

## YORK CATHOLIC DISTRICT SCHOOL BOARD POLICY REVIEW COMMITTEE AGENDA

**Catholic Education Centre, Board Room**  
**Tuesday, March 5, 2024 6:30 P.M.**

### **Prayer**

*Dear Father in heaven, grant that we may come to you in spirit. Help us to find your will on earth and grant us access to your heavenly powers, for alone we can do nothing. Strengthen our faith so that we can always serve you. Bless your Word in us. May our hearts be opened, for we are your children, O Lord our God, through Jesus Christ our Savior. Amen.*

### **Land Acknowledgement**

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

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<b><u>Governance</u></b>	<b><u>Review Date</u></b>	
Policy 103 Communication Policy	Sept. 2022	
Policy 116 Copyright	April 2023	
Policy 118 Trustee Code of Conduct	October 2028	
<b><u>Students</u></b>		
Policy 203 Student Transportation Services	June 2025	

Policy 205 Student Government	November 2018
Policy 210 Pediculosis (Head Lice)	March 2021
<b><u>Program/Curriculum</u></b>	
Policy 304B Internal School Surveys and Procedure	December 2020
<b><u>Human Resources</u></b>	
Policy 424 Disposition of Complaints Against Employees and Procedure	September 2027
<b><u>Community</u></b>	
Policy 601 Accessibility Standards in Customer Service and Procedure	February 2020
Policy 603A School Fundraising	June 2021
Policy 603B Fundraising for External Charitable Purposes	November 2023
Policy 604 Child Care: Early Years, Extended Day, Before and After School Programs	March 2021
Policy 609 Accessibility Standards for Information and Communications and Procedure	May 2019
Policy 615 Educational Partnerships	January 2022
<b><u>Facilities</u></b>	
Policy 704 Community Planning and Partnerships	October 2020
Policy 713 Pupil Accommodation Review and Procedure	October 2020
NEW Policy Human Rights	

14. **FUTURE MEETING DATES:** June 4, 2024

15. **ADJOURNMENT**

York Catholic District School Board

**MINUTES**  
**POLICY REVIEW COMMITTEE**

February 7, 2024  
(Hybrid)

**In Attendance**

**Committee Members:** **In person:** J. DiMeo, A. Grella, M. Iafrate, A. Saggese  
**Virtual:** F. Alexander; M. Barbieri  
**Other Trustees:** E. Crowe, J. Wigston  
**Regrets with Notice:** C. Cotton  
**Administration:** **In Person:** J. Sarna, R. Antunes, A. Arcadi, M. Brosens, J. Chiutsi, K. Elgharbawy,  
C. McNeil, L. Paonessa, L. Sawicky, S. Wright  
**Virtual:** D. Candido, J. Tsai  
**Recording:** A. McMahon  
**Presiding:** M. Iafrate

**1. CALL TO ORDER/OPENING PRAYER/LAND ACKNOWLEDGEMENT**

J. Sarna opened the meeting (and election) with a prayer followed by the Land Acknowledgement.  
at 6:30 p.m.

**2. ROLL CALL**

PRC Committee Members Present with the exception of Trustee Carol Cotton Absent with Notice

**3. ELECTION OF CHAIR**

J. Sarna called for nominations; A. Saggese nominated M. Iafrate. There were no other nominations, M. Iafrate declared chair of PRC for the 2023-2024 year.

**CARRIED**

**4. ELECTION OF VICE CHAIR**

J. Sarna called for nominations; M. Iafrate nominated A. Saggese. There were no other nominations, A. Saggese declared Vice Chair of PRC for the 2023-2024 year.

**CARRIED**

**5. APPROVAL OF NEW MATERIAL**

N/A

**6. APPROVAL OF THE AGENDA**

**THAT** Policy 319 and Policy 702 be removed from the agenda as further consultation is needed for both policies and work is needed on the Communication Handbook which supports Policy 702.

**MOTION: Saggese/DiMeo**

**CARRIED**

**7. DECLARATION OF CONFLICT OF INTEREST**

N/A

**8. APPROVAL OF THE PREVIOUS MINUTES**

**THAT** the minutes of October 30, 2023 be approved.

**MOTION: DiMeo/Wigston**

**CARRIED**

**9. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: NIL**

**10. APPROVAL OF COMMITTEE TERMS OF REFERENCE 2024**

THAT the Terms of Reference 2024 be approved as presented.

**MOTION: DiMeo/Saggese**

**CARRIED**

**11. OUTSIDE PRESENTATION: NIL**

**12. STAFF PRESENTATIONS: NIL**

**13. ACTION ITEMS**

**a) Policy 211 Indigenous Student Self Identification**

J. Sarna indicated that this policy has been revised to incorporate language which speaks to Indigenous Peoples and their communities. In addition, the revised policy includes the digital link for the registration of Indigenous students' voluntary self-identification. This policy was moved and approved.

**MOTION: Crowe/Barbieri**

**CARRIED**

**b) Policy 316 Secondary School Post Examination Review and Procedure**

J. Sarna indicated that this policy was last reviewed November 2021; the only change was to reflect that exams are to be stored for 2 years rather than one year. This policy was moved and approved.

**MOTION: Wigston/Saggese**

**CARRIED**

**DISCUSSION ITEM(S):**

**i) Policy 712 Flag Display on Board Premises and Trustee Motion**

This policy was last revised March 29, 2022. Trustee Frank Alexander's *Motion to Bring Unity to YCDSB*, would amend Section A, PARAMETER 3.8, sub-section 3.8.1 to read: "Only flags listed under PARAMETER 3.8 shall be flown or displayed on or within the premises of the York Catholic District School Board". Additionally, Section B, GUIDELINE 2, would be amended to read as follows: "Flags listed in PARAMETER 3.8 of SECTION A 3, PARAMETERS, may also be displayed inside the school either horizontally or vertically. No other flags shall be displayed within school premises". These policy revisions are up for discussion.

Committee Chair Iafrate indicated that in order to put changes into effect, Board would seek legal council on how to manage the suggested changes especially with regard to reinforcing the policy if any other flag is displayed or brought to school. Trustee Alexander expressed that the motion will stand and agreed that a legal opinion would be of benefit to the Board prior to any changes being made.

**ii) Policy 111 Trustee Services and Expenditures**

This policy was last revised March 2023 and has been brought forward for further discussion by Chair Crowe. Chair Crowe has looked at Policy 111 and Policy 808 and expressed that staff and trustees are entitled to equitable treatment when it comes to expenditures. It appears that Trustee submissions in TRIP are not calculated in the same manner as staff TRIP submissions. Concern is that it appears that the Primary Work Location (PWL) for a Trustee does not start with the Trustee's home address. Both C. McNeil and J. Tsai explained that TRIP claims follow the same guidelines for all Board staff, taking into consideration home or school or CEC as a PWL dependent on the employee's position. TRIP calculations and processes are standardized for an organization such as this. C. McNeil offered to receive further questions from Trustees and indicated he would offer Trustees a workshop on TRIP and expenditures in general. This Policy will be brought back for further review.

**iii) Policy 808 Travel, Meals & Expense Reimbursements**

This policy was last revised October 30, 2023. It needed one minor change. The Board of Trustees raised their concerns over the dollar amount staff are allotted for meals when they are away on business or excursions. C. McNeil indicated that the amount is within range of what other Boards provide - it is the standard. He commented that while a dollar amount should be included in the policy it is difficult to predict where in the world staff would be traveling and assign that number in the policy. Discretion to provide an exception should be left to the manager or CFO on a case by case consideration. This Policy will be brought back for further review.

**iv) Policy 220 Graduation Exercises in Elementary and Secondary Schools**

This policy was last revised November 26, 2019. It was requested that this policy be brought forward for further discussion as a result of a Committee that was struck to review the present Elementary and Secondary graduation procedures and parameters. The Committee's recommendations were reviewed and the Board of Trustees brought forth their comments and suggestions especially around the Faith Leadership Award and moving the date of elementary graduations to the Wednesday rather than the Thursday. Superintendent Sawicky who led the committee in discussion was present to receive their questions and to help guide further changes. This Policy will be brought back to the Policy Review Committee.

**v) Policy 307 Opening Exercises**

This policy was last revised January 29, 2019. The Board of Trustees raised concerns that some schools are not playing our national anthem in both languages; an option would be to either play the English version for an equitable number of days as a French version is played; or play a bilingual version of the national anthem daily. Do French Immersions schools play the French version more than the English or Bilingual version? A recommendation for 3.2 to be more specific and for it denote that instrumental versions are acceptable as a means to not disclude any appropriate and respectful version of an anthem.

The Land Acknowledgement as part of opening exercises was discussed. A recommendation to include why the Land Acknowledgement is a part of opening exercises and how school Land Acknowledgements are written should be a part of this Policy. As such, this Policy will be brought back to the Policy Review Committee.

**14. INFORMATION ITEMS AND FUTURE ITEMS:**

A recommendation was made by Chair Crowe to provide a list of Board Policies on the Board website and to include when each one is up for review and consultation. E.g., every 4 years for most and 1 year for some. A list will be posted September 2024.

The March 5th agenda will include policies that are due for review and the ones that have to come back from the list discussed above.

It was noted that, it is possible that a Policy Review Committee meeting will be necessary between the March 5 and June 4, 2024 meetings.

**FUTURE MEETING DATE(S):**

March 5, 2024 June 4, 2024

**ADJOURNMENT:**

**THAT** the Policy Review Committee meeting adjourn at 8:10 p.m.

**MOTION: DiMeo/Barbieri**

**CARRIED**

## YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Governance</b>	<i>Policy Number</i> <b>106</b>
<i>Former Policy #</i> <b>803</b>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i> <b>May 1969</b>	<i>Subsequent Approval Dates</i> <b>May, 1988, June 22nd, 1999 January 2003, March 25, 2008 February 25, 2014 November 29, 2016 January 31, 2017 June 15, 2021 March 29, 2022</b>

### SECTION A

#### POLICY TITLE: DELEGATIONS TO THE BOARD

##### 1. PURPOSE

The Board recognizes that *all stakeholders need* to have a voice in the decision-making process of the Board and **need** to have their concerns heard. This policy is intended to provide the guidelines under which the above may occur. This policy is consistent with all applicable legislation, including the *Education Act*, The *Ontario Human Rights Code*, *Municipal Freedom of Information and Protection of Privacy Act* (MIFIPPA), and *Occupational Health and Safety Act* (OHSA).

##### 2. OBJECTIVE

The York Catholic District School Board values the input ~~members~~ of the **members of the** community ~~may provide into issues~~ where they have a particular concern or interest. ~~subject to approved guidelines. Therefore, it is the policy of the York Catholic District School Board that~~ **The purpose of this policy is to ensure that** delegations to the Board enable members of the YCDSB community to ~~give timely input on items to be discussed on a Board Agenda.~~ **provide input on items that may appear on Board Agendas and fall within the governance role of the Board of Trustees.**

##### 3. PARAMETERS

In the interest of engaging our communities, the Board is committed to providing stakeholders with opportunities to provide input and/or feedback that supports or informs Board decision-making through delegations received at Regular, **In Camera**, Special Meetings of the Board or Committee Meetings. All delegations may be made in person or virtually.

In an effort to conducting efficient Board meetings:

~~All approved delegations will be heard and Trustees may ask questions for clarification purposes only.~~

~~There will be no engagement or debate between the Board of Trustees, Board staff and the official spokesperson of the delegation.~~

- 3.1 Every effort will be made by the York Catholic District School Board to post meeting agendas on the YCDSB website three (3) business days prior to the Board meeting. An individual or group wishing to make a delegation to the Board regarding an item that appears on the agenda must ensure that the completed Admin. 29(a) form and all written (verbatim speech) and electronic materials/presentations are received by the Senior Coordinator to the Director of Education and Trustee Services by email **no later than noon** on the last business day before the Board meeting. Form Admin.29(a) is located in the YCDSB Procedure Addendum to Policy 106 Delegations to the Board.
- 3.1.1 If a delegate submits a request on a topic that is not on the agenda, the delegate's request may be referred to a future Committee/Special/Regular Board meeting.
- 3.2 Upon receipt of a public request to make a delegation in accordance with ~~the parameters outlined in this policy 3.1~~, the ~~Executive Committee~~ **Chair of the Board and the Director of Education** will:
- Review the request and determine whether the ~~presentation~~ **delegation** will be heard. (Presentations contrary to directives by the Ministry of Education, Ministry of Labour, Ministry of Health and our local and provincial Health Units will not be heard).
  - Determine if ~~the an~~ approved delegation request will be heard before the whole Board, in a private (**In Camera**) session of the Board, referred to a ~~e~~**Committee** of the Board, or referred to the Director of Education to determine appropriate action(s).
  - Approve up to five (5) delegations for any Board meeting with priority given to requests related to an item on the agenda. Priority will be granted to delegation submissions based on their timestamp, giving precedence to those received earliest.**
  - Determine whether to refer a request for a delegation to a future meeting.
  - Provide members of the Board with a copy of the delegate(s) written (verbatim speech) and electronic materials/presentations, prior to the meeting.
- 3.4 A delegation may be made on a topic only once to the Board or a Committee of the Board within a 12-month period, unless the subject matter of the delegation has changed substantially since the prior delegation was made.
- 3.5 If the number of delegation requests is numerous and cannot be accommodated and/or the subject matter of the delegation request has already been heard at a previous meeting, then the Chair of the Board and the Director of Education will:
- Review all requests and give priority to those received first while also ensuring that all viewpoints are presented to the Board in a balanced manner.
  - Determine whether or not the subject matter and viewpoint(s) of the delegation has already been heard and that no new content is being provided to the Board, and or a Committee of the Board.



- iii) Prioritize delegations addressing matters coming to the Board/Committee for action and refer other delegations to a future agenda especially if the matter is not on the agenda and has not been previously heard by the Board/Committee.
  - iv) Discuss all requests and if it is determined that the subject matter and viewpoint have already been heard and/or there were too many delegations on a topic and/or the delegation was not referred to a future meeting, then the delegations that were not chosen to make a verbal presentation will be notified that copies of their written submission will be made available in the meeting room and recognized by the Chair and will be included in the meeting minutes as an Appendix.
- 3.6 Delegates shall be notified by email of their approved delegation 24 hours prior to the start of the Board or Committee meeting.
- 3.7 Where the matter brought before the Board or Committee requires a decision, the Board will **conduct debate as necessary and** notify the official spokesperson through written communication of the decision, or of the date of the meeting at which a decision is to be made.
- 3.8 ~~An individual or delegation wishing to make a presentation to the Board requesting~~ **A delegation request related to** the development of a proposed policy or the revision of an existing policy must also complete and submit Appendix 4 (Rationale for the Development, Review or Revision of a Policy) of Policy 101: Meta Policy: Policy Management and Governance along with Form Admin. 29(a) to the *Administrator to the Director and Trustee Services* as outlined in parameter 3.1. **Forms are located in the YCDSB Procedure Addendum to Policy 106 Delegations to the Board.**
- 3.9 ~~An individual or delegation wishing to make a presentation to the Board~~ **A delegation request** related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: Pupil Accommodation Review of Schools. **and the procedures that are an addendum to this policy.**
- 3.10 All delegates wishing to present at the York Catholic District School Board must be a parent/guardian of a student enrolled in a YCDSB school and/or a resident of York Region.
- 3.11 Up to two (2) individuals may serve as a spokesperson for any delegation and no other person shall address the Board except by request of a Trustee and permission of the Chair.
- 3.12 All delegates must consent to being live-streamed during the meeting.

#### 4. RESPONSIBILITIES

##### ~~4.1~~ **Executive Committee**

- ~~4.1.1 To receive, review and approve requests to make a presentation before the Board.~~

##### **4.2 Director of Education**

- 4.2.1 To oversee compliance with the Delegations to the Board ~~and Input to Agenda Items~~ policy.



#### 4.3 Administrator to the Director and Trustee Services

4.3.1 To manage requests to make a ~~for~~ public presentation or written delegations, to present a petition, give input related to an item on the agenda or a pupil accommodation review to the Board.

### 5. DEFINITIONS

#### 5.1 Delegation

A formal presentation or written submission made to the whole Board at a ~~Regular or Special Committee/Special/Regular Board Meeting~~ Meeting of the Board or in a private session of the Board relating to a specific issue or matter as outlined in Section 3: *Parameters* of this policy.

#### 5.2 Petition

A formal request presented to an Official of the Board pertaining to a defined issue and/or concern. Such requests will be presented in the form of a ~~typewritten~~ document containing original ~~written or electronic~~ signatures only, valid email addresses which may only be associated with one signatory, resident addresses, telephone numbers and postal codes. ~~written directly on the face of the petition, printed names, addresses, postal codes and email addresses. Email, faxed or photocopied~~ Incomplete petitions are ~~shall~~ not accepted and will not be presented.

### 6. CROSS REFERENCES

[Education Act](#)

[Human Rights Code](#)

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

[Occupational Health & Safety Act \(OHSA\)](#)

YCDSB Procedure Addendum to Policy 106 Delegations to the Board

YCDSB [Policy 101 Meta Policy: Policy Management and Governance](#)

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

Approval by Board

March 29, 2022

*Date*

Effective Date

March 30, 2022

*Date*

Revision Date(s)

March 29, 2022

*Date*

Review Date

March 2026

*Date*



## **YORK CATHOLIC DISTRICT SCHOOL BOARD**

### **PROCEDURE: DELEGATIONS TO THE BOARD**

**Addendum to: Policy 106 Delegations to the Board**

**Effective:  
Revised:**

## 1. PUBLIC PRESENTATIONS ~~DELEGATIONS~~

- 1.1 Following approval to hear the **delegation**, before the full Board or a Committee of the Board, the **five (5) delegates selected** spokesperson for the group (or individual) shall be notified **by email** ~~of the meeting date and time~~ and shall be apprised of the expectations for the **delegation**.
- 1.2 Up to two (2) individuals may serve as spokespersons for any delegation and no other members of the delegation shall address the Board, except by the request/permission of the Chair. The number of spokespersons will not change the maximum delegation allotment of five (5) minutes.
- 1.3 In an effort to conduct efficient Board/Committee meetings, once approved delegations have been heard, Trustees may ask questions for clarification purposes only. There will be no engagement or debate between the Board of Trustees, Board staff and the official spokesperson of the delegation.
- 1.4 All delegation presentations must consent to being livestreamed during the meeting.
- 1.5 Virtual accommodations shall be provided to delegates upon request.
- 1.6 Delegates shall present concerns in a constructive manner and maintain a level of decorum which will allow meetings to proceed effectively. Delegates are not permitted to make negative or derogatory statements.
- 1.7 During a deputation, should the delegate use offensive language or the name/title/ position of any person in a negative, critical or derogatory manner, directly or indirectly, the Chair of the meeting shall advise the delegate to refrain from using pejorative language. Should it continue, the Chair has the authority to terminate the delegate's presentation.
- 1.8 In accordance with Board Policy 106: *Delegations to the Board* Section 3.5, written delegations shall be copied by the *Senior Coordinator to the Director of Education and Trustee Services* on color paper and placed on a table in the meeting room.
- ~~3.1 An individual or delegation wishing to make a presentation to the Board requesting the development of a proposed policy or the revision of an existing policy must also complete and submit Appendix 4 (Rationale for the Development, Review or Revision of a Policy) of Policy 101: Meta-Policy: Policy Management and Governance along with Form Admin. 29(a) to the Administrator to the Director and Trustee Services as outlined in parameter 3.12.~~
- ~~3.2 An individual or delegation wishing to make a presentation to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.~~
- ~~3.4 No more than three (3) delegations will be approved for any Regular Board meeting by the Executive Committee of the Board.~~
- ~~3.5 During the budget development process, the Board explicitly solicits stakeholder input and as such, more than three delegations may be approved by the Executive Committee for Board meetings in May and June.~~
- ~~3.6 If there are numerous delegation requests on a particular matter, the Executive Committee reserves the right to reduce the delegation time to 5 minutes and/or call a special board meeting to hear the delegations.~~

3.7 ~~At the discretion of the Chair, delegations may be added to a Board agenda in the event of a time sensitive situation.~~

3.8 ~~The Chair reserves the discretion to defer a request for a presentation.~~

3.9 ~~Following approval to hear the presentation, before the full Board or a committee of the Board, the spokesperson for the group (or individual) shall be notified of the meeting date and time and shall be apprised of the expectations for the presentation.~~

3.10 ~~Up to two (2) individuals may serve as spokespersons for any delegation, and no other members of the delegation shall address the Board, except by request of a Trustee and permission of the Chair.~~

3.10.1 ~~Written material in support of the presentation, including PowerPoint, will be provided to Trustees by end of day Saturday (11:59pm) prior to the scheduled Board meeting.~~

3.10.2 ~~If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.~~

3.11 ~~A maximum of ten (10) minutes per delegation is allowed to make a presentation. The Chair may choose to extend the time.~~

3.12 ~~All delegation presentations must agree to be livestreamed during the meeting.~~

## 2. PRESENTATION OF A PETITION

2.1 An individual or delegation **group** wishing to present a petition as part of their delegation to the Board shall present **must ensure that** a written copy of the petition **is received by** to the **Senior Coordinator Administrator to the Director of Education and Trustee Services** at least fifteen (15) minutes prior to the start of **by email no later than noon on the last business day before** the Board meeting. Receipt of the petition will be noted by the Chair on behalf of the Board and noted in the minutes of the meeting by the recording secretary.

2.1.1 ~~For the purpose of a virtual presentation the original petition must be to the Catholic Education Centre prior to the meeting to the Administrator to the Director and Trustee Services.~~

2.2 **Paper** petitions shall contain original signatures only, written directly on the face of the petition, along with printed names, addresses, postal codes and email addresses.

2.3 **Electronic petitions will require a name, valid email address which may only be associated with one signatory, resident address, telephone number and postal code.**

2.4 **For certification, the threshold for valid signatures is 25 for paper petitions and 500 for electronic petitions. To be valid, the signature must be that of a resident of York Region. There is no minimum age requirement for anyone signing a petition, and one person cannot sign for a group.**

2.5 An individual or delegation wishing to present a petition to the Board related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at a Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools*.

2.6 If a Trustee ~~wishes to present a petition to the Board on behalf of~~ **receives a petition from** their community, they ~~should process it through the Executive Committee for placement on a Board agenda.~~ **must ensure that it complies with the petition guidelines outlined in section 2.2 to 2.5 of this procedure, before presenting it at a Board meeting during approval of the agenda.**

### 3. PRESENTATIONS ~~DELEGATIONS~~ RELATED TO A PUPIL ACCOMMODATION REVIEW OF SCHOOLS

- 3.1 All public delegations related to a specific Pupil Accommodation Review shall only be received by the Board of Trustees at the Special Meeting of the Board in accordance with Board Policy 713: *Pupil Accommodation Review of Schools* and this policy.
- 3.2 Members of the public will be given the opportunity to provide feedback on a *Final Staff Report with Community Consultation (Report 2)* through public delegations to the Board of Trustees at a Special Meeting of the Board no later than ten (10) business days after a *Final Staff Report with Community Consultation (Report 2)* is publicly posted.
- 3.3 The Special Meeting of the Board to receive public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be announced and advertised publicly by the Board through a range of communication methods and shall be posted on the Board's website.
- 3.4 In accordance with Ministry *Guidelines* and in alignment with Board Policy 713: *Pupil Accommodation Review of Schools*, there is no limit to the number of delegations approved for presentation at the Special Meeting of the Board as it is designated solely to receiving input to a *Final Staff Report with Community Consultation (Report 2)*. There may be occasions where the number of delegation requests received exceeds the time allotment of the Special Meeting of the Board. If this occurs a date and time for the Board to reconvene the Special Meeting of the Board will be confirmed by the Chair of the Board and communicated to community stakeholders.
- 3.5 An individual or delegation wishing to give input to the Board related to a *Final Staff Report with Community Consultation (Report 2)* may notify the ~~Administrator to the Director and Trustee Services to the Director's Office: Trustee Services~~ **Senior Coordinator to the Director of Education and Trustee Services** at any time prior to the start of the Special Meeting of the Board or notify designated personnel at any time during the Special Meeting of the Board. A copy of Admin 29(c) for completion will be distributed to the individual or delegation.
- 3.6 One person shall serve as spokesperson for a group. Additional written material in support of the presentation may be provided to Trustees at the meeting, but shall be provided to the ~~Administrator to the Director and Trustee Services to the Director's Office~~ **Senior Coordinator to the Director of Education and Trustee Services** for inclusion in the *Final Staff Report with Public Delegations Addendum (Report 3)*.
- 3.7 Each presentation of input shall be limited to a maximum of five (5) minutes.
- 3.8 Feedback received through the presentation of public delegations related to a *Final Staff Report with Community Consultation (Report 2)* shall be included in the *Final Staff Report with Public Delegations Addendum (Report 3)*.

#### **DELEGATIONS TO THE BOARD: PRESENTATIONS ON "IN CAMERA" MATTERS**

- ~~3.27 Items should be forwarded to the Executive Committee of the Board for consideration.~~

#### 4. APPENDICES

[Admin 29\(a\)](#) ~~Public Request to Make a Presentation~~ For Delegations or ~~and Present a Petitions~~

[Admin 29\(c\)](#) ~~Public Request to Make a Presentation~~ For Delegations Related to a Pupil Accommodation Review

[Appendix 4](#) - Rationale for the Development, Review or Revision of a Policy



## YORK CATHOLIC DISTRICT SCHOOL BOARD

**PUBLIC REQUEST TO MAKE A PRESENTATION FOR DELEGATIONS OR PRESENT AND PETITIONS**

Each individual/group is allowed a maximum of 40 **5** minutes to ~~make~~ **give** a **delegation**. ~~presentation and to answer questions from Trustees. In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.~~

**1) INDIVIDUAL MAKING THE REQUEST:**

Name:			
Address:			
Contact Number:		Email Address:	
Name of group being represented (if applicable):			
Name of home school being represented (if applicable):			
Are you a York Catholic District School Board employee? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is this request related to a motion and/or decision of the Board? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Agenda Topic:			

**2) SPOKESPERSON(S) - Not to exceed 3 **2** people**

Name:			
Address:			
Contact Number:		Email Address:	



Name:			
Address:			
Contact Number:		Email Address:	

**3) SPECIFIC STATEMENT OF ISSUE:**

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**4) SUMMARY OF KEY PRESENTATION POINTS:**

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**5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:**

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Form prepared by: \_\_\_\_\_

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

**I am aware that my delegation presentation will be livestreamed during the Board Meeting.**

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

## **EQUIPMENT REQUIREMENTS**

If your presentation is in an electronic format (PowerPoint, Slides, Audio, Video) the information you provide will help us support you during the presentation. Please email a copy of the electronic presentation by ~~end of day Saturday (11:59pm)~~ **no later than noon on the last business day** prior to the scheduled Board or Committee meeting. Email Presentation to [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca)

### **Please specify technology requirements needed:**

- ☐ Presentation (PowerPoint, Google Slide, Keynote) **with no audio** and video embedded
- ☐ Presentation (PowerPoint, Google Slide, Keynote) **with audio** and video embedded
- ☐ Internet Needed (Example: playing YouTube video or reference to a website)

Other: \_\_\_\_\_

### **Please Note:**

An individual or group wishing to make a delegation to the Board regarding an item that appears on the agenda must ensure that the completed Admin. 29(a) form and all written (verbatim speech) and electronic materials/presentations are received by the *Senior Coordinator to the Director of Education and Trustee Services* by email at [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca) **no later than noon** on the last business day before the Board meeting.

An individual or group wishing to present a petition as part of their delegation to the Board must ensure that a copy of the petition is received by the *Senior Coordinator to the Director of Education and Trustee Services* by email at [board.delegations@ycdsb.ca](mailto:board.delegations@ycdsb.ca) **no later than noon** on the last business day before the Board meeting.

### **HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:**

Presenters should ensure that a completed Admin. 29(a) form is received by the Administrator to the Director and Trustee Services Office at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least 7 days in advance of the meeting for a Public Presentation and at least 15 minutes prior to the start of the Board Meeting for a Presentation of a Petition.

Written material (**verbatim speech**) in support of the presentation, including PowerPoint, shall be provided to Trustees by end of day Saturday (11:59pm) prior to the scheduled Board meeting. If supporting information is not submitted within the timeline, the delegation will be removed from the agenda and presented at a future Board meeting.

Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit Appendix 4 (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance.

Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.



**YORK CATHOLIC DISTRICT SCHOOL BOARD**



**PUBLIC REQUEST TO MAKE A PRESENTATION ~~FOR A DELEGATION~~ RELATED TO A  
PUPIL ACCOMMODATION REVIEW**

**Please Note:**

Each individual/group is allowed a maximum of 5 minutes to present input related to a Pupil Accommodation Review. Input received from ~~presenters~~ **delegates** will become the property of the Board and will be included as an addendum to Report 3 (refer to Policy 713: School Pupil Accommodation Reviews). This form must be submitted to designated Board personnel for inclusion in the Report immediately following the **delegation**. ~~presentation~~.

**1) INDIVIDUAL MAKING THE REQUEST:**

Name:			
Address:			
Contact Number:		Email Address:	
Name of home school being represented:			
Identify the applicable geographical area being addressed (insert geographical area):			

**2) SPOKESPERSON (an individual or one designated person to represent a group of individuals, if applicable):**

Name:	
Address:	

Contact Number:		Email Address:	
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**3) SPECIFIC STATEMENT OF ISSUE:**

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**4) SUMMARY OF KEY PRESENTATION POINTS:**

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**5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:**

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Form prepared by: \_\_\_\_\_

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

**HIGHLIGHTS**

~~A presenter who uses the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated by the Committee Chair.~~

~~A presenter(s) is not required to supply a complete text of their remarks in advance of the meeting. At the presenter's discretion, they may elect to prepare, copy and distribute their text to trustees/staff at the meeting (35 copies).~~

~~If presenters submit all presentation materials to the Administrator to the Director and Trustee Services, no later than 6 calendar days prior to the scheduled Board Meeting they will be included in the Special Board meeting agenda package.~~



## YORK CATHOLIC DISTRICT SCHOOL BOARD

### RATIONALE FOR THE DEVELOPMENT, REVIEW OR REVISION OF A POLICY

**NAME:** \_\_\_\_\_

**INDICATE ONE (1) OF THE FOLLOWING:** ☐ **STAFF**  
☐ **STAKEHOLDER**

**1) THE PURPOSE OF THE PROPOSED OR REVISED POLICY/PROCEDURE:**

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**2) THE OBJECTIVE OF THE PROPOSED OR REVISED POLICY/PROCEDURE -**

**INDICATE HOW THE PROPOSED OR REVISED POLICY WOULD SUPPORT THE  
BOARD'S MISSION, VISION AND ENHANCE STUDENT/STAFF ACHIEVEMENT AND  
WELLBEING:**

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**3) INDICATE WHO WOULD BE DIRECTLY OR INDIRECTLY AFFECTED BY THE  
PROPOSED OR REVISED POLICY? HOW?**

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**4) INDICATE WHO SHOULD BE INVOLVED IN DEVELOPING THE PROPOSED POLICY  
OR REVISING THE EXISTING POLICY.**

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5) WHAT WILL BE NEEDED FOR IMPLEMENTATION, EVALUATION, REVIEW  
PROCESS?

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6) WHO WILL ORGANIZE ONGOING MONITORING OF THE NEW POLICY AND HOW  
WILL IT BE EVALUATED?

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7) WHAT ARE THE IMPLICATIONS ASSOCIATED WITH THE PROPOSED OR REVISED  
POLICY (i.e. financial, human resources, awareness, other)?

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8) WHAT ARE THE PROPOSED TIMELINES FOR IMPLEMENTATION?

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9) ADDITIONAL COMMENTS:

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

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

**Please Note:**

York Catholic District School Board Staff are to submit this completed Form to the Policy ~~Advisor Steering Committee~~ one week in advance of the next scheduled Committee meeting.

Stakeholders are to submit this completed Form along with the ~~Delegation to Board Form~~ Admin.29(a) as per Policy 106: *Delegations to the Board*. ~~the procedures outlined in Policy 106: Delegations to the Board, and Input on Agenda Items.~~



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students/Admissions</b>	<i>Policy Number</i> <b>220</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>September 1, 2009</b>	<b>November 23, 2010 October 2, 2012 May 26, 2015 June 18, 2019 November 26, 2019</b>

### POLICY TITLE: GRADUATION EXERCISES IN ELEMENTARY AND SECONDARY SCHOOLS

#### SECTION A

#### 1. PURPOSE

The York Catholic District School Board acknowledges that graduation exercises are an important recognition of a student's transition from elementary to secondary school, and upon leaving secondary school. Graduation exercises celebrate the human journey of each student. The student throughout his/her years in the Catholic school system has experienced an education that fosters learning as a lifelong spiritual and academic quest. This learning is defined not only in terms of knowledge and skills, but also in terms of values, attitudes, actions and faith experiences as these are core elements that distinguish us as an English Catholic school system.

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that Elementary and Secondary Graduations shall be acknowledged by appropriate exercises that celebrate our Faith, the Ontario Catholic Graduate Expectations, and recognize those partners who have contributed to this milestone in each student's life journey.

#### 3. PARAMETERS

- 3.1 All Graduations shall reflect our distinctiveness as a Catholic school system.
- 3.2 All Graduation celebrations shall include a Mass with the graduates, their teachers, and where possible, their families.
- 3.3 All local Pastors shall be invited to participate in Elementary and Secondary school Graduations.
- 3.4 Graduation exercises shall respect:
  - 3.4.1 Protocols, as identified in the guidelines;
  - 3.4.2 The inclusion of a prayer or liturgical reflection;



- 3.4.3 Time constraints;
- 3.4.4 Cost and financial stress on families to participate;
- 3.4.5 Appropriate language and subject matter in speeches and addresses;
- 3.4.6 That the event is for the students, therefore inclusion of guest speakers and presenters shall be kept to a minimum.
- 3.5 Schools may collect fees for graduation celebrations. Principals should take particular note to ensure that no family suffers undue hardship as a result of a graduation celebration.
- 3.6 The format of the graduation celebration must be vetted annually with the community, through the Catholic School Council to ensure that costs are reasonable.
  - ~~3.6.1 The order of the graduation ceremony shall follow the greetings outline as indicated in the program guidelines.~~
- 3.7 The order of the graduation ceremony shall follow the greetings outline as indicated in the program guidelines.
- 3.8 The *York Catholic District School Board Faith Leadership Award* shall be conferred by a School Trustee (if present) on one female and one male graduating secondary school student who has demonstrated a commitment to the Religious Education program of the school and to the Board's vision as ~~creative and critical thinkers who integrate Catholic values into their daily lives, as socially responsible global citizens.~~ **a recognized leader in Catholic education committed to inclusion, excellence and innovation that develops socially responsible global citizens.**
- 3.9 Award presentations shall be carefully structured to ensure that:
  - 3.9.1 The student receiving the award most closely embodies the intent of the award; and,
  - 3.9.2 The purpose and application of the award is clearly understood by the community;
- 3.10 The guest list for Graduation exercises should reflect a balance between the necessity of the guest's presence, their role at the event, and a respect for their personal time.
- 3.11 Special guests shall be acknowledged but not necessarily invited to address the audience or make presentations.
- 3.12 Secondary schools; shall hold Graduations in June of the graduating year and will inform their elementary feeder schools of the date; **as soon as possible, no later than December 31<sup>st</sup> of the prior year.**
- 3.13 Elementary schools shall make every effort to hold Graduations no sooner than the ~~Thursday~~ **Wednesday** prior to the last week of school, and ensure that the Graduation is not held on the same night as the Secondary school graduation.
  - 3.13.1 Elementary school Graduations shall be held in the evening.**
- 3.14 The number of awards in an Elementary School Graduation is expected to be proportionate to the number of graduates.
  - 3.14.1 In circumstances in which more than half of the students are receiving an award, then all students are to be recognized.**

- 3.15 Each school shall adhere to the parameters and guidelines of this policy when designing its Graduation ceremony that will be reflective of the community in which it is located and respectful of the traditions that have been established.

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To bring greetings to the Graduates and to the assembly on behalf of the York Catholic District School Board.
- 4.1.2 To participate in the Graduation celebrations as requested by the organizing body.

##### **4.2 Director of Education**

- 4.2.1 To oversee compliance with the Graduation Exercises in Elementary and Secondary Schools policy and related guidelines.

##### **4.3 Superintendents of Education**

- 4.3.1 To support the implementation of the Graduation Exercises in Elementary and Secondary Schools policy and related guidelines.
- 4.3.2 To gather, review and authorize the graduation ceremony program prior to publication.

##### **4.4 Schools (Administration and Staff)**

- 4.4.1 To provide leadership in organizing Graduation exercises that honour the Catholic education which the graduates have received and acknowledge the individual success of each graduating student.
- 4.4.2 To ensure that procedures and protocols outlined in the Graduation Exercises in Elementary and Secondary Schools policy and related guidelines are strictly adhered to.

#### **5. CROSS REFERENCES**

YCDSB Policy 218 [Code of Conduct](#)

YCDSB Document Graduation Liturgies

Approval by Board	<u>November 26, 2019</u> Date
Effective Date	<u>November 27, 2019</u> Date
Revision Dates	<u>November 26, 2019</u> Date
Review Date	<u>November 2024</u> Date

## POLICY TITLE: GRADUATION EXERCISES IN ELEMENTARY AND SECONDARY SCHOOLS

### SECTION B: GUIDELINES

It is the policy of the York Catholic District School Board that Elementary and Secondary Graduations shall be acknowledged by appropriate exercises that celebrate our Faith, the Ontario Catholic Graduate Expectations, and recognize those partners who have contributed to this milestone in each student's life journey.

The following guidelines are intended to support Policy 220 and provide a framework for Elementary and Secondary Graduation celebrations.

#### 1. GENERAL

- 1.1 School traditions and community preferences need to be considered when planning the occasion; however, the complexity of the event must not place an undue burden on staff or families.
- 1.2 Graduation celebrations held off school property and/or after school hours shall be planned in consultation with administration, school staff and parents.
- 1.3 Staff members who **specifically supervise** a Graduation dinner and/or dance shall not incur the cost of the Graduation dinner and/or dance.
- 1.4 Valedictorian addresses shall be reviewed in advance by the Principal or designate to ensure appropriate language, content and style in order to respect the dignity of the occasion.
- 1.5 The following template shall be used for both Elementary and Secondary Graduation exercises. A form of printed program shall be prepared for families as a memento. A Graduation printed program shall include the following:
  - A page listing the names and titles of the School's Administration, the Chair of the Board, the Vice Chair of the Board, the local Trustee/s, the Director of Education, the Associate Director of Education and the school's Superintendent of Education: School Leadership (provided centrally on an annual basis)
  - The Board's Mission and Vision statements
  - A congratulatory message from the local Trustee/s (provided centrally on an annual basis)
  - A list of graduates
- 1.5.1 Graduation agendas, shall include in the following order: ~~Welcome~~
  - **Welcome**
  - O Canada
  - Opening Prayer/Reflection (Pastor\*, Chaplain or designate)
  - Land Acknowledgement
  - Introduction of Guests (Guests not presenting awards and VIPs only at this time)
  - Greetings

- Chair of the Board (if present **and the local trustees agree that the Chair will speak on their behalf**)
  - Local Trustee (if more than one Trustee serves an area, greetings shall be shared, with the primary Trustee leading)
  - Director of Education (if present)
  - Superintendent of Education: School Leadership or designate
  - Principal
  - Catholic School Council Chair
  - Address to Graduates (Teacher/Guest Speaker) – **Secondary only** (optional)
  - Conferral of Diplomas/ **Certificates of Promotion**
    - **Elementary school students shall be presented with a standardized York Catholic District School Board Certificate of Promotion (Appendix 1)**
    - **Secondary school graduates shall be presented with an Ontario Secondary School Diploma (OSSD)**
    - **The announcement of the honor roll during the conferral of diplomas/certificates will be at the principal's discretion**
    - School Principal shall confer all diplomas and the Faith Leadership Awards
    - Others, such as Vice-Principal(s), Superintendent, Director or Trustee may be asked to accompany the Principal, with due consideration being given to limiting the number of persons on stage at any one time.
  - Awards – School and Community
    - All Trustees in attendance shall be asked to present an award;
    - Faith Leadership Awards **shall be conferred by a School Trustee (if present);**
    - The Trustee Micheal Carnovale Award is to be presented by a member of the Carnovale family (if able to attend) or a School Trustee (if present);
    - The Susan LaRosa “Learning for All” Award is to be presented by S. LaRosa (if able to attend) or the attending Superintendent of Education: School Leadership
    - Governor General’s Award to be presented by Provincial or Federal Member of Parliament, if present or by the Director/ Superintendent;
    - Principal’s award to be presented by Principal;
    - Curriculum awards to be presented by teachers;
    - No speeches/remarks by the presenter of the award; and,
    - Only where a person, organization or municipality has donated an award should they or their representative be invited to present the award and congratulate the student.
  - Valedictory Address (five to seven minutes’ maximum)
  - Final Prayer/Blessing (Pastor\* or Principal at the Elementary level; Pastor\*, Chaplain or designate at the Secondary level)
  - Closing Remarks
- \* If the Pastor of the local Parish is in attendance, he will be asked to lead **either** the Opening Prayer/Reflection **or** the Final Prayer/Blessing  
If more than one Pastor is in attendance, they will be asked to **share** in the lead of **either** the Opening Prayer/Reflection **or** the Final Prayer/Blessing

#### 1.6 Procession/Recession – Secondary Schools

The order for the Graduates procession will be the Principal, followed by the Chair of the Board, Area Trustee/Trustees, Director of Education, Superintendent of Education, Vice-Principal, School Council Chair, Municipal dignitaries, i.e. Mayor, any other VIP’s.



# CERTIFICATE OF PROMOTION

*The York Catholic District School Board congratulates*

*on the completion of the Catholic Elementary School Curriculum at*

Date

Principal



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Program/Curriculum</b>	<i>Policy Number</i> <b>307</b>
<i>Former Policy #</i> <b>612</b>	<i>Page</i> <b>1 of 3</b>
<i>Original Approved Date</i> <b>October 23, 2001</b>	<i>Subsequent Approval Dates</i> <b>November 18, 2008 January 28, 2014 January 30, 2019</b>

**POLICY TITLE: OPENING EXERCISES**

### SECTION A

#### 1. PURPOSE

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. In keeping with these belief statements, the York Catholic District School Board endorses prayer, scripture reading and relevant Christian reflection(s) that focus on the richness, understanding, and appreciation of our Catholic Faith in Opening Exercises for the school day. The Board also endorses the importance of good citizenship and commitment to our country, Canada, through the singing of our National Anthem. The purpose of this policy is to provide direction to schools for all Opening Exercises.

#### 2. POLICY STATEMENT

In keeping with the York Catholic District School Board's commitment to develop school communities formed by Catholic beliefs and traditions, and to demonstrate respect for our country, it is the policy of the Board that each school shall conduct Opening Exercises on a daily basis.

#### 3. PARAMETERS

- 3.1 Opening Exercises shall ~~consist of~~ **commence with** the singing of "O Canada", **followed by** a prayer, ~~followed by a scripture reading, or~~ **and** relevant Christian reflection. ~~and the singing of "O Canada"~~ **This may be followed by the reading of the York Catholic District School Board or a School Specific Land Acknowledgement (at the discretion of the school Principal).**
- 3.2 The version of "O Canada" used ~~shall include both official languages, English and French, and~~ shall be arranged in a respectful manner.
- 3.3 The implementation of this policy shall be in accordance with the *Education Act*, s. 304, and *Ontario Regulation 435/00*.



## 4. RESPONSIBILITIES

### 4.1 Director of Education

To oversee compliance of the Opening Exercises policy and relevant parameters.

### 4.2 Superintendent of Schools

To support Principals with the implementation of this policy.

### 4.3 Principals

To ensure that Opening Exercises, as per the parameters of this policy, are included within the daily schedule of each school day.

## 5. DEFINITIONS

### 5.1 Opening Exercises

The time of day when, through a formal announcement made to the entire school, **the school participates in** the singing of “O Canada”, **followed by** a prayer, scripture reading, **or and** relevant Christian reflection. ~~and the singing of “O Canada” are conducted~~ **This may be followed by a Land Acknowledgement reading.**

### 5.2 York Catholic District School Board Land Acknowledgement

A statement that acknowledges that for thousands of years, Indigenous Peoples have lived on this land. The York Catholic District School Board Land Acknowledgement Statement honours those who have walked this land, in the past, present, and those who will walk it in the future.

It reads:

*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.*

### 5.3 School Specific Land Acknowledgement

A statement recognizing Indigenous Peoples and their ancestral lands upon which a school is situated. School Specific Land acknowledgements are developed in consultation with Indigenous community partners.

## 6. CROSS REFERENCES

YCDSB Policy 315 [Prayer - Our Gift from God](#)

YCDSB Daily Prayers for Children (Elementary)

YCDSB Daily Prayers for Children (Secondary)

[Education Act](#)

[Ontario Regulation 435/00](#)



**Approval by Board**      January 29, 2019  
Date

**Effective Date**      January 30, 2019  
Date

**Revision Dates**      January 29, 2019  
Date

**Review Date**      January 2024  
Date

DRAFT



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>409</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 3</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>June 17, 1986</b>	<b>September 8, 1998, May 6, 2008 November 3, 2009, March 1, 2011 March 6, 2012, October 29, 2013 March 29, 2016, March 28, 2017 April 30, 2019 March 23, 2021</b>

### POLICY TITLE: OCCUPATIONAL HEALTH & SAFETY

#### SECTION A

##### 1. PURPOSE

The York Catholic District School Board values learning and working environments that are safe, nurturing, positive and respectful. The purpose of this policy is to promote for all employees a healthy and safe working environment that is consistent with the requirements of the [Occupational Health and Safety Act](#), its attendant Regulations and any other applicable legislation.

##### 2. OBJECTIVE

It is the policy of the York Catholic District School Board that every effort shall be made to provide and maintain a healthy and safe work environment for all employees.

##### 3. PARAMETERS

- 3.1. A multisite Joint Health and Safety Committee shall operate with representation from both workers and management.
- 3.2. All Board workers and management share the responsibility for occupational health and safety through the internal responsibility system. It is in the firm belief that through joint education programs, joint investigations of problems and joint resolution of those problems, working conditions will be enhanced for all, and the workplace will be made safe and healthy for all employees.
- 3.3. The Joint Health and Safety Committee shall make recommendations to the Director of Education for the improvement of health and safety in the workplace, maintenance and monitoring of programs, measures and procedures.
- 3.4. The Joint Health and Safety Committee will, in conjunction with staff, provide a procedure for scheduling, conducting and following up on workplace inspections in all YCDSB facilities.

### **3.5. Annual Review**

This policy will be reviewed in consultation with the Joint Health & Safety Committee, as often as necessary, but at least annually to ensure its effectiveness in accordance with the *Occupational Health and Safety Act*.

Any changes will be referred to the Board of Trustees Policy Review Committee for approval.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the [\*Occupational Health and Safety Act\*](#).
- 4.1.2 To oversee compliance with the Board's Occupational Health & Safety policy, programs and procedures.
- 4.1.3 To promote workplace health and safety as a joint responsibility of both the Board and its employees.
- 4.1.4 To establish procedures that ensures ongoing communication between the Board and workers on health and safety matters.

### **4.2 Superintendent of Human Resources**

- 4.2.1 To ensure an annual review of the policy as per 3.5 of this policy.

### **4.3 Principals or Managers**

- 4.3.1 To ensure that employees carry out their responsibilities in compliance with established health and safety programs, procedures, plans and protocols.
- 4.3.2 To take every reasonable precaution in the circumstances for the protection of an employee by informing them of any hazard(s) in the workplace and taking prompt corrective action to rectify any identified hazard.
- 4.3.3 To provide appropriate training to all employees under their supervision concerning personal health and safety, and that of their co-workers.
- 4.3.4 To ensure a copy of this policy is posted on the Health and Safety bulletin board.

### **4.4 Employees**

- 4.4.1 To work in compliance with the provisions of the [\*Occupational Health and Safety Act\*](#) and in keeping with the programs and procedures established by the Board.
- 4.4.2 To take responsibility for protecting their personal health and safety in the workplace and that of their co-workers.
- 4.4.3 To immediately bring to the attention of Administration, through their supervisor, the existence of any unsafe work practices and/or hazardous condition(s).

### **4.5 Joint Health & Safety Committee**

- 4.5.1 To carry out responsibilities as identified in the *Occupational Health & Safety Act*.
- 4.5.2 To identify and make recommendations to the Board on improvements to workplace health and safety.

### **4.6 Certified Worker Member**

- 4.6.1 To carry out responsibilities as identified in the *Occupational Health & Safety Act* and specified in the YCDSB Joint Health and Safety Committee's Terms of Reference.

#### 4.7 Designated Workers

- 4.7.1 To conduct health and safety inspections of his/her workplace on a monthly basis.
- 4.7.2 Where the Certified Worker is not available, the Designated Worker will ~~To~~ assume all legislated responsibilities of a Designated Worker in the event of a work refusal.

#### 5. REFERENCE DOCUMENTS

[Occupational Health and Safety Act](#)

YCDSB Policy 425 [Workplace Harassment](#)

YCDSB Policy 427 [Workplace Violence](#)

Approval by Board	_____	<u>March 23, 2021</u> <i>Date</i>
Effective Date	_____	<u>March 24, 2021</u> <i>Date</i>
Revision Dates	_____	<u>March 23, 2021</u> <i>Date</i>
Review Date	_____	<u>March 2022</u> <i>Date</i>



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Facilities</b>	<i>Policy Number</i> <b>702</b>
<i>Former Policy #</i> <b>507</b>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i> <b>March 3, 1970</b>	<i>Subsequent Approval Dates</i> <b>February 20, 1979</b> <b>February 3<sup>rd</sup>, 2009</b> <b>March 25, 2014</b>

**POLICY TITLE: SOLEMN BLESSING AND OFFICIAL OPENING OF  
NEW SCHOOLS AND ADDITIONS / MILESTONE  
SCHOOL ANNIVERSARIES**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board recognizes the importance of the opening of a new school, or an addition to a school, to the Catholic community and the pupils and staff of the school. The Solemn Blessing and Official Opening Ceremony is intended to celebrate the Catholicity of the school, through the formal welcoming of Jesus Christ into the community, and to recognize those partners who are responsible for the school or addition. **Additionally, we cherish the opportunity to celebrate Milestone Anniversaries of our schools, marking each year as a testament to the enduring legacy of Catholic education in our community.**

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that the opening of a new school or addition shall be acknowledged by a formal event that is comprised of two components: the Solemn Blessing and the Official Opening. **Similarly, Milestone School Anniversaries are composed of two components: a school-wide Mass, and a celebratory social event.**

#### 3. PARAMETERS

- 3.1 Solemn Blessings and Official Openings shall be coordinated by the Communications Department in partnership with the school community.
- 3.2 The ceremony shall be presided over by the local Trustee(s), where possible.
- 3.3 The local Pastor will be invited to participate in the Solemn Blessings of new schools and additions to schools.

- 3.4 The Archdiocese will be informed of and invited to participate in the Solemn Blessing of new schools, where possible.
- 3.5 In order to keep official opening ceremonies to a reasonable length of time, VIP guests will be acknowledged but not invited to address the audience or make presentations, other than those approved in accordance with the ~~Handbook for School Blessings~~. *YCDSB Procedure: Board/School Events Planning Protocol.*
- 3.6 Solemn Blessings and Official Openings shall not exceed one and a half hours in length.
- 3.7 The Solemn Blessings and Official Openings of new schools shall be held in the evening.
- 3.8 The Solemn Blessings and Official Openings of additions may occur during the day and shall be on a smaller scale than those of new schools.
- 3.9 Milestone Anniversaries for schools include their 10th, 25th, 50th, 75th, 100th, 125th, and 150th anniversary. Milestone anniversaries for schools are determined by their founding date (refer to Appendix 1).
- 3.10 Milestone School Anniversaries shall be coordinated by the school in partnership with the Communications Department.
- 3.11 Principals will refer to *YCDSB Procedure: Board/School Events Planning Protocol* when planning for a Solemn Blessing and Official Opening of new schools and additions or Milestone School Anniversary.

#### 4. RESPONSIBILITIES

- 4.1 **Trustees**
  - 4.1.1 To preside over the Solemn Blessing and Official Opening of new schools and/or additions, *as well as Milestone School Anniversaries.*
- 4.2 **Director of Education**
  - 4.2.1 To oversee the compliance of the Solemn Blessing and Official Openings of New Schools and Additions/*Milestone School Anniversaries* Policy and ~~Guidelines~~ *and related procedure.*
- 4.3 **Superintendents of Education: School Leadership**
  - 4.3.1 To support the implementation of the Solemn Blessing and Official Openings of New Schools and Additions/*Milestone School Anniversaries* Policy and related ~~guidelines~~ *procedure.*
- 4.4 **Communications Department**
  - 4.4.1 To coordinate and provide resource support for all aspects of the ceremony.
  - 4.4.2 *To notify schools of their Milestone Anniversaries.*

## 4.5 Principals

- 4.5.1 To partner with the Communications Department throughout the planning and execution stages of the Solemn Blessing and Official Opening of a New School or Addition, **as well as for Milestone School Anniversaries**.
- 4.5.2 To arrange for an 'appropriate' celebration of the Solemn Blessing and Official Opening of the new school or addition, **as well as for Milestone School Anniversaries**.

## 5. CROSS REFERENCES

*YCDSB Procedure: Board/School Events Planning Protocol*

Approval by Board	<u>February 3<sup>rd</sup>, 2009</u> <i>Date</i>
Effective Date	<u>February 3<sup>rd</sup>, 2009</u> <i>Date</i>
Revision Dates	<u>March 25, 2014</u> <i>Date</i>
Review Date	<u>March 25, 2019</u> <i>Date</i>



**POLICY TITLE: ~~SOLEMN BLESSING AND OFFICIAL OPENING OF  
NEW SCHOOLS AND ADDITIONS~~**

**SECTION B**

**GUIDELINES**

~~The Communications Department retains protocols and procedures for Solemn Blessings and Official Openings and shall be included in all discussions pertaining to the event.~~

~~School Principals will refer to “*A Handbook for School Blessings*” when planning for a Solemn Blessing and Official Opening of new schools and additions.~~

Data Collection in Progress.

DRAFT