ii) Upholding the teachings of the Catholic Church~~
~~iii) Refraining from using the school as a forum for advancing my personal views on theological and moral matters.~~

Signature of Chaplain/Chaplaincy Team Leader

Date

Name of Secondary School/Work Location

Date

Nihil Obstat – Archdiocese of Toronto

Vicar for Christian Education



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Human Resources
<i>Policy Number</i>	407
<i>Former Policy Number</i>	
<i>Total Pages</i>	3
<i>Original Approved Date</i>	August 26, 2003
<i>Subsequent Approval Dates</i>	March 31, 2009 June 20, 2017 May 31, 2022

POLICE RECORD CHECKS – BOARD EMPLOYEES

1. PURPOSE

The York Catholic District School Board affirms its responsibility to provide a safe and secure learning and working environment for students and staff. The Board is in a position of public trust with regards to the safety of students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01, *Collection of Personal Information*, the Board commits to implementing appropriate measures to ensure that those employees having direct and regular contact with students are free of any criminal records per the Criminal Code of Canada which may place a student at risk.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to not employ or continue to employ persons who have a criminal and police record which may place any student(s) at risk as a result of their direct and regular contact.

3. PARAMETRES

- 3.1 The Board shall comply with Ontario Regulation 521/01, *Collection of Personal Information*, as it pertains to employees of the Board.
- 3.2 New employees who have direct and regular contact with students will be required to provide, at their own expense, an original copy, completed within six (6) months, of their Vulnerable Sector Check or Enhanced Police Information Check (E-PIC) prior to commencing employment with the Board.
- 3.3 New employees who do not have direct and regular contact with students will be required to provide, at their own expense, an original copy, completed within six (6) months, of their Criminal Record Check or Enhanced Police Information Check prior to commencing employment with the Board.
- 3.4 Existing employees shall submit annually, and by September 1, an updated Offence Declaration. Employees who fail to meet this requirement, may be subject to removal from their assignment and disciplinary action in accordance with Board Policy 412,

Progressive Discipline of Employees.

3.5 Retention

Criminal record checks, Enhanced Police Information Checks (E-PIC), Vulnerable Sector Checks and Offence Declarations will be filed in a separate and secure personnel file in accordance with Ontario Regulation 521/01, *Collection of Personal Information*.

3.6 Adjudication

3.6.1 Where evidence is received of a police record, the Superintendent of Human Resources and International Education, shall consider the circumstances surrounding the record when determining an appropriate course of action.

3.6.2 The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of the employment offer, and shall be in compliance with other Board policies, collective agreements, terms and conditions of employment, and legislation.

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1. To oversee compliance with the Police Record Checks – Board Employees Policy.

4.2 Superintendent of Human Resources and International Education

4.2.1. To ensure that an offer of employment is not confirmed until a satisfactory Criminal record check/vulnerable sector check or Enhanced Police Information Check (E-PIC) is received;

4.2.2 To ensure that all employees complete an Offence Declaration on an annual basis;

4.2.3 To ensure overall compliance with Ontario Regulation 521/01; and

4.2.4 To adjudicate, where required.

5. DEFINITIONS

5.1 Direct and Regular contact with Students

Working with students face-to-face or having unsupervised access to students on a recurring basis.

5.2 Offence Declaration

An internet declaration completed annually by individuals that lists any Criminal Code of Canada convictions for which a pardon has not been granted since the last police record check was collected. This declaration is in accordance with Ontario Regulation 521/01.

5.3 Police Record Check

A document concerning an individual that was prepared by a police force within six (6) months before the day the Board collects the document, containing information concerning the individual's personal criminal background.

5.4 Vulnerable Sector Check

A Vulnerable Sector Check is a background check completed by the police and is required of individuals who intend on working or volunteering within a vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. A Vulnerable Sector Check may provide the following information:

- 5.4.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.4.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.4.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.4.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.4.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.4.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or
- 5.4.7 Any conviction for which a pardon has been granted; or
- 5.4.8 Any **non**-conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).

5.5 Enhanced Police Check

The Enhanced Police Information Check (E-PIC) includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:

- 5.5.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.5.2 Every finding of guilt under the *Youth Criminal Justice Act* of Canada in respect of the individual during the applicable period of access under the Act; or
- 5.5.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.5.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.5.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.5.6 Any conviction for which a pardon has been granted.

6. CROSS REFERENCES

LEGISLATION

[Criminal Code of Canada](#)

[Ontario Regulation 521/01](#) (*Collection of Personal Information*)

[Police Record Check Reform Act](#)

YCDSB POLICY

[Policy 412 Progressive Discipline of Employees](#)

RELATED FORMS

York Region Police Services Vulnerable Sector Check

York Region Police Services Criminal Record Check

[Sterling Backcheck](#) Enhanced Police Information Check (E-PIC)



YORK CATHOLIC DISTRICT SCHOOL BOARD

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

CATHOLIC SCHOOL COUNCILS

1. PURPOSE

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

2. OBJECTIVE

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

3. PARAMETRES

3.1 General

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

of the Catholic School Council in consultation with the Principal [Ontario Regulation 612/00, s. 4(4)].

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

- 3.1.12 All Catholic School Council members, who have direct and regular contact with students shall provide proof of Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) obtainable from the York Regional Police at www.yrp.ca.
- 3.1.13 All Catholic School Council members who have direct and regular handling of Catholic School Council finances shall fulfill their responsibilities in accordance with YCDSB Policy 603A *School Fundraising*.
- 3.1.14 All Catholic School Council members are mandated to keep student information confidential.
- 3.1.15 There will be no honorarium paid **nor benefit given** to any person serving as a member of the Catholic School Council [Ontario Regulation 612/00, s.11(1)].
- 3.1.16 The Principal shall ensure that no partisan information is distributed on school premises.
- 3.1.17 Board personnel and the York Catholic Parent Involvement Commitment (YCPIC) will organize information and training sessions to enable Catholic School Council Members to develop their skills.
- 3.1.18 The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to **the** Council's role and responsibilities. Elections to reconstitute a new Catholic School Council will be held in accordance with Ontario Regulation 612/00.

3.2 Membership: Composition & Term of Office

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

- Early Childhood Educators, Lunchtime Supervisors, Office Support Workers);
- 3.2.3.5 One School Community representative shall be appointed by the Catholic School Council;
 - 3.2.3.6 One Ontario Association of Parents in Catholic Education (OAPCE) representative. The designated OAPCE representative shall be a Parent/Guardian of a student currently enrolled in the school.
 - 3.2.3.7 Parish Representative(s) designated by the Parish or Parishes affiliated with the school;
 - 3.2.3.8 The Chair of the Catholic School Council shall be a member who is a Parent/Guardian of a student enrolled at the school, and shall be elected by the Catholic School Council [Ontario Regulation 612/00 s8(2)];
 - 3.2.3.9 The Principal shall be a designated, non-voting member.
- 3.2.4 It is recommended that the membership of a Catholic School Council not exceed 21.
- 3.2.5 Parent/Guardian(s) shall form the majority of members on the Catholic School Council.
- 3.2.5.1 Where the number of persons running for positions on Catholic School Council exceeds the number of positions available; there shall be a limitation imposed of only one person per household being allowed to hold a position.
 - 3.2.5.2 Where the number of members is fewer than 21 persons or less than the required number of members, two members of the same household may run, hold a position and exercise their right to vote.
- 3.2.6 A person who is employed by the board cannot be the Chair or Co-Chair of the Catholic School Council [Ontario Regulation 612/00 s.8(3)].
- 3.2.7 The Principal will communicate with the Pastor of the Parish or Parishes affiliated with the school to confirm a Parish Representative who will be designated as a member of the Catholic School Council. In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- 3.2.8 A person is not qualified to be a parent member of the Catholic School Council if 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 only as a non-teaching representative).
- 3.2.9 A person who fulfills a staff's absence on an emergency basis at their child's school cannot be a voting member on the school council if,
a) they are a certified teacher of the board; or
b) part of an employee union; or
c) holds a permanent position as an employee of the Board.

- 3.2.10 A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Catholic School Council meeting.
- 3.2.11 The term of office for elected and appointed positions on a Catholic School Council shall not exceed one year. A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council (Ontario Regulation 612/00 s.6).
- 3.2.12 A vacancy in the membership of the Catholic School Council shall be filled by election or by appointment, in accordance with the by-laws set by the individual Catholic School Council. Catholic School Councils that want the option of filling a vacancy by appointment must ensure that a by-law is in place to provide for that option. Otherwise, the vacancy must be filled by election. If an election is to occur to fill a vacancy, then the election rules set out in Ontario Regulation 612/00 apply (Ontario Regulation 612/00 s.7)

3.3 Meetings

- 3.3.1 All Catholic School Councils shall hold a minimum of four meetings per year [Ontario Regulation 612/00 s.12(1)].
- 3.3.2 A Catholic school council shall meet within the first 35 days of the school year after the election is held. The date for the initial meeting shall be determined by the principal of the school [Ontario Regulation 612/00,s.12(2)].
- 3.3.3 A meeting of a school council cannot be held unless a majority of the current members of the council are present at the meeting and a majority of the members of the council who are present are parent members [Ontario Regulation 612/00, s. 12(3)].
- 3.3.4 All Catholic School Council meetings, Executive meetings and Subcommittee meetings shall be held, open to the public. [Ontario Regulation 612/00, s.12(4,5,6)].
 - (i) in person, on school premises or at a location accessible to the public and open to all members of the school community [Ontario Regulation 612/00, s.12(6)].
 - (ii) by electronic or telephonic means; or in a manner open and accessible to all members of the school community.
 - (iii) both in person, at a location described in clause (i) and by electronic means.
- 3.3.4.1 A member of a school council who participates in a meeting through electronic or telephonic means shall be deemed present in the meeting.
- 3.3.5 The Principal shall, on behalf of the Catholic School Council, give written notice of the dates, times and locations of the meetings of the council to every parent/guardian of a student who is enrolled in the school [Ontario Regulation

612/00 s 12(7)].

- 3.3.6 The notice provided by the Principal and required by subsection 3.3.4 may be given by doing one or more of the following:
- (i) Giving the notice to the parent by email or by other electronic means.
 - (ii) Posting the notice in a designated location in the school in a location that is visible to parents.
 - (iii) Delivering the notice to the parent by email or by other electronic means.
 - (iv) Posting the notice on the school's website.
- 3.3.7 All Catholic School Councils shall make every reasonable effort to avoid scheduling Catholic School Council meetings on evenings of scheduled Board meetings to enable Trustees the opportunity to attend.

3.4 Committees

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

3.5 Establishing By-Laws/ Review of Constitution

- 3.5.1 The Catholic School Council must 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 as outlined in Ontario Regulation 612/00 s.15:
- 3.5.1.1 Election procedures;
 - 3.5.1.2 Filling vacancies; and,
 - 3.5.1.3 Conflict of interest and conflict resolution procedures.
- 3.5.2 By-laws must be revised in accordance with any amended legislation governing the operation of a school council.
- 3.5.3 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.
- 3.5.4 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 of the consolidated school.

3.6 Minutes and Financial Records

- 3.6.1 A Catholic school council shall keep minutes of all of its meetings and records of all of its financial transactions.
- 3.6.2 The minutes of Catholic School Council meetings and records of financial transactions shall be accessible by any person at the school for examination.
- 3.6.3 The ~~approved recorded~~ minutes of all the Catholic School Council meetings and records of financial transitions shall be submitted to the Principal of the school.
- 3.6.4 Accurate accounting shall be maintained by the Principal and the Treasurer of the Catholic School Council to comply with the requirement of accountability and transparency to the school community.

- 3.6.5 Subsections (3.6.1) and (3.6.2) do not apply to minutes and records that are more than four years old.

3.7 Fundraising

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

3.8 Annual "Year-End" Report

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

3.9 Electronic Mail Communication & Social Media

- 3.9.1 Only York Catholic District School Board staff, using a Board email address, can create, update and moderate information that is shared on the Board's endorsed social media platform.

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

3.10 York Catholic Parent Involvement Committee (YCPIC)

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

3.11 Ontario Association of Parents in Catholic Education (OAPCE)

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

4. RESPONSIBILITIES

- 4.1 Director of Education

- 4.1.1 To oversee compliance with the Catholic School Councils policy and related guidelines.
- 4.2 Senior Administration
 - 4.2.2 To support school communities with the implementation of and compliance with the Catholic School Councils policy and related guidelines.
- 4.3 Principal
 - 4.3.1 To perform the duties as outlined in Ontario Regulation 612/00 *School Councils and Parent Involvement Committees* and Ontario Regulation 613/00 *Operation of Schools*.
 - 4.3.2 To ensure compliance with the Catholic School Councils policy and related guidelines.
 - 4.3.3 To make every effort to engage parents who reflect the diversity of the school community to be members of the Catholic School Council.
 - 4.3.4 To facilitate the establishment of the Catholic School Council and assist in its operation.
 - 4.3.5 To attend Catholic School Council meetings.
 - 4.3.6 To support and promote Catholic School Council's activities that are consistent with the board's policy statement dealing with Catholic School Councils.
 - 4.3.7 To seek input from the Catholic School Council in areas for which it has been assigned advisory responsibility.
 - 4.3.8 To consult with the Catholic School Council on fundraising expenditures.
 - 4.3.9 To Act as a resource on laws, regulations, board policies, and collective agreements.
 - 4.3.10 To obtain and provide information required by the Catholic School Council to enable it to make informed decisions.
 - 4.3.11 To communicate with the Chair of the Catholic School Council, as required.
 - 4.3.12 To ensure that parent members are given written notice of the date and time of the location or means to access the election 14 days prior to the date of the election.
 - 4.3.13 To ensure that all Catholic School Council meeting dates are posted on the Catholic School Council section of the School Website and in the School Calendar, and that all agendas and minutes are posted on the school website in a timely manner.
 - 4.3.14 To ensure that the Catholic School Council's Annual "Year End" Report is submitted to the Board and posted to the Catholic School Council section of the School Website in a timely manner.
 - 4.3.15 To ensure that copies of the agenda and minutes of all Catholic School Council meetings including Executive and Subcommittee meetings are kept at the school for four years.
 - 4.3.16 To ensure that copies of all Catholic School Council, Executive and any Subcommittee Agendas, Minutes and the Annual "Year End" Report are shared with the Catholic School Council, all Parents/Guardians, local Trustee(s) and School Superintendent electronically, if possible, and in a timely manner.
 - 4.3.17 To assist the Catholic School Council in communicating with the school community.
 - 4.3.18 To contact the wider school community, local Trustee(s) and School Superintendent to notify of any change or cancellation of Catholic School Council meetings.
 - 4.3.19 To present to the Catholic School the General School Budget and the School Bank Account allocations as well as all fundraising expenditures on a regular basis.

- 4.3.20 To maintain the authority to end and/or terminate the meeting, should inappropriate discussions about individual Parent/Guardian(s), students, staff, Trustees or other Catholic School Council members arise.
- 4.4 Catholic School Council
 - 4.4.1 To fulfill the role of an advisory body to the school and board as follows:
 - 4.4.1.1 To respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;
 - 4.4.1.2 To coordinate the election procedures for Catholic School Councils to be held within the first thirty calendar days of the start of the school year;
 - 4.4.1.3 To promote the best interests of the school community;
 - 4.4.1.4 To communicate regularly, via the School Website or School Newsletters, with parents and other members of the school community seeking their views and preferences with regard to matters being addressed by the Catholic School Council; and,
 - 4.4.1.5 To report on the activities of the Catholic School Council to the school community and Board as required.
 - 4.4.2 To maintain a school-wide focus on all issues with sensitivity to the school's needs, culture and demographics.
 - 4.4.3 To respect that Catholic School Council meetings are not a forum for discussion about individual Parent/Guardian(s), students, staff, trustees or other Catholic School Council members.
 - 4.4.4 To respond to Board requests regarding policies under review in a timely manner.

5. DEFINITIONS

- 5.1 Advisory Body

A group established to provide advice and recommendations. An advisory body does not have final decision-making powers.
- 5.2 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 Constitution

A document that defines the structure of the Catholic School Council and sets out the principles according to which the council is governed. Catholic School Councils are not required to develop lengthy Constitutions, since Ontario Regulation 612/00 sets out the mandate and roles and responsibilities for School Councils.
- 5.4 Digital Citizenship/Discipleship

The norms of appropriate, responsible behaviour with regard to technology use. It encompasses digital literacy, ethics, etiquette, online safety, rights, culture, wellness and copyright.
- 5.5 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.

5.6 Electronic Communication & Social Media

Any software, application(s), e-mail, SMS (Texting) and website(s) which enable users to access, create, download, exchange and store information online.

5.7 Personal Information

In accordance with Ontario's *Personal Information Protection and Electronic Documents Act (PIPEDA)*, personal information includes:

- Name, race, ethnic origin, religion, marital status, educational level
- E-mail address and messages, Internet Protocol (IP) address
- Age, height, weight, medical records, blood type, DNA code, fingerprints, voiceprint
- Income, purchases, spending habits, banking information, credit/debit card data, loan or credit reports, tax returns
- Social Insurance Number (SIN) or other identification numbers

5.8 School Community

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

6. CROSS REFERENCES

LEGISLATION

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

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

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

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

YCDSB POLICIES

YCDSB [Policy 106 Delegations to the Board](#)

YCDSB [Policy 201 Healthy Schools](#)

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

YCDSB [Policy 205 Student Government](#)

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

YCDSB [Policy 603A School Fundraising](#)

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

YCDSB [Policy 608 Volunteers in Schools](#)

YCDSB [Policy 713 Pupil Accommodation Review](#)

YCDSB [Policy 803 School Generated Funds](#)

YCDSB PROCEDURES

YCDSB [School Generated Funds Administrative Procedure](#)

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

CATHOLIC SCHOOL COUNCILS

GUIDELINES

1. Role of Catholic School Council Members

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

2. Role of Catholic School Council Chair/Co Chair

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

3. Role of Catholic School Council Secretary

- 3.1 Ensure that the minutes of the Catholic School Council meetings are recorded and retained for a minimum of four years
- 3.2 Keep a record of the proceedings of all other Catholic School Council meetings (i.e.: Executive or Sub-Committee meetings) for a minimum of four years

- 3.3 Attend to all official correspondence and communication, posting of notices and filing of records as directed by the Catholic School Council in collaboration with the Chair and Principal, and in accordance with Board policies and procedures

4. Role of Catholic School Council Treasurer

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



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Community
<i>Policy Number</i>	608
<i>Former Policy Number</i>	708
<i>Total Pages</i>	17
<i>Original Approved Date</i>	August 27, 2002
<i>Subsequent Approval Dates</i>	November 26, 2013 March 29, 2022

VOLUNTEERS IN SCHOOLS

1. PURPOSE

The York Catholic District School Board acknowledges volunteers as valued partners who assist staff to enrich the learning experience of our students. We further recognize that the personal interests, background and dedication of volunteers enrich the programs, services and educational opportunities for our students.

2. OBJECTIVE

As a Catholic Learning Community, the York Catholic District School Board encourages, welcomes and supports volunteers in our schools.

3. PARAMETRES

- 3.1 The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board, and to terminate such assignment” (Education Act, R.S.O.1990, c.E.2, Section 171(1)4).
- 3.2 Separate Schools Rights Preserved - The Principal shall ensure that all volunteers support the Catholic teachings and values of our faith in accordance with section 19 (1) of the Human Rights Code which states, “This Human Rights Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c.H.19, s.19(1).”
- 3.3 A volunteer is a person who is provided with an opportunity to serve without remuneration alongside, or under the direct supervision of a York Catholic District School Board employee and shall not replace any York Catholic District School Board employee.
- 3.4 A volunteer who has direct and regular contact with students must submit a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) to the Principal prior to volunteering and once again every three years thereafter.
- 3.5 A volunteer shall sign a confidentiality agreement annually to indicate their agreement to an understanding of keeping all information related to the staff and/or students in the school confidential.

3.6 All volunteers shall comply with the York Catholic District School Board Policies, Procedures and Guidelines.

3.7 Co-operative Education students are not considered to be volunteers for the purposes of this Policy and the accompanying procedures.

4. RESPONSIBILITIES

4.1 Board of Trustees

4.1.1 To communicate with members of the community about the Volunteers in Schools Policy and Board of Trustees related guidelines, as required.

4.2 Director of Education

4.2.1 To oversee compliance of the Volunteers in Schools Policy and related guidelines.

4.3 Senior Team

4.3.1 To support Principals with the implementation of and the processes associated with the Volunteers in Schools Policy and related guidelines.

4.3.2 To ensure that the role of each volunteer relates to his or her qualifications, skills, abilities and interests.

4.3.3 To address the actions of any volunteer who does not adhere to York Catholic District School Board Policies, Procedures and Guidelines.

4.3.4 To keep on file all forms [App. A, B, I and E (only if applicable)] signed by Volunteers for the current school year.

4.4 School Staff

4.4.1 To welcome volunteers as a support to the school and staff.

4.4.2 To understand that volunteers do not assume any responsibility for the diagnosis of learning strengths or difficulties, the assignment of a program, or the assessment and evaluation of student progress.

4.4.3 To bring to the Principal's attention, for discussion and follow-up, any difficulties with the work or behaviour of a volunteer in the school.

4.5 Volunteers

4.5.1 To understand that volunteers are assigned to support staff in their provision and supervision of school activities and programs.

4.5.2 To comply with all Board requirements regarding Vulnerable Sector Checks, Enhanced Police Information Checks (E-PIC), Offence Declarations and confidentiality.

4.5.3 To maintain confidentiality of all information pertaining to staff and students.

4.5.4 To demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.

4.5.5 To participate in any training or orientation sessions offered to volunteers in the school that would assist them in their role.

4.5.6 To inform the Principal and/or teacher if experiencing difficulty in carrying out assigned duties.

4.5.7 To become familiar with and comply with all appropriate and applicable YCDSB policies, procedures, guidelines and rules.

5. DEFINITIONS

5.1 Volunteer

A volunteer is an individual who is provided with an opportunity by the YCDSB and agrees to undertake working alongside, or under the direct supervision of a YCDSB employee, without pay, a designated task that is compliant with current legislation requirements and collective agreements.

A volunteer supports a classroom, school or system-wide program under the ultimate responsibility of the Principal at the school level. A volunteer is an optional support, the use of whom reflects decisions made at the school level.

5.2 Vulnerable Sector Check

The vulnerable sector screening is a background check completed by the police and is required of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a great risk than the general population of being harmed by a person in a position of authority or trust relative to them. A Vulnerable Sector Check may provide the following information:

- 5.2.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.2.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.2.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.2.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.2.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.2.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or
- 5.2.7 Any conviction for which a pardon has been granted; or
- 5.2.8 Any **non**-conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).

5.3 Enhanced Police Check (E- PIC)

The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:

- 5.3.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.3.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.3.3 Every criminal offence of which the individual has been found guilty and

- received an absolute discharge; or
- 5.3.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.3.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.3.6 Any conviction for which a pardon has been granted.

4. CROSS REFERENCES

LEGISLATION

[*Child and Family Services Act*](#)

[*Education Act*](#)

[*Mental Health Act*](#)

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

[*Police Record Checks Reform Act*](#)

YCDSB POLICIES

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

[*YCDSB Policy 204 Child Protection and Abuse*](#)

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

[*YCDSB Policy 207B Administration of Oral Non-Prescription Medication to Elementary Students*](#)

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

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

[*YCDSB Policy 223 Bullying Prevention and Intervention*](#)

[*YCDSB Policy 303 School Organized and Continuing Education Excursions*](#)

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

[*YCDSB Policy 603A School Fundraising*](#)

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

[*YCDSB Policy 606 Catholic School Councils*](#)

[*YCDSB Policy 613 Equity & Inclusive Education*](#)

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



VOLUNTEERS IN SCHOOL GUIDELINES FOR SCHOOL ADMINISTRATORS

1. The Principal is to ensure that:

- 1.1 All volunteers support the Catholic teachings and values of our Faith;
- 1.2 A fair and transparent recruitment and selection process is being followed.
- 1.3 The appropriate screening of volunteers takes place.
- 1.4 They approve the tasks and assignments of volunteers;
- 1.5 The provision of training and orientation of volunteers occurs;
- 1.6 All volunteers sign the Confidentiality Agreement;
- 1.7 All volunteers complete the Volunteer Agreement and Emergency Contact Admin Form 129;
- 1.8 All volunteers comply with the Board's requirement with respect to Vulnerable Sector Checks, Enhanced Police Information Checks (E-PIC), and Annual Offence Declarations and ensure volunteers are compliant with relevant school and Board policies and procedures;
- 1.9 They intervene when the work of the volunteer appears to be having a negative impact on student, staff or program, or is deemed not to be in the best interests of students; and
- 1.10 They address any performance or staff concerns, including those with respect to confidentiality, liability and supervision related issues.

2. Determining Volunteering Needs

Principals should consult with the school staff and the Catholic School Council to determine needs, equitable access to the opportunity to volunteer, and tasks/assignments which could be supported with a volunteer.

3. Recruitment, Selection and Screening

The recruitment, selection and screening process is aimed at filling the needs of the school.

The Board and its employees have a high "duty of care" under the *Education Act*. This duty of care cannot be delegated to volunteers.

3.1 Recruitment

Inform the community of volunteer opportunities through a variety of means, including, but not limited to:

- Newsletters;
- School Website;
- School Council Meetings;
- Meet the Teacher Night/Curriculum Evenings; and
- Surveys

3.2 Selection

- 3.2.1 In selecting a volunteer who performs duties on a regular basis, Principals will encourage volunteer participation from a wide representation of the community.

- 3.2.2 The Principal should, in consultation with staff inviting volunteers, determine the best “fit” for the volunteers’ placements. Generally, a parent/guardian volunteer is not placed as a volunteer in a classroom with his/her own children.
- 3.3 Screening
 - 3.3.1 The depth and degree of screening by the Principal will be dependent upon the volunteering activity, the extent of interaction with and responsibility for students, and the degree of direct supervision of the volunteer.
 - 3.3.2 New volunteer applicants must be interviewed by the Principal. This may be an informal process for candidates who are well known to the school.
 - 3.3.3 When parents/guardians or grandparents wish to volunteer in their home school, the Principal, in consultation with all employees, should screen and approve the volunteer candidate. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
 - 3.3.4 Volunteers from the community who are not parents/guardians or grandparents of students attending the school, should provide three references which will be checked by the Principal.
 - 3.3.5 A volunteer who has direct and regular contact with students, including coaching under the supervision of a staff member, must submit a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) to the Principal prior to volunteering and once again every three years thereafter.
 - 3.3.6 Principals are to collect on an annual basis the Offence Declaration from volunteers who continue to be involved in coaching and situations where “direct and regular” contact occurs with students. (Appendix A).
 - 3.3.7 Those volunteers that are involved in overnight field trips must provide a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC) within six (6) months of the trip as well as an Offence Declaration just prior to attending the trip.
 - 3.3.8 All volunteers are to sign the Confidentiality Agreement (Appendix B).
 - 3.3.9 The Principal and/or designate retains the authority to accept or decline any volunteer’s offer of service.
 - 3.3.10 In the event of a recent medical pandemic, volunteers must abide by all Board regulations including but not limited to the requirement for the submission of vaccination records.

4. Training and Orientation

- 4.1 All volunteers need to be properly welcomed and provided with essential basic information. A tour of the school, introduction to staff and orientation workshop is essential. (See Appendix C School Volunteer Orientation Checklist - sample agenda)
- 4.2 Principals will provide an information package for volunteers which should include:
 - 4.2.1 Expectations of the task assignment;
 - 4.2.2 A copy of relevant school routines, i.e. emergency procedures, fire drills, etc.;

- 4.2.3 A review school equipment, i.e. photocopier, gym storage;
- 4.2.4 A statement concerning legal liability (See Appendix E);
- 4.2.5 A statement on disclosure of abuse by a student (See Appendix F) and
- 4.2.6 A review of procedures related to health and safety issues (See Appendix G & H).
- 4.3 Volunteers must follow sign in procedures and wear visitor badges at all times.
- 4.4 Every volunteer must demonstrate a clear understanding of their activities, duties, responsibilities, rights and the parameters of their involvement.
- 4.5 Volunteers should demonstrate a clear understanding of the procedures to be followed if they encounter any difficulties with students. Volunteers shall be made aware of health and safety issues, legal liability, and procedures to report abuse.

5. Monitor

- 5.1 The Principal is ultimately responsible for the actions and activities of any volunteer within the school.
- 5.2 It is essential to monitor the activities of individual volunteers and to provide them with feedback as necessary.
- 5.3 The Principal will determine whether a change in volunteer assignment or the decision to terminate volunteer activity is necessary.
- 5.4 The performance of volunteers should be reviewed as determined by the Principal.

6. Recognition of the Volunteers

- 6.1 The efforts of all volunteers shall be recognized. Volunteers are giving of their time, energy, skills and resources.
- 6.2 The type of recognition may vary from school to school. Some suggestions for acknowledgment are:
 - Acknowledging contributions through the school newsletter;
 - Annual school recognition assembly, event, luncheon, etc.; and
 - Invitation to special school events.



APPENDICES

[Appendix A](#) Volunteer Offence Declaration

[Appendix B](#) Confidentiality Agreement

[Appendix C](#) School Volunteer Orientation Checklist

[Appendix D](#) Volunteer Driver Form (Admin. 74A)

[Appendix E](#) Statement of Liability Insurance (Admin. 74B)

[Appendix F](#) Statement on Disclosure of Abuse by Student to a Volunteer

[Appendix G](#) Statement on Health and Safety Issues

[Appendix H](#) Standard Health and Safety Requirements

[Appendix I](#) Volunteer Agreement & Emergency Contact (Admin. 129)



York Catholic District School Board

Volunteer Offence Declaration

I, hereby declare that:

I have no convictions for offences under the [Criminal Code of Canada](#) up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

I have the following convictions for offences under the Criminal Code of Canada for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OFFENCE:	DATE:
OFFENCE:	DATE:

DATED at	This	Day of	20
Name (Print):		Signature:	
School Name;			

Personal information on this form is collected under the authority of the [Education Act](#) and will be used for administrative purposes as determined in the Procedure for Volunteer Programs in Our Schools and will be retained only for the current school year. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 3G8, Phone (905) 713-1211.



York Catholic District School Board

Confidentiality Agreement

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, volunteers with the York Catholic District School Board will at all times uphold complete confidentiality.

The York Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at _____, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with _____ School, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all York Catholic District School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school Principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print):	
Volunteer's Signature:	Date:
School Name:	



York Catholic District School Board

School Volunteer Orientation and Checklist

Prayer, Welcome, and Introductions

Valuable Volunteers:

- Celebrating volunteer assistance
- Areas for volunteer assistance at school
- School Council Committees and volunteers

Role of Volunteer:

- School policy, protocol, procedures
- Sign in/out, use of volunteers tags/button
- Classroom/school assignments
- Responsibility – liability – accountability
- Confidentiality – Freedom of Information
- Duties and parameters: readiness
- Scheduling/timelines/alternate arrangements
- Communication with: staff – students – administration – office – others
- Problem solving: Code of Conduct
- Professional, ethical conduct

Health and Safety Issues:

- Vulnerable Sector Screening
- Enhanced Police Check (E-PIC)
- Insurance and liability issues
- Emergency response plans 1) school 2) classroom
- Fire/Evacuation Plans and Procedures
- Special Needs/Special Programs
- Allergy Alert

- Child Protection and Abuse Policy & Procedures
- Bill 168 Violence in the Workplace
- Workplace Harassment
- Equity and Inclusive Education related Policies
- Safe Schools Policy
- Duty of Care

Questions/Answers

Celebrating Our Work Together



YORK CATHOLIC DISTRICT SCHOOL BOARD
VOLUNTEER DRIVER – AUTHORIZATION TO TRANSPORT STUDENTS
Part A

This will
authorize _____
(Name of teacher or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule,
OR
2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENCE #: _____

Date School Name Principal's Signature

NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER

TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- (C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third-Party Liability insurance limit has been exhausted;
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.

- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

See Part B (next page)

Volunteer Driver – Authorization to Transport Students (Cont'd.)

Part B

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third-Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



York Catholic District School Board

Statement on Disclosure of Abuse by a Student to a Volunteer

Volunteers who work closely with students have a unique opportunity to help these students to build feelings of competence, confidence and self-worth. That student may show increasing trust in the volunteer. But with this opportunity also comes responsibility.

If a student has reached the point of feeling very trusting with a volunteer it could happen, should the student be a victim of abuse, that the student makes a disclosure to the volunteer. As well, a volunteer, after working with a student for a period of time, may come to suspect, either from behavioural or physical signs such as injuries, that the student might be an abuse victim. It is therefore important that volunteers are aware of their responsibilities and the correct procedure to follow.

No one feels comfortable about reporting suspected abuse, but the fact is that it is a legal obligation of every Ontario resident to report any case of suspected child abuse to a Children's Aid Society (C.A.S.). A volunteer should also ensure that any suspicion of child abuse is relayed to the Principal.

One of the most difficult things to handle may be the student who asks the person in whom they have confided and disclosed to "promise not to tell". You cannot legally make such a promise and you should be clear about it with the child. Also, do not try to counsel the student or investigate the situation or circumstances. Be sympathetic and empathetic without being judgmental.



York Catholic District School Board

Statement on Health & Safety Issues

The York Catholic District School Board values learning and working environments that are safe, nurturing, positive and respectful. Observing the safe work practices in our day-to-day activities is the responsibility of all who work for the York Catholic District School Board, both employees and volunteers. It is in everyone's best interests to work safely in our schools. A list of standard health and safety requirements for all employees and volunteers is attached as Appendix H.

The Board does not provide accident insurance or workers' compensation that would provide benefits or compensation for injuries to volunteers.

Certain safety fundamentals are basic to the operation of our schools and facilities. As well, more in-depth information and procedures cover a large and diverse range of activities in our schools.

As a volunteer, you may be involved in a variety of activities. Use of common sense, good judgment and when in doubt asking questions may be all that is normally required. At times specific training or information will be provided as required (e.g., a list of the students that you will be working with who have specific allergies and the care plan for what to do if they have a reaction). If you feel you require additional information or training, please contact the Principal.

Please report any incident or accident to the Principal even if there seems to be no injury to yourself or others, or damage to equipment etc.

Emergencies and fire drills are generally indicated by an alarm bell. Follow the Principal's instructions calmly but quickly. In an emergency situation, everyone must leave the building. The students have usually rehearsed for these eventualities. Familiarize yourself with the emergency protocols/procedures and if you have any questions, contact the Principal.

Any bodily fluids (e.g. blood, vomit, urine) must be cleaned up and handled in a prescribed manner. If you encounter this situation, please advise a staff member who will contact the school custodian.

Smoking, vaping and alcohol are not permitted on any school property.



York Catholic District School Board

Standard Health & Safety Requirements

The York Catholic District School Board is committed to promoting a healthy, safe and respectful workplace for all employees, students, volunteers, visitors and contractors. To fulfill this commitment, the Board shall comply with and enforce legislative requirements including the *Ontario Occupational Health and Safety Act*, *Environmental Protection Act*, and other federal and provincial statutes, local by-laws, plus all policies, rules or procedures issued by the Board.

In consideration of the above policy it is essential that all employees and volunteers must:

1. Work in compliance with the provisions of the *Occupational Health and Safety Act and Regulations*, *Environmental Protection Act and Regulations*, and the Board's environment, health and safety policies and procedures;
2. Use or wear protective equipment, devices, and clothing that the supervisor requires to be worn;
3. Report to their supervisor the absence of, or a defect in any equipment, protective device of which they are aware, that may endanger themselves or another person;
4. Not remove or make ineffective any protective device required by the regulations or by the supervisor;
5. Report to their supervisor any contravention of the *Occupational Health and Safety Act*, *Environmental Protection Act* and Regulations or the existence of any hazard of which they are aware;
6. Not use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other person;
7. Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct;
8. Report to their supervisor all accidents and incidents.



York Catholic District School Board

Standard Health & Safety Requirements

I have been provided with an orientation to the school and I agree to act in accordance with the norms and expectations of the school.

I agree to follow the directions provided by the principal regarding my assigned volunteering duties.

I agree to respect and act in accordance with York Catholic District School Board Policies, Guidelines and Procedures.

By signing this, I acknowledge that I have read, understand and voluntarily agree to the above.

Please print

Volunteer's Name:	
Volunteer's Signature:	
Date:	
Principal's Signature:	
Date:	

In case of emergency, please notify:

Name:	
Relationship	
Phone Number:	
Name:	
Relationship:	
Phone Number:	

Personal information on this form is collected under the authority of the *Education Act* and will be used for administrative purposes as determined by York Catholic District School Board Policies and Guidelines. Questions about this collection of personal information should be directed to the Privacy Manager, York Catholic District School Board, 320 Bloomington Road West, Aurora, Ontario L4G 0M1.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Community
<i>Policy Number</i>	611
<i>Former Policy Number</i>	
<i>Total Pages</i>	4
<i>Original Approved Date</i>	February 7, 2012
<i>Subsequent Approval Dates</i>	January 31, 2017

CRIMINAL BACKGROUND CHECKS – SERVICE PROVIDERS

1. PURPOSE

The York Catholic District School Board (“Board”) affirms its responsibility to provide students and staff with a safe and secure learning and working environment. The Board is in a position of trust with regards to students and must strive to protect their intellectual, physical and emotional well-being. In accordance with Ontario Regulation 521/01, *The Collection of Personal Information*, the Board commits to implementing appropriate measures to ensure that those service providers having direct and regular contact with students are free of any criminal records which may place students at risk.

2. OBJECTIVE

It is the policy of the Board to allow opportunities for providing goods or services requiring direct and regular contact with students, only to individuals in compliance with Regulation 521/01.

3. PARAMETERS

- 3.1 The Board shall comply with the Ontario Regulation 521/01, *The Collection of Personal Information*, as it pertains to service providers at a school site of the board.
- 3.2 Service Providers shall only provide goods and/or services to the Board when the appropriate party has received all required documentation with respect to criminal background checks.
- 3.3 The administration of the policy requires:
 - 3.3.1 Collection and verification of a Vulnerable Sector Check or an Enhanced Police Information Check (E-PIC), completed within six (6) months, for school-appointed Service Providers prior to the Service Provider commencing service at a school site and for any new employees who have been hired throughout the duration of the contract.
 - 3.3.2 Collection and review of annual Offence Declarations referencing every individual or employee who may come into direct contact with students on a regular basis at the school site, subsequent to commencement of service, by September 1 of each year in which the individual is a Service Provider at the

school thereafter.

3.3.3 The establishment and implementation of appropriate recording keeping practices to ensure records are readily available for verification and audit purposes.

3.4 If an individual is a Service Provider of the board at one or more school sites and becomes a Service Provider at a different school site, the board shall collect an Offence Declaration from the individual before the individual becomes a Service Provider at that school.

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance with the Criminal Background Checks – Service Providers policy.

4.2 Chief Financial Officer & Treasurer of the Board

4.2.1 To ensure that this Policy is administered effectively in accordance with all relevant legislation and Board practices.

4.3 Senior Administrators

4.3.1 To support the implementation of and compliance with the policy.

4.3.2 To ensure awareness of, and compliance with, approved Policy by their staff members.

4.4 Principals

4.4.1 To ensure compliance with and administration of this policy for Service Providers selected by School Administration.

4.5 Purchasing Services Manager

4.5.1 To ensure awareness of and compliance with approved Policy.

4.6 Purchasing Services Staff

4.6.1 To ensure awareness of and compliance with approved Policy among end users involved in the engagement of Service Providers.

4.6.2 To incorporate into bid documents for a Service provider necessitating Criminal Background Checks, a mandatory requirement for Criminal Background Checks from the awarded Proponent.

5. DEFINITIONS

5.1 Criminal Background Check

A document concerning an individual that was prepared by a police force within six months before the day the Board collects the document, containing information concerning the individual's personal criminal history.

5.2 Direct and Regular Contact with Students

Working with students face-to-face or having unsupervised access to students on a recurring basis.

5.3 Goods

Tangible consumable items.

5.4 Services

Tasks performed by individuals.

5.5 Service Provider

An individual who comes into direct contact with students on a regular basis at a school site of the Board in the normal course of providing goods or services to the Board, as defined in Regulation 521/01, including a company's owner, employee or subcontractor.

5.5.1 Board-Appointed Service Provider Service Providers engaged by Purchasing. Services via a competitive bid process, primarily due to the higher dollar value of the engagement, e.g.: Child Youth Workers.

5.5.2 School-Appointed Service Provider Service Providers selected locally by School Administration. These primarily address the expenditure of locally raised funds, e.g.: Tour Operators

5.6 Vulnerable Sector Check

A Vulnerable Sector Check is a background check completed by the police and is required of individuals who intend on working or volunteering within a vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.


A Vulnerable Sector **Check Screening** may provide the following information:

- 5.6.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.6.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the Act; or
- 5.6.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.6.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.6.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.6.6 Every criminal offence with which the individual has been charged that resulted in a finding of not being criminally responsible on account of a mental disorder; or
- 5.6.7 Any conviction for which a pardon has been granted; or
- 5.6.8 Any conviction information authorized for exceptional disclosure in accordance with the *Police Record Checks Reform Act*, s.10(1).

5.7 Enhanced Police Information Check (E- PIC)

The Enhanced Police Information Check includes searches that may be under criminal convictions that did not establish a Criminal Record or that may be in addition to a Criminal Record and may include:

- 5.7.1 Every criminal offence of which the individual has been convicted for which a pardon has not been issued or granted; or
- 5.7.2 Every finding of guilt under the Youth Criminal Justice Act (Canada) in respect of the individual during the applicable period of access under the

- 
- Act; or
- 5.7.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.7.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.7.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.7.6 Any conviction for which a pardon has been granted.

CROSS REFERENCES

Legislation

[*Ontario Regulation 521/01 The Collection of Personal Information*](#)

Additional Documents

[*YCDSB Purchase Reference Guide*](#)



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Facilities
<i>Policy Number</i>	701
<i>Former Policy Number</i>	611
<i>Total Pages</i>	11
<i>Original Approved Date</i>	September 25, 2001
<i>Subsequent Approval Dates</i>	April 6th, 2010 October 29, 2013 September 26, 2017

ACCESS TO SCHOOL BOARD PREMISES ("the Premises") (TRESPASS TO PROPERTY)

1. PURPOSE

The York Catholic District School Board encourages and welcomes students, staff, parents, guardians, and other individuals from the community to its premises for purposes sanctioned by the Board. While present, all persons shall respect the Vision of the Board and adhere to those policies and behaviours that support a safe and secure environment. This policy and related Acts and Regulations provide direction to those responsible for maintaining safe and secure environments.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to provide a safe and secure workplace and learning environment by governing access to school and Board premises, and by responding to unauthorized visitors in accordance with relevant legislation and Board policy.

3. PARAMETRES

- 3.1 This policy shall apply to all persons accessing the premises under the jurisdiction of the York Catholic District School Board **which includes but is not limited to: a school building; a facility of the Board; and/or an alternative setting where education or an educational activity is occurring.**
- 3.2 The parameters for access to school board premises are set out in the Ontario Regulation 474/00, *Access to School Premises*, under the *Education Act*. Regulation 474/00 provides the Principal and Vice-Principal control over person(s) entering onto school property. *The Trespass to Property Act*, R.S.O. 1990 shall assist the Principal and Vice-Principal should they deem it necessary to deny access to school premises to a person(s).
- 3.3 The Principal, Vice Principal or designate shall have the authority to exercise the rights of the Board as occupier with respect to an individual determined to be in non-compliance with the provisions of this policy and independent procedures.

3.4 As per section 2(1) of the Ontario Regulation 474/00, *Access to School Premises*, the following person(s) are permitted to be on school premises:

- (i) A person enrolled as a student in the school;
- (ii) A parent or guardian of a student in the school;
- (iii) A person employed or retained by the board;
- (iv) A person who is otherwise on premises for a lawful purpose;
- (v) A person who is invited by school official(s) to attend an event, a class or meeting on school premises providing the person is on the premises for that purpose;
- (vi) A person who is invited onto school premises for a particular purpose by the Principal, a Vice-Principal or another person authorized by the Board to do so is permitted to be on school premises for that purpose;
- (vii) A trustee of the board;
- (viii) A member of the clergy for the Roman Catholic Church who has pastoral charge of the area in which the school is situated.

3.5 Schools shall require the wearing of **individual** visitor/name badges on the premises, **with the exception of largely attended events**.

3.6 Schools shall require that ~~during the school day~~ all parents, guardians, visitors (including former staff and students), and permit holders abide by the parameters outlined within this policy.

3.7 Person(s) outlined in parameter 3.4 will have access to school board premises when the premises are being used for a purpose authorized by the Board. At the start of each school year the Principal and/or Site Manager will:

- 3.7.1 Ensure that they have entry and exit plans that are understood by all members of the school community and are reviewed annually;
- 3.7.2 Elementary and secondary schools as well as other board sites shall establish, review, and communicate which doors are open, locked, and to be used by whom, during specified times;
- 3.7.3 Ensure that proper signage is in place and visible instructing all visitors to sign in at the main office.

3.8 Parents/Guardians will have access to their child(ren) during the school day upon communicating their request to the school's administration via the school's main office **and only in an area designated by the Principal**.

3.9 Under section 3 of the Ontario Regulation 474/00 a person is not permitted to remain on school premises:

- 3.9.1 If **their** presence is detrimental to the safety or well-being of a person on the premises. It is at the discretion of the principal, vice-principal or another person authorized by the board to make such a determination.
- 3.9.2 If a policy or procedure of the Board requires the person to report their presence on school premises in a specified manner and the person(s) fails to do so.

3.10 Parameter 3.9 does not apply to a student enrolled in the school or to a student attending a program for suspended and expelled students that is located on school premises [Ontario Regulation 474/00, s. 3(3)].

- 3.11 In the event of an incident occurring involving a person's access to a school board premise, the Principal and/or Site Managers will:
 - 3.11.1 Investigate to determine what occurred during the incident;
 - 3.11.2 Consult with their Superintendent of Education;
 - 3.11.3 Determine if the incident requires a follow up with the person(s) involved, and communicate with that person(s) accordingly (i.e. meeting, warning letter);
 - 3.11.4 Inform York Regional Police if necessary.
- 3.12 Failure of an individual or individuals to comply with this policy and related procedures, subsequent to receiving a verbal or written warning by a school official and copied to York Regional Police, may result in charges under the *Trespass to Property Act* or the *Access to Schools Regulation*.

4. RESPONSIBILITIES

- 4.1 Director of Education
 - To oversee compliance with the Access to School and Board Premises policy and guidelines in cooperation with senior administration.
- 4.2 Senior Administration
 - 4.2.1 To support the implementation and compliance with policies and related guidelines and procedures.
 - 4.2.2 To ensure that appropriate procedures are in place with respect to issuing permits for Community Use of School Facilities.
 - 4.2.3 To ensure that appropriate and available signage is available for schools.
 - 4.2.4 To manage the Video/Intercom Access System service maintenance contract.
 - 4.2.5 To ensure central control and oversee emergency backup of the proximity access card system.
- 4.3 Principal
 - 4.3.1 To ensure the implementation and management of this policy and procedures at the school level.
 - 4.3.2 To refuse admittance to the school or classroom a person whose presence in the school or classroom would, in the Principal's judgment, be detrimental to the physical or mental well-being of the students.
 - 4.3.3 To review and communicate the guidelines regarding school access to the staff, students, Catholic School Council and parent community annually.
 - 4.3.4 To ensure that all entrances to school premises are clearly posted with appropriate signage.
 - 4.3.5 To maintain and situate for easy reference an up-to-date Emergency Preparedness Plan.
- 4.4 School Staff
 - 4.4.1 To support the school administration in ensuring a safe and secure working and learning environment.
 - 4.4.2 To report suspicious or unauthorized persons to the Principal / designate / supervisor as soon as possible.
 - 4.4.3 To ensure visibility throughout the school and the school grounds.

4.4.4 To assist in determining the reason for a person's presence on school premises by identifying him/herself in a professional manner and directing the person to the school office in order to register their presence.

4.5 Parent(s)/Guardian(s)

4.5.1 To comply with Board policies, guidelines and procedures as they relate to accessing school and Board premises.

4.6 Visitors

4.6.1 Visitors are required to restrict activities to the locations(s) approved by the Principal or Designate.

4.7 Permit Holders

4.7.1 Permit Holders are required to restrict activities to the locations(s) approved by the Principal or Designate as indicated on the permit.

5. DEFINITIONS

5.1 School and Board Premises

Includes, but is not limited to, a school building, a facility of the Board, and/or an alternative setting where education or an educational activity is occurring.

5.2 Access to Schools/School Property

This means 24 hours per day, seven days a week.

6. CROSS REFERENCES

Legislation

[Education Act 305 \(4\)](#)

[Trespass to Property Act](#)

[Ontario Regulation 474 /00 - Access to School Premises](#)

[Provincial Offences Act](#)

YCDSB Policies

[YCDSB Policy 202 Safe Schools \(Student Discipline\) & Guidelines](#)

[YCDSB Policy 117 Code of Conduct](#)

[YCDSB Policy 303 School Organized and Continuing Education Excursions](#)

[YCDSB Policy 703 Community Use of Schools](#)

[YCDSB Policy 708 Outdoor Activity Equipment](#)

YCDSB Procedures

[YCDSB Procedures Elementary Administrative Locked Door Protocol](#)

[Independent Procedures: Guidelines for Schools re: Elections Appendices A, B, C](#)

ACCESS TO SCHOOL BOARD PREMISES (“the Premises”)

GUIDELINES

The following guidelines are in line with the [*The Trespass to Property Act, R.S.O.*](#) and [*Ontario Regulation 474 /00 - Access to School Premises*](#).

1. Persons authorized to be on Board premises must sign in/out, as specified in this policy and related procedures; provide photo identification, if requested; and wear a visitor/name badge, where/when required.
2. Persons authorized to be on Board premises are not entitled to have access to all areas of the school or facility and shall only have access to areas as permitted by the Principal or designate.
3. The Board has the right to lock the premises for safety reasons and when Board premises are not being used for a Board authorized purpose.
4. Visitors, including former staff and students, are not permitted to remain on Board premises if the person fails to report his or her presence in the specified manner outlined within this policy and related procedures.
5. An authorized person (see ~~parametre 3.4)1-above~~) is not permitted to remain on Board premises if his or her presence is detrimental to the safety or well-being of a person on the premises, in the judgment of the Principal, Vice Principal, designate or another person authorized by the Board to make such a determination.
6. Each school shall maintain a list of individuals who may have restricted access to the School and/or other Board premises as a result of a court order or who have been denied access through an exclusion letter. This list is to be maintained in the School office and communicated, in confidence, with appropriate staff.
7. All York Catholic District School Board buildings shall use and clearly display appropriate indoor signage (see Appendix A and Appendix B). The signage shall be posted at all entrances, on the right-hand exterior doors, on the left-hand side, where possible.
8. All York Catholic District School buildings shall have one large outdoor sign, located at the main entrance to school property (see Appendix C and Appendix D).
9. An Exclusion Letter must be used in all cases of exclusion, delivered to intended recipients through registered mail and a copy sent to the appropriate School Superintendent and to the York Regional Police.

TRESPASS TO PROPERTY ACT R.S.O. 1990 c.T.24

Relevant Sections

~~s.1 (1) Lays out the definitions for “occupier” and “premises” under this Act “occupier” (b) is of special significance to the schools in physical possession of premises or an occupier can be an individual who has responsibility for and control over the condition of the premises or the activities there carried on out there or has control over the individual allowed to enter the premises.~~

~~Such a definition includes Principals and their designate as occupiers. “Premises” is defined as lands and structures and (a) to (d) further expands on the definition to include things such as vehicles, portable structures, etc.~~

~~(2) This section states that school boards have all the rights and duties of an occupier with respect to its school sites as defined in the Education Act.~~

~~s.2 (1) Anyone who without legal authority and who,
(a) without the definitely stated express permission of the occupier, the proof of which rests upon the defendant;
(i) enters on premises when entry is prohibited by this Act, or partakes engages in an activity on premises when the activity is prohibited by this Act; or
(b) does not leave the premises immediately after directed to do so by the occupier of the premises or an individual a person authorized by the occupier is guilty of an offence and a on conviction is liable to a fine of not more than \$10,000 \$2,000.~~

~~(2) This section delineates a defense that applies to anyone charged under 2(1) in respect to premises that are land, that reasonably believed that they had title to or interest in the land that entitled them to do the activity complained of.~~

~~s.3 (1) Entry on premises may be prohibited by notice to that effect and entry is prohibited without any notice on premises if the conditions in S.2 (1) (a) and (b) are met.
(2) There is an implied permission for the lawful use and approach of the door of a building on a premise. There is a presumption that access for lawful purposes to the door of a building on premises by a means apparently provided and used for the purpose of access is not prohibited.~~

~~s.4 Where notice is given that certain one or more particular activities are permitted, all other activities and entry for the purpose of those other activities is are prohibited and any additional notice that entry is prohibited or a particular activity is prohibited on the same premises shall be construed to be for greater certainty only. As well any additional notice that entry or a particular activity under this Act unless the driver is convicted of the offense or, at the time the offense was committed, the motor vehicle was in possession of someone other than the driver without the driver's consent.~~

~~s.5 (1) If an individual Where a person is convicted of an offence under s.2, and a person has caused another individual to suffered damage caused by the person convicted as the result of during the commission of the offence, the court must shall at the request of the prosecution and with the consent of the individual who suffered the damage, determine~~

~~the damages and must shall make a judgment for damages against the individual person convicted in favour of the individual person who suffered the damages but no judgment can be for an amount in excess of \$1,000.~~

~~s.6 If a private prosecutor is used in a prosecution under s.2 and the defendant is convicted, and unless the court finds that the private prosecutor was not necessary to the occupier, Where a prosecution under s. 2 is conducted by a private prosecutor, and the defendant is convicted, unless the court is of the opinion that the prosecution was not necessary for the protection of the occupier or the occupier's interests, the court must shall determine the actual costs, reasonably incurred in conducting the prosecution and despite s.6 of the Provincial Offenses Act must shall order those costs to be paid by the defendant to the prosecutor.~~

~~s.7 A judgment for damages under s.12 (1) or the awarding of costs under s.12 (2) must shall be in addition to any fine that is imposed under this Act.~~

~~s.8 If an individual receives a judgment for damages under s.12 (1), their right to bring a civil action, arising from the same set of facts, for damages against the person convicted is eliminated. A judgment for damages under s. 12 (1) extinguishes the right of the person in whose favour the judgment is made to bring a civil action for damages against the person convicted arising out of the same facts.~~

~~s. 9 A failure to request or a refusal to grant a judgment for damages under s.12 (1) does not affect the right to bring a civil action for damages arising out of the same set of facts.~~

~~s.10 The judgment for damages under s.12 (1), and the award of costs under s.12 (2) may be filed in the Small Claims Court and shall be deemed to be a judgment or order of that court for the purposes of enforcement.~~



York Catholic District School Board

NOTICE

FOR THE SAFETY OF OUR SCHOOL COMMUNITY

- **ALL VISITORS ARE WELCOME AND MUST REPORT TO THE MAIN OFFICE**
- **THIS IS PRIVATE PROPERTY**
- **TRESPASSERS WILL BE PROSECUTED**
- **VIDEO SURVEILLANCE IS IN USE**
- **SAFE SCHOOLS POLICY IS STRICTLY ENFORCED**
- **ALL PETS ARE PROHIBITED FROM SCHOOL PROPERTY**
- **SMOKING IS PROHIBITED ON SCHOOL PROPERTY**



York Catholic District School Board

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York Catholic District School Board

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FOR THE SAFETY OF OUR SCHOOL COMMUNITY

- **ALL VISITORS ARE WELCOME AND MUST REPORT TO THE MAIN OFFICE**
- **VISITORS MUST USE THE INTERCOM BUZZER SYSTEM FOR ACCESS TO THE SCHOOL DURING SCHOOL HOURS**
- **THIS IS PRIVATE PROPERTY**
- **TRESPASSERS WILL BE PROSECUTED**
- **VIDEO SURVEILLANCE IS IN USE**
- **SAFE SCHOOLS POLICY IS STRICTLY ENFORCED**
- **ALL PETS ARE PROHIBITED FROM SCHOOL PROPERTY**
- **UNAUTHORIZED VEHICLES WILL BE TAGGED AND/OR TOWED AT OWNER'S EXPENSE**
- **SMOKING IS PROHIBITED ON SCHOOL PROPERTY**



York Catholic District School Board

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YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURES:

ELEMENTARY ADMINISTRATIVE LOCKED DOOR PROTOCOL

Addendum to Policy 701: Access to School and Board Premises

Effective: November 18, 2013

VIDEO / INTERCOM ACCESS SYSTEM - LOCKED DOORS PROTOCOLS

Responsibility: Superintendent of Education: Safe and Caring Schools
Superintendent of Facilities

PURPOSE:

This protocol is designed in conjunction with the YCDSB Access to School Premises Policy 701. **This protocol outlines** the administration, operation and maintenance of the Video / Intercom access systems and the locked perimeter door systems within all elementary school facilities of the York Catholic District School Board.

SYSTEM OVERVIEW:

1. In the interest of safety and to support a welcoming learning environment for our students and staff, the York Catholic District School Board will implement this Safe Welcome Protocol.
2. Each elementary school main entrance will be equipped with a Video/Intercom access system. This system will allow school staff to identify and provide access to visitors. In addition, schools with portables will be equipped with an electronic entry system to facilitate easy access to the main building for students and staff. These measures and the training that will be required will support our current safety practices for our students, staff and school community.
3. **Each staff member will be administered a Key Fob which will be used to access the school entrance from the staff parking area.**
4. The main entrance doors of each elementary school are to be opened 30 minutes before the morning entry bell and locked 15 minutes prior to the morning entry bell. All perimeter doors are to be locked and secured during school hours.
5. After the doors are locked, all visitors to the school will only be able to gain entry via the Video / Intercom access system. Where local school needs require an alternative, any adjustment to this protocol shall be determined by the school principal, subject to the approval of the school superintendent. (This also applies to before and after School Programs.)
6. The Video/Intercom access system software will be installed in the school's main office and be administered and operated by the school secretaries, office support workers, and the school principals and vice-principals.
7. In the event of an inclement weather day, staff will be assigned to divisional entrances to facilitate access to the school building.

IMPLEMENTATION PROCESS:

The following process of communication should be followed:

1. The board will issue a letter **annually** through the elementary schools to inform each school community of the process.
2. Principals will communicate the protocol with all staff and childcare operators, where applicable.
3. Each elementary school will be required to identify their own site-specific needs and develop a plan to address as well as support student and staff safety while providing a positive “welcoming” climate.

CUSTOMER SERVICE:

1. Each school will post the signage as provided by the board or as deemed necessary by the school principal, with the approval of the school superintendent.
2. All schools will post signage to welcome visitors and assist in directing them to the office for assistance. The following protocol is required for visitors on school premises:
 - a) Visitors will be required to wait in the office to meet with their child or a teacher;
 - b) Upon entering the school, all visitors must sign in at the main office;
 - c) When a visitor needs to meet with a teacher in a location other than the main office, the visitor shall be issued a visitor badge;
 - d) Should any staff member notice a visitor without a badge or identification in the building, the staff member shall greet the visitor, identify themselves as a staff member, and direct the visitor back to the office. The staff member shall then notify the office.
3. **Visitors shall be greeted promptly and in a courteous manner.**

RESPONSIBILITIES:


1. Plant Services is responsible for:
 - a) Installation of the Two-Way Video / Intercom access and communication system at the school main entrance, consisting of exterior Door Station, interior office Master Station, electronic door release and system software.
 - b) Training and support of the Video / Intercom access system that will use the Video / Intercom access system.
 - c) Installation of proximity access card system in schools with portables.
2. Facilities and Maintenance Services is responsible for:
 - a) Managing the Video / Intercom access system service maintenance contract.
 - b) Facility and Maintenance Services will have central control and emergency backup of the proximity access card system (portable access system) for all sites.
3. School Administrators are responsible for:
 - a) Determining the specific needs of the school as they relate to the school access systems, in consultation with the school superintendent.

- b) In schools with portables, coordinating a plan and protocol with the appropriate staff for the use and control of access cards in the school.
 - c) Coordinating the access system and delegating responsibilities for the system to appropriate office staff, including programming cards and system operation schedules.
 - d) Ensuring that school-specific adjustments to these guidelines are embedded in the School Safety Plan and are reviewed on an annual basis.
 - e) Furnish Occasional Teachers/Support Staff/E.C.E.'s/Secretaries, /Custodians with an access card where needed, to be signed out and returned to the main office at the end of each day.
 - f) Maintain ongoing communication on locked door procedures with vice-principals and teachers-in-charge.
 - g) Maintain regular communication with the school community.
4. Office staff are responsible for:
- a) Welcoming visitors, providing access to the building using the Video/Intercom Access system, and ensuring sign-in at the main office.
5. Custodians are responsible for:
- a) Following all required procedures related to the locking of doors.
 - b) Unlocking the main entrance doors in the morning and locking them 15 minutes prior to the morning bell.
 - c) Unlock the main entrance doors in the afternoon at the dismissal bell, and lock them again when the school is to be closed for the day, or on direction from the principal.
6. All Staff are responsible for:
- a) Reinforcing with students the procedures for safe entry to the school, especially in schools with portables.
 - b) Immediately reporting to the office any non-staff member in the school not wearing a visitor's badge.
 - c) Following all board and school related protocols and being vigilant in the monitoring and reporting of safety concerns to school administrators.
7. Occasional Teachers/Support Staff/E.C.E.'s are responsible for:
- a) Familiarizing themselves with the school safety procedures by reading the guidelines for Occasional Teachers provided by the school and taking part in board inservices.
 - b) Ensuring that all swipe cards in elementary schools with portables are returned to the office at the end of the day (or following any alternate school protocol).
 - c) Ensuring all keys issued at the start of the day are returned to the main office at the end of the day.
8. Parents are responsible for:
- a) Supporting the Board and School Safe & Welcoming Protocol and to cooperate with school staff and administration in keeping all schools safe.

9. Students are responsible for:
 - a) Following the rules regarding locked doors and to never allow anyone entry into the building.

SPECIFIC REQUIREMENTS:

1. Main Entrance Doors:
 - a) Are to be opened 30 minutes before the morning entry bell and locked 15 minutes prior to the morning entry bell;
 - b) Will remain locked during school hours.
2. It is recognized that some activities will occur both within and outside the hours of an instructional day. During these times, it is up to the principal to determine when doors are to be locked or unlocked. These events may include, but are not limited to:
 - a) After school Book Fairs that are open to the public;
 - b) Concerts and school events;
 - c) Daytime Parent-Teacher interviews;
 - d) School Masses.
3. Schools with portables:
 - a) Portables are considered part of the school building.
 - b) Portable doors must be locked and secured at all times.
 - c) A proximity access card system will be installed at each school to allow for access to the school building, i.e., emergency situations, washrooms, gym, library, etc. during the regular school day.
 - d) All staff who require access to the portables will be issued an access card on a sign-out basis. Each staff member is responsible for his or her card.
 - e) Three access cards (each to be kept on a visible lanyard) will be programmed for each portable to allow students access to the main building. The school administration will be responsible for the distribution, monitoring and management of access cards for each school.
 - f) The principal, in consultation with staff, will determine procedures for access by students into the school. At least one access card must remain in the portable with the teacher at all times.
4. Recess, Lunch and Breaks:
 - a) For students in Grades 1-8, one exterior door to the school yard will be designated for school access during recess and lunch breaks. Each school (Principal in consultation with Staff) will develop a procedure for access to and monitoring of this door.
 - b) For Kindergarten students, the Principal in consultation with Staff, will develop a procedure for access to and monitoring of the Kindergarten yard.
 - c) A best practice is to have students visit washrooms prior to outdoor routine.

- 
5. Schools with Child Care and Before & After School Programs:
 - a) Interior doors connecting Child Care Centres to the school building must be kept locked at all times.
 - b) Where interior doors connect the Child Care Centre to the main school building, the Child Care operators **must** have a key to these connecting doors.
 - c) Access for Before & After School Programs to the school will be through the main entrance or through an alternate door as determined by the principal in consultation with the Child Care Operator.
 6. Procedures for Lockdown / Fire Alarm / Emergency Evacuations:

In the event of a Lockdown, one member of the office staff is to release the locked main doors using the electronic switch found in the office safe refuge room, in order to allow police, fire and/ or medical personnel access to the building. At the end of the lockdown, the switch is to be reset to lock the main doors.

REPORT NO. 2023:02
YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE (YCPIC)

January 31, 2023

PRESENT:

REGRETS:

108a

RESOLUTION FORM

Moved by:

Board:

Seconded by:

Topic:

Whereas:

Whereas:

Whereas:

Whereas:

Whereas:

Therefore be it Resolved that:

Does the above resolution reflect the interest of students and/or publicly funded Catholic School Boards in the province of Ontario? Yes No

Please briefly outline how the above resolution is of province-wide scope reflecting the interest of students and/or publicly funded Catholic School Boards in the province of Ontario.

Please submit all resolutions by email to Connie Araujo-De Melo at cdemelo@ocsta.on.ca. If you have any questions regarding this form please contact Connie either by telephone at 416-932-9460 ext. 226 or by email.



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711, Voice Mail Box: 17131
Fax: 905-713-1272 • www.ycdsb.ca

January 24, 2023

CODE OF CONDUCT AND THE HUMAN RIGHTS CODE

- Whereas** according to Reg 246/18 of the Education Act every board referred to in subsection 1 (2) shall review its code of conduct, in accordance with subsection (3), on or before May 15, 2023 and on or before May 15 in every fourth year thereafter;
- Whereas** the Board has struck a committee to review the current Code of Conduct to bring suggested recommendations to the Policy Review Committee but the subcommittee does not have the mandate to seek legal advice without prior Board approval;
- Whereas** our current Code of Conduct Policy does not specifically address allegations of harassment;
- Whereas** there is a lack of clarity as to whether or not actions/words of a Trustee that may be deemed discriminatory under Ontario's Human Rights Code fall under the Board's Code of Conduct Policy and Procedure

LET IT BE RESOLVED

THAT a written legal opinion is sought to make recommendations to the Board on how the Board is to address any future allegations of harassment and/or discriminatory behaviour by a Trustee.

Elizabeth Crowe
Trustee
Aurora / King / Whitchurch-Stouffville

Reference No. 2023:05:0124:EC

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: January 31, 2023

Report: Trustee Appointment Mental Health Advisory Committee

LET IT BE RESOLVED:

THAT the Board appoint Trustees Angela Saggese and Jennifer Wigston to the **Mental Health Advisory Committee** for the four-year Trustee Term (2022-2026).

Submitted by: Frank Alexander, Chair of the Board

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: January 31, 2023

Report: Trustee Appointment Toronto & Region Natural Science & Education Committee

BACKGROUND

YCDSB Chair of the Board, Frank Alexander, received a letter from the Toronto and Region Conservation Authority (TRCA) inviting a Member of the YCDSB Board of Trustees to participate on the Natural Science and Education Committee which is a subcommittee of the Board of Directors of TRCA.

LET IT BE RESOLVED:

THAT the Board appoint Trustee Angela Grella to the Toronto & Region Natural Science & Education Committee for the four-year Trustee Term (2022-2026).

Submitted by: Frank Alexander, Chair of the Board



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711, Voice Mail Box: 17133
Fax: 905-713-1272 • www.ycdsb.ca



~~November 22, 2022~~

Resubmitted and Revised January 23, 2023

NOTICE OF MOTION

Create Equity at the Start of Every School Year Within the York Catholic District School Board

- Whereas** There are socio-economic differences within York Region;
- Whereas** These differences create severe inequities within York Catholic District School Board;
- Whereas** These inequities place many students at an academic disadvantage;
- Whereas** These inequities must be remedied in keeping with our VISION, MISSION and VALUES.

LET IT BE RESOLVED

THAT starting April 2023, and every April thereafter, staff identify essential learning tools used by our schools to effectively deliver curriculum (i.e. laptops interactive boards in classrooms, Chromebooks, etc.);

THAT staff:

- Gather data from all schools to show what they currently have as per pupil percentage ;
- Present a report to the Board in April 2023, during the budget process so that we can identify priority resources, allocated by need;

THAT student needs are fully satisfied, ensuring that every child starts the school year with all the tools, equipment and resources they need to succeed;

THAT the needs of all schools are assessed in a similar way, to ensure that they have all the resources they need, including office supplies and equipment to meet the needs of their students.

Respectfully submitted,

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

Reference No. 2023:02:1122:FA

Frank S.D. Alexander, Trustee – Markham Area 2: Wards 4,5,7 & 8
(Milliken/Markham/Unionville)
frank.alexander@ycdsb.ca • Home: 905-479-8285



York Catholic District School Board

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November 22, 2022

NOTICE OF MOTION

An Annual Day of Celebration of All Saints

- Whereas** The exemplary lives of our saints provide us with inspiration, motivation and hope;
- Whereas** Such lives should be celebrated;
- Whereas** Such celebration will give our students a deep understanding of the lives of our saints;
- Whereas** Such understanding will encourage our students to model saintly lives;

LET IT BE RESOLVED

THAT the York Catholic District School Board establish an annual Board-wide **Day of Celebration of All Saints** to be held the last week of October each year

THAT the day be one where schools named after saints will engage in activities exploring and celebrating the lives of their saints

THAT schools not named after a saint, will adopt a Patron Saint of their choice and engage in activities exploring and celebrating the lives of their Patron Saint

THAT the day include a Board-wide Mass of Celebration of All Saints

Respectfully submitted,

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

Reference No. 2023:01:1122:FA

York Catholic District School Board

Report To: Board of Trustees
From: Administration
Date: January 31, 2023
Report: An Annual Day of Celebration of All Saints

EXECUTIVE SUMMARY:

This report was developed for the purpose of reviewing the Board Motion titled *An Annual Day of Celebration of All Saints*, proposed at the YCDSB Board Meeting on November 29th, 2022. The report herein details considerations regarding next steps as staff move to operationalize this motion.

BACKGROUND INFORMATION:

The Trustee Motion below was put forth by Chair Alexander.

Motion Name: An Annual Day of Celebration of All Saints

Let It Be Resolved

THAT the York Catholic District School Board establish an annual Board-wide Day of Celebration of All Saints to be held the last week of October each year.

THAT the day be one where schools named after saints will engage in activities exploring and celebrating the lives of their saints.

THAT schools not named after a saint, will adopt a Patron Saint of their choice and engage in activities exploring and celebrating the lives of their Patron Saint.

THAT day include a Board-wide Mass of Celebration of All Saints.

The Religious Education, Family Life, Adult Faith, & Equity department has provided the following information for consideration, pursuant to the above-named motion.

CURRENT STATUS:

THAT the York Catholic District School Board establish an annual Board-wide Day of Celebration of All Saints to be held the last week of October each year.

The concern with this celebration being held in October is that such a timeline would deviate from adhering to the Ordo (Roman Catholic Liturgical Calendar), which serves as the tool for the Liturgical calendar followed by the Board. *All Saints Day* is a Solemnity (a day of serious and dignified reflection), as well as a Holy Day of Obligation, and it is best to be properly celebrated on November 1st of each year (All Saints Day).

THAT the day be one where schools named after saints will engage in activities exploring and celebrating the lives of their saints.

The role of the school on All Saints Day is to highlight the importance of attending Mass at one's own parish in acknowledgment and recognition of the home parishes' saints' feast days. One consideration with this motion is to ensure that schools support their parish efforts with regard to this day and to the functions of the church. In gathering data across the Board, schools do indeed celebrate their respective feast days in a variety of ways, including:

- **Mass:** many schools make arrangements to celebrate at their parish, while others invite the pastors into their schools for the occasion
- **Prayers Services/Liturgies:** for schools unable to access their parish pastors, schools celebrate and acknowledge their saints with prayer services or liturgies which are coordinated by the

- schools' faith ambassadors, engaging students in an interactive manner
- School-day activities: in addition to the above, many schools also plan activities in which both staff and students partake throughout the feast day. These are often cross-curricular and may involve creating artistic pieces which are put on display around the school. (see the addendum provided)
- Daily Prayers: The daily prayer offerings also recognize each saint's feast day with a brief profile of the saint, along with prayers associated with said saint, and these are shared with the staff and students during a school's morning prayers.
- Incorporating *Growing in Faith, Growing in Christ* (p. 119): St. Anthony CES celebrates the feast day with sharing bread and soup, as those items were popular symbols of St. Anthony's charity toward the poor. Catholic School Council prepares a special vegetable soup, served to all students and staff along with a piece of bread. Soup Day is not only a long-standing tradition at St. Anthony CES but a reminder of our vocation to put our faith in action, helping those less fortunate in our community.

The most prominent resource in this regard is the content within our foundational Religious Education textbook titled *Growing in Faith, Growing in Christ*, which highlights the majority of the saints represented throughout the Board, weaved within the units of study therein. The Religion and Family Life department also makes available to schools additional resources and materials reflecting the various saints represented throughout YCDSB. Additionally, on the home page of each school's respective website is a dropdown menu with a link titled 'Namesake', and which profiles the school's patron, highlighting the life of the respective saints.

In terms of social media, every YCDSB saint namesake is also recognized through the Religious Education's department's Twitter account. On the appropriate date, a tweet is disseminated which contains a small description associated with the wisdom and gifts by which that particular saint is known.

THAT *schools not named after a saint, will adopt a Patron Saint of their choice and engage in activities exploring and celebrating the lives of their Patron Saint.*

Schools that are not named after a saint fall into two categories- those using other sacred names and titles of Christ (Prince of Peace, Christ the King, etc) or Mother Mary (Immaculate Conception, Our Lady of Grace); and those that are named after highly celebrated clergy (Cardinal Carter, Fr. Bressani). These particular schools will often choose a day that represents a significant day in the life of that individual. For example, Cardinal Carter celebrates on the birth date of the Cardinal. Other schools celebrate on days that are recognized by the Church (for e.g. Our Lady Queen of the World celebrates on the day the Church recognizes the Queenship of Mary), for example.

THAT *day include a Board-wide Mass of Celebration of All Saints.*

There are two main challenges with the notion of virtual mass celebrations: the first being that schools do indeed acknowledge the feast day with a Mass, whether it be at the church or having the priest come to the school. Those unable to access their local pastor will plan a school-level liturgy in recognition of the saint. The other challenge with virtual masses is the absence of the Eucharist. The very essence of Mass is participating in Holy Communion, and this element is omitted from virtual offerings.

<u>Prepared by:</u>	David Pimentel, Principal of Religious Education, Family Life, Adult Faith, & Equity
<u>Reviewed & Submitted by:</u>	Anthony Arcadi, Superintendent of Curriculum & Assessment Department
<u>Endorsed by:</u>	Eugene Pivato, Associate Director Domenic Scuglia, Director of Education



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711, Voice Mail Box: 17131
Fax: 905-713-1272 • www.ycdsb.ca

January 24, 2023

YORK CATHOLIC DISTRICT SCHOOL BOARD FOUNDATION

- Whereas** studies have shown that when a student's basic needs are not met their ability to learn is impacted;
- Whereas** the COVID pandemic highlighted the disparities within our own communities and the subsequent rise in cost of living has made the gaps even wider;
- Whereas** our mandate as a Catholic Learning Community is to ensure that all students are fully able to participate in learning;
- Whereas** other Boards have set up a charitable foundation whose missions are to provide funds through school/student subsidies that support identified needs that are outside of the Board's GSN funding.

LET IT BE RESOLVED

THAT a report be brought to the Board outlining the steps involved in creating a charitable foundation to support the needs of YCDSB schools and families.

Elizabeth Crowe
Trustee
Aurora / King / Whitchurch-Stouffville

Reference No. 2023:04:0124:EC

REPORT

York Catholic District School Board

Report To: Board of Trustees

From: Administration

Date: January 31, 2023

Report: Submission to OCSTA re EDI Practices at YCDSB

EXECUTIVE SUMMARY:

This report is submitted to provide the Board of Trustees with information about the YCDSB submission to OCSTA following their request that each board share documents, videos or online features that provide insight into their EDI programs.

BACKGROUND INFORMATION:

OCSTA is developing a professional development module for Catholic trustees on the topic of Equity, Diversity and Inclusion (EDI). As part of their work, they sought to highlight current practices. Given that EDI is a broad topic that is interwoven in all that we do, Michelle Farrell spoke with Marie Palombi from OCSTA to learn more about what types of information would be most helpful for the project.

SUMMARY:

The attached table was submitted on behalf of YCDSB with input from the Curriculum Department.

Prepared and Submitted by: Michelle Farrell, HREA
Endorsed by: Domenic Scuglia, Director of Education

YORK CATHOLIC DISTRICT SCHOOL BOARD

EDI Practices

CRRP Toolkit	<p>Last year, the CRRP Toolkit was shared formally with the system and incorporated into Board Policy 319. This year, System Memo C:165 provided parameters about the CRRP Toolkit, as well as an introductory video which showcases an example of how a specific resource can be vetted with this toolkit. With the inception of the Curriculum website, a webpage is now available that curates all the key information associated with vetting resources.</p>
Indigenous Education: Selecting/Discerning Curriculum and Content	<p>As a supplement to the CRRP Toolkit, Authentic Resource Evaluation Criteria were developed to assist with the selection of resources pertaining to Indigenous Education. System Memo C:131 provides a slide deck and video to inform these processes.</p>
Professional Development for Administrators	<p>In August 2021 all members of the senior team and trustees read Layla Saad's book - Me and White Supremacy. The book provides a foundation of knowledge and understanding to begin the dialogue with various stakeholder groups.</p> <p>In September 2021 all school based leaders and central office staff were provided a copy of the book by Saad and encouraged to read it.</p> <p>In November/December 2021 all principals, vice principals, trustees, senior team members worked with Michelle Farrell, our HREA, to create a repository of videos sharing each of the 28 days outlined in her book. The videos were created with the understanding that they would be private to our YCDSB team engaged in professional learning. A sample is HERE.</p> <p>This is followed by mandatory small group discussion and activities with Principals and Vice-Principals to continue to share and grow the learning.</p>



FEBRUARY 2023

TRUSTEE SERVICES

Monthly Virtue: Wisdom

March 2023

Mar 1—Joint Board Consortium 4 pm
 Mar 2—STREAM Centre Tour 9:00 am
 Mar 2—Governance Session 6:30 pm
 Mar 6—SEAC 7 pm
 Mar 7—Policy Review 6:30 pm
 Mar 8—Director's Council
 Mar 13-17—March Break
 Mar 21—Executive 1pm (Public)
 Mar 21—Executive 2 pm (Private)
 Mar 22—Board-Wide Lenten Mass 9:30 am
 Mar 24—SAL—8:45 am
 Mar 28—Committee of the Whole 6:30 pm
 Mar 28—Regular Board 7:30 pm

April 2023

Apr 3—7—Holy Week
 Apr 5—Director's Council
 Apr 7—Good Friday
 Apr 9—Easter Sunday
 Apr 10—Easter Monday
 Apr 12—SEAC 7pm
 Apr 21—SAL—8:45 am
 Apr 24—YCPIC 7pm
 Apr 25—Committee of the Whole 6:30 pm
 Apr 25—Regular Board 7:30 pm

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	LENT 2023 February 22 to April 6		1 10:30 am YR Priest Zone Meeting	2 6:30 pm Conflict of Interest	3 PA Day—E/S	4
5	6 6:30 pm Student Success & Pathways	7 5pm ILI Extended Day 6:30 pm Corporate Services (Public) 8:00 pm Corporate Services (Private)	8 Director's Council	9 7pm YCPIC Conference (Virtual)	10	11
12	13 7pm SEAC	14 	15 6:30 pm AKOMA Info Night	16	17 8:45 am SAL	18
19	20 	21  1pm Executive 5pm HR Committee	22  10am Ash Wed Mass 11:30 am Ad-Hoc Trustee Code of Conduct Meeting	23	24	25
26	27	28 6:30 pm CTW 7:30 pm Regular Board 122				

Ministry of Education

Ministère de l'Éducation

Capital Program Branch

Direction de programme
d'immobilisation

315 Front Street West
15th Floor
Toronto ON M7A 0B8

315, rue Front Ouest
15^e étage
Toronto (Ontario) M7A 0B8

157-2022-9914

January 30, 2023

Elizabeth Crowe
Chair of the Board
York Catholic District School Board
Catholic Education Centre
320 Bloomington Road West
Aurora, ON L4G0M1

Dear Elizabeth Crowe,

Thank you for your letter dated November 3, 2022, regarding York Catholic District School Board's (DSB) request to use Proceeds of Disposition to support the purchase of a 10 classroom port-a-pak at Pope Francis Catholic Elementary School and the cost overage for the cafeteria addition at St. Theresa Lisieux Catholic High School. I appreciate the opportunity to respond.

I can confirm we have received your request and its currently under review by ministry staff. Should you have any questions, please contact Geordie McRuer, Senior Policy Analyst, at geordie.mcruer@ontario.ca or (437) 929-9236.

Thank you again for taking the time to write.

Sincerely,

Paul Bloye
Director
Capital Program Branch



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711
Fax: 905-713-1272 • www.ycdsb.ca

Elizabeth Crowe
Chair
Aurora/King
Whitchurch Stouffville

November 3, 2022

Theresa McNicol
East Gwillimbury/
Georgina/Newmarket

The Honorable Stephen Lecce
Minister of Education
5th Floor, 483 University Ave
Toronto, Ontario M7A 2A5

Carol Cotton
Markham
Area 1, Wards 1, 2, 3, 6

Dear Minister Lecce:

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

Re: Request For The Use of Uncommitted Regular Proceeds of Disposition Reserve (POD)

The intent of this letter is to request a Minister's exemption to O.Reg. 193/10 to allow the York Catholic District School Board (YCDSB) to use uncommitted Regular Proceeds of Disposition reserves (POD) to support two projects:

Dominic Mazzotta
Richmond Hill

1. Purchase of a 10 classroom port-a-pak to be installed at Pope Francis Catholic Elementary School in Kleinburg, Vaughan
2. Additional funding for a cafeteria expansion at St. Theresa of Lisieux Catholic High School in Richmond Hill

Maria Iafrate
Richmond Hill

POPE FRANCIS PORT-A-PAK

Pope Francis CES opened in 2016 and is currently operating over its capacity. There are currently 10 portables on site. Consistent with the Board approved Long Term Accommodation Plan, Administration conducted a boundary review in January/February 2022 to look at various options to address the enrolment pressures at the school. A virtual Public Information Session was held on February 1, 2022 to present options to the community and to seek feedback. On February 22, 2022 the Board of Trustees approved Option 5, which redirected future development areas, placed an enrolment cap on all new students to Pope Francis from (SK-Grade 8), and limited the number of JK registrations to 90 students/year.

Rose Cantisano
Vaughan
Area 1, Ward 1

In addition to passing the recommended boundary option, at the February meeting, the Board of Trustees passed the following motions:

Dino Giuliani
Vaughan
Area 2, Ward 2

Motions:

THAT staff continue to lobby the Ministry of Education for funding for a port-a-pak or a brick and mortar addition to Pope Francis CES;
THAT staff report back to the Board of Trustees on an annual basis on the status of their lobbying efforts.

Maria Marchese
Vice-Chair
Vaughan
Area 3, Ward 3

The placement of a port a pak is consistent with the conditions set in the Board's Long Term Accommodation Plan which states:

'Port-a-paks are only to be considered as an accommodation option for schools with significant long-term, sustainable enrolment pressure with no other accommodation solution anticipated'.

Jennifer Wigston
Vaughan,
Area 4, Wards 4, 5

With the recently completed boundary review, the long term enrolment projections for Pope Francis identify a sustained enrolment pressure over the long term, as outlined in Table 1 below.

Anthea Peta-Dragos
Sr. Student Trustee

Jonah James
Jr. Student Trustee

Table 1. Pope Francis Enrolment Projections

School	Capacity	Port / Pak	2021 Enrolment	Projected Enrolment									
				2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Pope Francis	602	9	803	869	897	912	925	961	987	974	963	951	964
% Utilization			133%	144%	149%	151%	154%	160%	164%	162%	160%	158%	160%

Source: YCDSB Boundary Review, February 2022

The installation of a port-a-pak offers a number of incremental benefits to the staff and students including, a common hallway for entrance and egress, with coat racks and boot storage, additional work areas, ease of circulation between classrooms and opportunities for shared supervision between classrooms etc.

The cost estimate for this project is \$2,500,000 and includes the purchase and delivery of the port-a-pak, relocation of existing portables, and associated site work that may include asphalt expansion and upgraded electrical services required to provide power to the port-a-pak.

ST. THERESA OF LISIEUX CAFETERIA EXPANSION

In March 2020, the Ministry provided a capital priority approval (\$370,150) for an addition to the cafeteria at St. Theresa Catholic High School in the City of Richmond Hill. The scope of the project is to construct a small open addition required to increase the overall seating and circulation area of the cafeteria. The addition will structurally tie into the existing school. The various structural mechanical and electrical disciplines of this project are all necessary to meet requirements of the Ontario Building Code. Due to the relatively small size of the addition the project cost is estimated well above the benchmark funding. Opportunities to bring down the cost are limited.

An independent cost consultant report regarding this project was prepared (January 2022) and is enclosed herein. The report identified an estimated construction cost of \$1,466,000 for the cafeteria addition. Given the changes in the market to date, an escalator of 15% has been applied, resulting in a revised construction estimate of \$1,685,900. With the inclusion of other soft costs, the overall project is estimated at \$2,069,568 as outlined in the attached *Approval to Proceed* form.

The capital priorities allocation is not sufficient to fully fund this project. This is a small addition, thus there are diseconomies of scale. Projects of this size typically result in most general contractors increasing their overhead and profit fees. Despite the small size, we need to involve a number of disciplines to address site works, structural, mechanical, electrical, but all in very small amounts.

At its regular Board meeting of September 27, 2022, Trustees passed the following motion:

Motion:

THAT the Board submit a letter to the Minister of Education requesting a Minister's exemption in order to use Proceeds of Disposition to fund the St. Theresa of Lisieux CHS cafeteria and Pope Francis CES Port-a-pak projects.

Included in this letter are design drawings of the cafeteria expansion, the cost consultant report dated January 2022, and a completed Approval to Proceed to Tender form requesting the use of POD to fully fund this project. The Board has no other funding source other than Proceeds of Disposition. The school community is anxiously awaiting this addition that will alleviate operational pressures at the school. The Ministry's approval of this ATP will allow the Board to tender this project in time for the work to commence in Spring 2023.

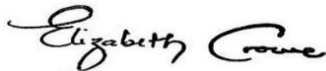
POD STATUS

With previous POD requests, Ministry staff have requested confirmation of the Board's current POD balance, as well as facility condition (FCI) and renewal data for the Board's 10 highest FCI schools.

As of August 31, 2022, the Board's POD balance is \$52,919,350. Attached to this letter is a summary of the Board's 10 highest FCI schools and their recent and planned capital work to address overall renewal needs at these schools. In addition, Both the Board's School Renewal (SRA) and School Condition Improvement (SCI) allocations have year end carry-forward balances and therefore, POD commitments are not required for school renewal needs. Consequently, YCDSB's uncommitted POD reserve amount is available to assist in funding the projects described above.

York Catholic DSB Administration looks forward to continued work in partnership with the Ministry of Education to better serve and support students.

Sincerely,



Elizabeth Crowe
Chair of the Board, YCDSB

- cc. YCDSB Board of Trustees
Domenic Scuglia, Director of Education YCDSB
Eugene Pivato, Associate Director, YCDSB
Calum McNeil, CFO & Treasurer, YCDSB
Nancy Naylor, Deputy Minister, Ministry of Education
Didem Proulx, Assistant Deputy Minister, Capital & Business Support Division, Ministry of Education
Paul Bloye, Director Capital Programs Branch, Ministry of Education
Geordie McRuer, Senior Policy Analyst, Capital Programs Branch, Ministry of Education

Enclosures:

Approval to Proceed to Tender form - St. Theresa of Lisieux Cafeteria
St. Theresa of Lisieux Cafeteria Drawings
St. Theresa of Lisieux Cost Consultant Report
YCDSB FCI and Capital Renewal Plan

From: **Angela Saggese** <angela.saggese@ycdsb.ca>
Date: Tue, Jan 24, 2023 at 3:48 PM
Subject: Follow up Pope Francis Portapak
To: <Stephen.Lecce@pc.ola.org>
CC: Thomas Pechkovsky <tom.pechkovsky@ycdsb.ca>

Honorable Minister Lecce,

To follow up from our telephone conversation, I spoke to Tom Pechkovsky, Coordinating Manager of Planning and Operations. He said that our board submitted the request to use POD for the purchase of a portapak, back in November. Board staff have been back and forth with ministry staff. The most recent interaction was this morning where ministry staff have asked for additional details which have not been asked for before. Is it possible for someone to reach out from your office to Didem Proulx's group to expedite this request? At the current rate board staff are concerned that an approval will take months and we may miss our opportunity to install the portapak this summer.

I look forward to hearing from you at your earliest convenience.

Angela SAGGESE
Trustee
Vaughan (Area 1, Ward 1)
Maple/Kleinburg

Many are the plans in a person's heart, but it is the LORD's purpose that prevails. *Proverbs 19:21*



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Angela SAGGESE
Trustee
Vaughan (Area 1, Ward 1)
Maple/Kleinburg