



Board Meeting
Tuesday, April 23, 2013 ♦ 7:00 p.m.
Boardroom

Members:

Trustees:

June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Ryan Cattrysse (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

1. Opening Business

- 1.1 Opening Prayer – June Szeman
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations

- 2.1 The Board will receive a presentation from the Holy Trinity Eco Team.

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Board Meeting Minutes – March 26, 2013 Pages 3-6

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – April 16, 2013 Pages 7-13
Presenter: Rick Petrella, Vice Chair of the Board
 - Letter to Ministry re: capital funding for accessibility-related renovations
 - Inclement Weather and Temporary School/Facility Closures Policy 400.01 (pg. 14-21)
 - Dress Code for Pupils Policy 200.10 (pgs. 22-37)
 - Distribution of Materials Policy 400.08 (pgs. 38-43)



- 5.2** School Accommodation Report – Accommodation Review Committee – Brant County Schools
Presenter: Bill Chopp, Superintendent of Education Pages 44-54
- 5.3** St. Anthony Daniel School Closure - Brant County Schools Accommodation Review
Presenter: Chris N. Roehrig, Director of Education & Secretary Pages 55-60
- 5.4** 2013-14 School Year Calendar
Presenter: Bill Chopp, Superintendent of Education Pages 61-68
- 5.5** Excursion – Mission Trip to Staten Island, NY
Presenter: Bill Chopp, Superintendent of Education Page 69

6. Information and Correspondence

7. Notices of Motion

THAT surveys be conducted in both Haldimand and Norfolk Counties to assess the viability of offering an early French Immersion program in those areas.

Moved by: Cliff Casey

8. Trustee Inquiries

9. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- a. The security of the property of the board;
- b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- c. The acquisition or disposal of a school site;
- d. Decisions in respect of negotiations with employees of the board; or
- e. Litigation affecting the board.

10. Report on the In-Camera Session

11. Future Meetings and Events

Page 70

12. Closing Prayer

Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. Amen

13. Adjournment



Board Meeting
Tuesday, March 26, 2013 ♦ 7:30 pm
Boardroom

Trustees:

Present: June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Ryan Cattrysse (Student Trustee)

Absent: Bonnie McKinnon

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer led by June Szeman.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dennis Blake
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the March 26, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Superintendent Chopp presented a pictorial overview of the successful third annual “Souper Bowl 2013” fundraiser leading up to the NFL Super Bowl game in February. 17,453 cans of soup were collected by staff, students and community partners in support of area food banks, and \$1,136 in cash donations were shared between the St. Vincent de Paul organizations in Brantford, Simcoe, Caledonia and Dunnville. Mr. Chopp presented the SouperBowl trophy to student representatives from St. Gabriel School in Brantford and St. Joseph School in Simcoe for collecting the most items in their respective “conferences”. He also expressed appreciation to the Fitzgerald family, owners of Giant Tiger in Brantford, for donating over 2,000 cans of soup, matching the efforts of the St. Gabriel school community can for can. Trustee Casey thanked Superintendent Chopp for his ongoing efforts in supporting community needs.

3. Delegations – Nil



4. Consent Agenda

4.1 THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Special Meeting of the Board of February 28, 2013.

4.2 THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Special Meeting of the Board of March 19, 2013.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of March 19, 2013

Vice Chair Petrella reviewed the business of the March 19, 2013 Committee of the Whole meeting and brought forward the following recommendations for approval:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School and St. John's College for an excursion to France and Italy from Thursday, March 6 to Sunday, March 16, 2014.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to Massillon, Ohio from Friday, September 20 to Saturday, September 21, 2013.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes of the Committee of the Whole meeting of March 19, 2013.

Carried

THAT the Brant Haldimand Norfolk Catholic District School approves the recommendations of the Committee of the Whole meeting of March 19, 2013.

Carried

5.2 Alternative Education Programming

Superintendent McKinnon welcomed a team of teachers, support staff and students from the St. Mary Catholic Learning Centre in Brantford and the Holy Trinity Simcoe Alternative Education program to the meeting. He commented that the Board is committed to the Ministry of Education's Learning to 18 initiative and makes available several programs such as Alternative Education, Supervised Alternative Learning (S.A.L), on site home instruction, as well as programs for suspended and expelled pupils, designed for students who have not experienced success in a regular secondary school setting due to academic, social or personal factors.



Through personalized programming and staff support, students work towards earning a secondary school diploma and develop positive work habits and life skills. Students involved in the Alternative Education programs expressed their thoughts about their unique learning experiences and successes by writing individual letters that were shared with trustees. Trustees were impressed with the success of the programs, the commitment of staff and students alike, and commended Terre Slaght, Principal of Continuing Education, on her ongoing efforts in building and supporting a successful Alternative Education program.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Alternative Education Programming report.

Carried

5.3 Student Trustee Report

Student Trustee Cattrysse reported on the February and March Student Senate meetings. He updated trustees on the successful winter retreat for secondary Students' Councils and upcoming events including the annual May Students' Council Leadership Symposium, the August summer retreat and the 2015 Ontario Catholic Student Leadership Conference that this Board will be co-hosting. He congratulated students from Holy Trinity on earning a place in the Guinness Book of World Records for most people dressed as cows, and highlighted the Brick-by-Brick Campaign at Assumption College and the successful school-wide Shrove Tuesday pancake breakfast held at St. John College.

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

Carried

6. Information and Correspondence

Chair Szeman provided a brief update on the OCSTA provincial bargaining framework discussions recently held and confirmed that Committee of the Whole and Board meetings will start at 7:00 p.m. commencing April 2013.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School receives the information and correspondence items since the last meeting.

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

Carried



10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

Carried

11. Future Meetings

A listing of upcoming meetings and events was reviewed.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 26, 2013.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

April 16, 2013

AGENDA ITEM	MOTION
5.1	<p>THAT the Committee of the Whole refers the writing of a letter to the Minister of Education to the Brant Haldimand Norfolk Catholic District School Board for approval. The letter would articulate the Board's concerns that capital funding is not made available to pay for required renovations to meet legislated accessibility standards.</p> <p>THAT the Committee of the Whole refers the rescinding of the "Closure of Schools/Facilities – Temporary" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the "Inclement Weather and Temporary School/Facilities Closures" Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the rescinding of the Appropriate Dress Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Dress Code for Pupils Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the rescinding of the "Advertising and Materials Distribution in Schools" policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refers the Distribution of Materials Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of April 16, 2013.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of April 16, 2013.



Committee of the Whole
Tuesday, April 16, 2013 ♦ 7:00 pm
Boardroom

Trustees:

Present: June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Ryan Cattrysse (Student Trustee)

Absent: Bonnie McKinnon

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Jamie McKinnon and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by June Szeman. Chair Szeman declared her intention to vote on all motions of the April 16, 2013 Committee of the Whole meeting.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 16, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Chair Szeman extended the Board's congratulations to Paula Dunn, Manager of Human Resources, as well as her department staff and school staff across the system who work tirelessly to maintain a safe and healthy work environment. The Brant Haldimand Norfolk Catholic District School Board was recently recognized at the School Boards' Co-Operative Inc. (SBCI) Annual General Meeting with a *Best Overall Board Award* for Small-Sized Boards for 2011-12, a category in SBCI's Safety Leadership Awards Program. As a leader in safety performance statistics among small-sized boards across the province, the Board was commended for having 50% less workplace accidents than the average performance of all other small-sized boards over the past five years.

3. Delegations - Nil



4. Consent Agenda

- 4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 19, 2013 meeting.
- 4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of March 20, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Special Meeting of March 25, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Regional Catholic Parent Involvement Committee Meeting of April 8, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Catholic Education Advisory Committee meeting of April 9, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

With reference to the minutes referenced in Item 4.3, Trustee Casey inquired if bus evacuation training could be conducted annually at every school rather than on a three-year rotational basis.

Superintendent Grice advised that the STSBHN Board of Directors is looking into alternate training methods, i.e., videos, which could be used on an "as needed" training basis or as a refresher.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives all reports and approves all motions under the Consent Agenda.

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting of March 26, 2013

Trustee Blake, Chair of the Policy Committee, reviewed the business of the March 26, 2013 Policy Committee meeting and presented the following recommendations for consideration:

THAT the Policy Committee recommends that the Committee of the Whole refers the writing of a letter to the Minister of Education to the Brant Haldimand Norfolk Catholic District School Board for approval. The letter would articulate the Board's concerns that capital funding is not made available to pay for required renovations to meet legislated accessibility standards.

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



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

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

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

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

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

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of March 26, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of March 26, 2013 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.2 Adolescent Literacy

Superintendent McKinnon advised that although adolescent literacy is a relatively new Ministry initiative, a significant amount of work has been done in the area of literacy to bridge the gap between the elementary and secondary panels through "cross-panels" workshops, involving a diverse group of Grades 7-10 teachers. Superintendent McKinnon introduced Lindsay Craig, Student Achievement Consultant – Literacy 7-12 and Peter Marchand, System Literacy Teacher 7-8, who provided an overview of their work in supporting intermediate teachers through collaborative workshops. Highlights included gaining a better understanding of elementary and secondary learning environments, using the Ministry's *Adolescent Literacy Guide* to build teaching capacity, developing "common language" that is consistent across the grades, linking strategies to goals of the Board Improvement Plan, becoming familiar with both the Grade 6 EQAO and Grade 10 OSSLT assessments, and identifying key learnings. Once the cross-panel workshops are completed, a reference resource from the group's work will be published to help guide instructional practice of intermediate teachers system wide. Several questions from trustees were responded to and the work of Ms. Craig and Mr. Marchand commended.



Moved by: Cliff Casey
Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Adolescent Literacy report.

Carried

5.3 Early French Immersion Investigations

Director Roehrig responded to a request made by trustees at the March 19, 2013 Special Meeting of the Board, to assess whether or not an investigation should be conducted in Haldimand and Norfolk counties to determine the viability of offering an early French Immersion program in these counties. Director Roehrig outlined the rationale for staff not recommending a feasibility study in the Haldimand and Norfolk Counties at this time. Discussion ensued, and the following Notice of Motion was put forward by Trustee Casey for discussion at the April 23, 2013 Board meeting:

THAT surveys be conducted in both Haldimand and Norfolk Counties to assess the viability of offering an early French Immersion program in those areas.

5.4 Financial Report as of February 2013

In his quarterly report to the Board regarding the year-to-date budget, Superintendent Grice reported that the budget is on track, with 48.2% of the total budget spent.

Moved by: Rick Petrella
Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report as of February 2013 report.

Carried

5.5 Board Enrolment Update as of March 31, 2013

Superintendent Grice reported on the annual March 31st enrolment report to the Ministry of Education, which impacts the grants that are allocated to the Board. In the elementary panel, the actual Average Daily Enrolment (ADE) is six students higher than projected, while in the secondary panel, the actual ADE is 4.38 students higher than projected. Superintendent Grice drew trustee attention to the variance in enrolment numbers since June 30, 2012, which confirms that enrolment has in reality declined by 111.5 students system-wide. Discussion took place regarding factors that impact enrolment. Concern was expressed regarding enrolment decline in Haldimand County.

Moved by: Cliff Casey
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment Update as of March 31, 2013 report.

Carried

5.6 Educational Funding for 2013-14

Superintendent Grice reviewed the highlights of the 2013-14 Grants for Student Needs (GSN) for 2013-14, as announced by the Ministry of Education at the end of March, and outlined the impact of the announcement on various areas of the Board.



Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Education Funding for 2013-14 report.

Carried

5.7 Excursion – Mission Trip to Staten Island, NY

Superintendent Chopp presented a request for a Mission Trip to Staten Island, NY involving approximately 20 secondary students who will assist the Mennonite Disaster Service with small construction and clean-up projects in the aftermath of last fall's Hurricane Sandy. Trustees requested clarification and additional information, including the application criteria, as well as the selection and approval process. The following motion was made:

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the motion regarding the Mission Trip to Staten Island, NY be deferred until the April 23, 2013 Board meeting, pending receipt of additional information.

Carried

5.8 Student Trustee Report

Student Trustee Cattrysse provided an update on the upcoming spring Student Leadership symposium and summer retreat. Student senators are working on developing a common theme for both retreats. He also noted that student council elections will be taking place in the near future, and shared highlights of recent and upcoming events at all three secondary schools.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

Carried

6. Information and Correspondence

Director Roehrig provided copies of two Parent Guides published by the Ministry, "Reading and Writing with Your Child K-6" and "Doing Mathematics with Your Child K-6" that are being distributed to all families. He also handed out a copy of "Dignity of the Human Person and Homosexuality", the first of several monographs being developed and published to assist staff in dealing with difficult issues in schools related to faith.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the information and correspondence items since the last meeting.

Carried

7. Notices of Motion – as noted in Item 5.3.



8. Trustee Inquiries

Trustee Casey drew attention to an article published in the Sunday Sun on April 14, 2013 titled, "Religious Bullying". An electronic copy will be sent to all trustees.

Trustee Casey advised that he had received an inquiry regarding before and after school care programs in Norfolk. Superintendent Telfer provided an update and will send trustees details of all programs across the Board in the near future.

9. Business In-Camera

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board moves to an in-camera session.

Carried

10. Report on the In-Camera Session

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the business of the in-camera session.

Carried

11. Future Meetings

A list of future meetings and events for trustees was reviewed.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 16, 2013.

Carried

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

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

INCLEMENT WEATHER & TEMPORARY SCHOOL/FACILITIES CLOSURES

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

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

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Inclement Weather & Temporary School/Facility Closures

		Policy Number:	400.01
Adopted:	April 23, 2013	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Operations
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

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

Policy Statement:

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

Glossary of Key Policy Terms: N/A

References

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



Inclement Weather & Temporary School/Facility Closures AP 400.01

Procedure for:	All Staff	Adopted:	April 23, 2013
Submitted by:	Chris N. Roehrig (Director of Education)	Revised:	N/A
Category:	Operations		

Purpose

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

Responsibilities

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

Procedures

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

1.0 Temporary School/Facility Closures

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

2.0 Inclement Weather – Administration and Management

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

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

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



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

3.0 Inclement Weather – Non-Management Employees

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

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

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

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



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

Definitions – N/A

References – N/A



Brant Haldimand Norfolk Catholic District School Board

POLICY: CLOSURE OF SCHOOLS/FACILITIES - TEMPORARY

Adopted:	24/04/01	Policy No:	400.01
Revised:	23/11/04	Policy Category:	Operations

Policy Statement:

The safety of students and staff during inclement weather is the Board's highest priority. In the interest of safety, the Brant Haldimand Norfolk Catholic District School Board may temporarily close schools and facilities.

Policy Criteria:

The Brant Haldimand Norfolk Catholic District School Board will keep its schools and facilities open with the following exceptions:

1. failure of mechanical equipment in the building;
2. strikes or lockouts,
3. extreme weather conditions, on the decision of the Director of Education/designate; and
4. when it is apparent that weather conditions might affect the health and safety of pupils and staff.

Glossary of Key Policy Terms: N/A

Statutory / Regulatory / Related Board Policy Linkages:	
§	Education Act, 2002 Section 19.(1)
§	Policy 200.2 Transportation of Students During Inclement Weather



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: CLOSURE OF SCHOOLS/FACILITIES - TEMPORARY

Adopted:	24/04/01	Policy No:	400.01
Revised:	23/11/04	Policy Category:	Operations

1. It is the expectation of the Board that staff will make reasonable efforts to reach their normal place of employment, using safety and common sense as the guiding criteria.
2. Occasionally schools and/or other facilities may be temporarily closed at the discretion of the Director of Education or designate.
3. All contact with the media relating to temporary school closures shall be made by the Transportation Department or the Associate Director, Corporate Services.

Closure of Schools/Facilities Before the School Day Starts

1. The Director of Education or designate shall communicate the decision to close schools and administration offices to:
 - (a) the Transportation Department; and
 - (b) the Superintendent(s) of Education.
2. The Superintendent(s) of Education shall communicate the decision to the principals and office staff within his/her family of schools.
3. When transportation is cancelled due to inclement weather, the schools and facilities within the designated zones will be closed.
4. When a school is closed, occasional teachers and other casual staff will not be booked. Pre-arranged occasional teachers/casual staff will be cancelled by the dispatcher/supervisor.

Closure of Schools and Facilities After the School Day Starts

1. After the start of school, a Principal shall communicate to the Director of Education or designate reasons for an early dismissal of his/her school.
2. Once a decision has been made by the Director of Education or designate to close the school(s) or facility(s) early, the decision is to be communicated to:
 - (a) the Transportation department;
 - (b) the Superintendent(s) of Education;
 - (c) Principals;
 - (d) office staff; and
 - (e) Trustees.
3. The procedure for the transportation of students is to be implemented.
4. The Central Administration Office shall remain open until all schools are closed.

Principals' Role

1. A letter shall be prepared by each school outlining transportation procedures and parent responsibilities pertaining to cancellation of transportation and the temporary closure of schools.
2. Each principal shall in-service staff on:
 - (a) transportation procedures; and
 - (b) the guidelines for staff during inclement weather conditions.
3. In the event of a school closure before the school day starts, it is the responsibility of the Principal or designate to remain at the school until 9:30 a.m. to ensure that all students who come to the school are properly cared for and to ensure the safe return of the students to their homes.
4. In the event that a school closes after the school day starts, it is the responsibility of the Principal that contact is made with all parents/guardians (JK-Gr. 8) prior to early dismissal to ensure the safe return of students to their home.
5. In the case of a prolonged delay of dismissal, all parents/guardians (or alternative contacts) of students involved must be notified of the delay.
6. A letter is to be sent home by the principal by the end of October outlining Board and School procedures in the event of the cancellation of transportation and school closures (before the start of the day or early closure).

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

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

DRESS CODE POLICY

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

The *Appropriate Dress Code – Staff* portion of the original Policy 200.10 needs to be moved to the Human Resources section of the Board Policies and re-numbered accordingly (now Policy 300.02). No changes to this section of the original policy/Administrative Procedure are being made.

RECOMMENDATION:

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

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



Policy: Dress Code for Pupils

		Policy Number:	200.10
Adopted:	April 23, 2013	Former Policy Number:	n/a
Revised:	TBD	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

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

Policy Statement:

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

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



**Brant Haldimand Norfolk
Catholic District School Board**

Glossary of Key Policy Terms:

Principles of modesty

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

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

Uniform Dress Code

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

Local Dress Code

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

References:

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



Dress Code for Pupils AP 200.10

Procedure for:	Principals and Vice-Principals	Adopted:	April 23, 2013
Submitted by:	Chris N. Roehrig (Director of Education)	Revised:	N/A
Category:	Students		

Purpose

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

Responsibilities

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

Procedures

1.0 Development and Implementation of Local Dress Codes

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



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

2.0 Approval Process For Establishing A Uniform Dress Code

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

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

Glossary of Key Policy Terms

Principles of modesty

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

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



Uniform Dress Code

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

Local Dress Code

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

References

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Dress Code for Staff

		Policy Number:	300.02
Adopted:	June, 2001	Former Policy Number:	200.10
Revised:	N/A	Policy Category:	Human Resources
Subsequent Review Dates:	N/A	Pages:	1

Policy Statement:

The Board expects that all staff dress in a professional manner.

References:

Education Act, Section 302.(5)
Regulations 612.00 and 613.00



Dress Code for Staff
AP 300.02

Procedure for:	All Employees	Adopted:	June, 2001
Submitted by:	Director of Education	Revised:	N/A
Category:	Human Resources		

Procedures

- 1.0 The staff dress code will be consistent with the established dress code for students.
- 2.0 Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board.
- 3.0 Professional dress is expected on all instructional days, including Professional Development Days (excluding P.D. Days scheduled at the end of the school year).
- 4.0 Teachers of physical education are expected to dress appropriately according to the activity while in the gym or outdoors conducting classes. For the generalist elementary teacher, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour).
- 5.0 Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.
- 6.0 It is hoped that all staff will participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual theme-related clothing is encouraged, keeping in mind that clothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.



Brant Haldimand Norfolk Catholic District School Board

Policy Number: **200.10**
Subject: **Appropriate Dress: Uniforms Policy v Elementary**

Policy Statement:

All elementary school within the jurisdiction of the Board may establish a school uniform policy if supported by the “majority” of families in the school. (a majority is 70%)

Reference: Education Act, Section 302.(5)
Regulations 612.00 and 613.00

Links: Ø Code of Human Relationships
Ø “Toward a Safe & Welcoming Environment” Handbook

Approved by the Board of Trustees: June, 2001

Proposed Review Date: June, 2003

Administrative Procedures ∨ Uniforms (Elementary Schools)

1. An elementary school's Uniform Dress shall be in keeping with our Catholic teaching.
2. The principal and/or the Catholic School Council may initiate the process of adopting a school uniform.
3. Elementary schools considering a school uniform shall:
 - (a) Inform the appropriate Superintendent
 - (b) Establish a representative committee comprised of parents, staff, students and school administration. The purpose of the committee will be to determine whether or not the implications of introducing a uniform, including affordability and, subject to the acceptance of the school community, implement the introduction of a school uniform;
 - (c) Develop an action plan, which will include the following:
 - (i) data collection;
 - (ii) public consultation;
 - (iii) a communication plan;
 - (iv) costing and subsidy plan;
 - (v) clear voting procedures and clear ballot questions;
 - (vi) recognize that students may move within the school year and consideration be given to the child(ren) that, if a uniform is in place from the previous school, then the uniform may be worn for the duration of the school year; and
 - (vii) a decision to implement or not.
4. Each school will review the Uniform Dress Policy every five (5) years. This review process shall include consultation with students, school staff, parents and guardians.
5. Only a school logo/name shall be permitted on school uniform. Advertisements of any kind on school uniform are prohibited.
6. Expectations will be stated for student compliance with the uniform, in accordance with Board direction.
7. A copy of the School's Uniform Policy will be filed with the school's Superintendent of Education.

NO STUDENT WILL BE DENIED ACCESS TO SCHOOL AS A RESULT OF INABILITY

TO AFFORD APPROPRIATE CLOTHING REQUIRED BY A SCHOOL'S UNIFORM POLICY. A PROCESS MUST BE IN PLACE TO ADDRESS THIS ISSUE.



Brant Haldimand Norfolk Catholic District School Board

Policy Number: **200.10**
Subject: **Appropriate Dress: Uniforms Policy ∨ Secondary**

Policy Statement:

In keeping with our Catholic tradition in the Board's secondary schools, each secondary school shall establish a uniform policy for students.

Reference: Education Act, Section 302.(5)
Regulations 612.00 and 613.00

Links:∅ Code of Human Relationships
∅ "Toward a Sage and Welcoming Environment" Handbook

Approved by the Board of Trustees: June, 2001

Proposed Review Date: June, 2003

Administrative Procedures v Uniforms (Secondary Schools)

DEFINITION:

School uniform is defined as the standard of student dress consistent in style, colour, and pieces (e.g., shirts, kilt, jumper and pants).

1. A secondary school's uniform shall be in keeping with our Catholic teaching.
2. Each school will review the present uniform policy in accordance with the Appropriate Dress Guidelines from the Ministry. The review process shall include consultation with students, school staff, parents and guardians. Once established, the policy will be reviews every five (5) years or as needed at the discretion of the school community.
3. Only a school logo/name shall be permitted on school uniforms. Advertisements of any kind on school uniforms are prohibited.
4. Expectations will be stated for student compliance with the uniform policy in accordance with Board direction.
5. A copy of the school's uniform policy will be filed annually with the Superintendent of Education.



Brant Haldimand Norfolk Catholic District School Board

Policy Number: **200.10**
Subject: **Appropriate Dress Policy: Dress Code for Students**

Policy Statement:

All schools within the jurisdiction of the Brant Haldimand-Norfolk Catholic District School Board shall adopt an appropriate dress code for students.

Reference: Education Act, Section 302.(5)

Links: Ø Code of Human Relationships
Ø "Toward a Safe and Welcoming Environment" Handbook

Approved by the Board of Trustees: June, 2001

Proposed Review Date: June, 2003

Administrative Procedures v Student Dress Code

DEFINITION

Dress Code is defined as the standard of student dress agreed upon by the school community and in keeping with the Education Act and Regulations.

1. A school's student dress code shall be in keeping with our Catholic teachings.
2. Parents are encouraged to be involved and active in the decision making process through their school councils in consultation with the principal and school staff.
3. Each school will annually review the school's dress code. This review process shall include consultation with students, school staff, parents and guardians.
4. A copy of the school's dress code will be filed annually with the school's Superintendent of Education.
5. Students will be expected to observe all aspects of the dress code. Schools staff and parents will be expected to support its implementation.
6. Expectations will be stated for student compliance with the school policy in accordance with Board direction.



Brant Haldimand Norfolk Catholic District School Board

Policy Number: **200.10**
Subject: **Appropriate Dress: Dress Code v Staff**

Policy Statement:

The Board expects that all staff dress in a professional manner.

Reference: Education Act, Section 302.(5)
Regulations 612.00 and 613.00

Links: Ø Code of Human Relationships
Ø "Toward a Safe and Welcoming Environment" Handbook

Approved by the Board of Trustees: June, 2001

Proposed Review Date: June, 2003

Administrative Procedures ∨ Dress Code for Employees

1. The staff dress code will be consistent with the established dress code for students.
2. Employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the board.
3. Professional dress is expected on all instructional days, including Professional Development Days (excluding P.D. Days Scheduled at the end of the school year).
4. Teachers of physical education are expected to dress appropriately according to the activity while in the gym or outdoors conducting classes. For the generalist elementary teacher, a return to professional attire is expected to take place during a natural break in the school day (i.e. recess, lunch hour)
5. Custodians are expected to wear their custodial uniform, including any safety equipment which is required, while on the job.
6. It is hoped that all staff will participate with the students on theme days and other dress-down days by wearing clothing in keeping with the theme. On these days, casual or theme clothing is encouraged, keeping in mind that clothing should not compromise the relationship between either staff and students or staff and the larger community. Personal discretion should be used regarding theme days.

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

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

DISTRIBUTION OF MATERIALS

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

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

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

RECOMMENDATION:

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

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



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: DISTRIBUTION OF MATERIALS

		Policy Number:	400.08
Adopted:	April 23, 2013	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Operations
Subsequent Review Dates:	N/A	Pages:	1

Belief Statement:

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

Policy Statement:

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

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

Glossary of Key Policy Terms:

Material

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

References

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



Distribution of Materials AP400.08

Procedure for:	Principals, Vice-principals, Staff	Adopted:	April 23, 2013
Submitted by:	Chris N. Roehrig, Director of Education	Revised:	N/A
Category:	Operations		

Purpose

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

Responsibilities

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

Information

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

Procedure

1.0 Permission to distribute

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

2.0 Determining appropriateness of material

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

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

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

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



2. Distribution of the following is not permitted:

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

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

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

3.0 Distributing paper material

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

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

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

4.0 Distributing electronic material

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

Definitions

Material

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

References

N/A



Brant Haldimand Norfolk Catholic District School Board

POLICY: ADVERTISING & MATERIALS DISTRIBUTION IN SCHOOLS

Adopted:	27/04/04	Policy No:	400.08
Revised:	dd/mm/yy	Policy Category:	Operations

Policy Statement:

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

Policy Criteria:

- § This policy applies to all requests from various individuals, community groups, municipal/provincial/federal government agencies and commercial enterprises.
- § The Board, as a responsible community partner, supports the efforts of schools in facilitating communication between community groups, government agencies and appropriate commercial enterprises and to its school community.
- § The Board recognizes that, in approving displays, posters, advertising and announcements, and where communication to parents is distributed via students, it has a responsibility to protect students from the influence of inappropriate levels of commercial and/or political advertising.
- § Advertising and materials displayed or distributed throughout the system will reflect the best interests of the students and staff under the Board's jurisdiction and the school community at large.
- § The Board reserves the right to approve or deny approval for the posting, display and/or distribution of any advertising, announcement, information, literature, or materials as it may deem appropriate.

Glossary of Key Policy Terms: N/A

**Statutory / Regulatory / Related
Board Policy Linkages:**

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



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: ADVERTISING & MATERIALS DISTRIBUTION IN SCHOOLS

Adopted:	27/04/04	Policy No:	400.08
Revised:	dd/mm/yy	Policy Category:	Operations

1. Requests for the display, posting and/or distribution of materials through the Board's courier system or to all schools on behalf of an organization will be processed through the Communications Officer and approved by the Director of Education or his/her designate.
2. Principals will approve, refuse and process requests to display, post and/or distribute materials in their individual schools. Where it is unclear whether materials are appropriate for distribution or if a request for distribution raises questions or concerns, the request will be referred to the Communications Officer and the appropriate Supervisory Officer.
3. Requests from commercial/business sources involving direct advertising will be forwarded to the Director of Education for approval.
4. The content of any communication shall promote the best interests of the students, the school and the school community.
5. Materials must inform or educate, create awareness of issues/events in the community and/or facilitate community discussion.
6. Under no circumstances will advertising, posting or distribution of materials from political parties, pharmaceutical, tobacco, distilling, fermenting or brewing companies be permitted in schools or facilities owned or operated by the Board.

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

Prepared by: Bill Chopp, Chair, Accommodation Review Committee – Brant County Schools
Presented to: Board of Trustees
Submitted on: April 23, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

**SCHOOL ACCOMMODATION REPORT -
ACCOMMODATION REVIEW COMMITTEE -
BRANT COUNTY SCHOOLS**

Public Session

BACKGROUND INFORMATION:

At the September 25, 2012 Board meeting, trustees approved a recommendation to initiate an Accommodation Review process for Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa Schools in Brant County. Public Meeting #1 of the Accommodation Review Committee (ARC) was held on November 13, 2012.

DEVELOPMENTS:

Over the course of three working committee meetings and four public meetings, the ARC developed a total of four possible accommodation options. The four options were subsequently refined even further and two viable options were presented at Public Meeting #3 on January 30, 2013. Both options involved the closure of St. Anthony Daniel School in Scotland.

Options upon closure of St. Anthony Daniel School included:

- A) Move all students to Blessed Sacrament School.
- B) Move some students to Blessed Sacrament School and move some students to St. Theresa School. (The logical separation was for students east of Highway 24 to attend St. Theresa School, which also coincides with safe busing practices).

The Committee voted on the options presented and approved the following recommendation, which was presented to the public on February 21, 2013 and submitted to the Director of Education on February 26, 2013:

1. THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.
2. THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel students to Blessed Sacrament School beginning September 1, 2014.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the School Accommodation - Accommodation Review Committee - Brant County Schools report.



School Accommodation Report

Report To: Chris Roehrig, Director of Education
Brant Haldimand Norfolk Catholic District School Board

Report From: Accommodation Review Committee – Brant County Schools

- Blessed Sacrament School, Burford
- Holy Family Catholic Elementary School, Paris
- Sacred Heart Catholic Elementary School, Paris
- St. Anthony Daniel School, Scotland
- St. Theresa School, Brantford

Submitted On: February 26, 2013

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1.0 OVERVIEW

At the September 25, 2012 Board meeting, trustees approved a recommendation to initiate an Accommodation Review process for Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa Schools in Brant County. An Accommodation Review Committee (ARC), which included parents, principals, teachers, non-teaching staff and parish representatives from all five schools, was fully constituted on November 13, 2012. The mandate of the ARC was to review the current situation (included declining enrolment) in Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa Schools and develop an accommodation option which would ensure suitable and equitable learning environments for all students, while consistently being aware of best education practices. This report outlines the recommendation of the Accommodation Review Committee – Brant County Schools and details the work completed by the ARC throughout the entire process.

In October 2006, the Ministry of Education issued the *Pupil Accommodation Review Guidelines*, which outline the procedures to follow when school closures are being considered. The Guidelines were revised by the Ministry and re-issued again in June 2009. In accordance with the new guidelines, the Brant Haldimand Norfolk Catholic District School Board established a Pupil Accommodation Review Policy and Procedure that included Terms of Reference that describes the ARC's mandate as well as a School Information Profile, which were approved by the Board of Trustees on May 24, 2011. The Pupil Accommodation Review Procedure states that a group of schools facing challenges in providing a suitable and equitable range of learning opportunities for students may be considered for an Accommodation Review. In a report to the Brant Haldimand Norfolk Catholic District School Board from Watson and Associates Inc., dated September 15, 2011, regarding *Demographic and Enrolment Trends 2011 to 2025*, Watson & Associates identified that the Brant County (less Brantford / Southwest Paris) review area is experiencing a decline in elementary enrolment. This decline is supported by demographic information highlighting a declining elementary student yield per household. In addition, Watson & Associates indicated that there is very little development projected for this review area over the 15-year forecasted period.

2.0 ACCOMMODATION REVIEW PROCESS

2.1 Purpose of the Accommodation Review Committee

The Brant Haldimand Norfolk Catholic District School Board recognizes its responsibility to provide effective and appropriate accommodation for the pupils of the Board. In keeping with this obligation, the Board, staff and members of our Catholic Learning Community must consistently be aware of best education practices, assess the effectiveness of current situations and make appropriate decisions to ensure suitable and equitable learning environments for all students. There may be times when it is appropriate to consider a consolidation of schools or programs, closure of a school(s) or relocation of a major program in order to provide an optimum long-term learning opportunity and/or environment.

2.2 Establishing an Accommodation Review Committee

At the Board Meeting of September 25, 2012, the Board of Trustees for the Brant Haldimand Norfolk Catholic District School Board approved a recommendation to initiate an Accommodation Review process for Blessed Sacrament School, Burford; Holy Family Catholic Elementary School, Paris; St. Anthony Daniel School, Scotland; St. Theresa School, Brantford and Sacred Heart Catholic Elementary School, Paris, all located within Brant County. The Board motion states the following:

“THAT the Accommodations Committee recommends that the Committee of the Whole refers the Preliminary School Accommodation Review report to the Brant Haldimand Norfolk Catholic District School Board for approval of an accommodation review for Blessed Sacrament School, Burford; Holy Family Catholic Elementary School, Paris; St. Anthony Daniel School, Scotland; St. Theresa School, Brantford and Sacred Heart Catholic Elementary School, Paris.”

2.3 Composition of the Accommodation Review Committee

The Board’s policy identifies that the ARC will consist of the following persons:

- One trustee, normally a trustee representing the area under study;
- The appropriate Superintendent of Education;
- The Superintendent of Business & Treasurer or Designate;
- From each affected school:
 - the school principal or designate;
 - one teacher;
 - one non-teaching staff member;
 - three parents, one of whom will be the school council chair or designate.
 - a Parish Priest in the community under review or designate

Once the Accommodation Review Committee is constituted, it may invite a municipal councilor or delegate and a member of the business community to join the Committee. The Accommodation Review Committee will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate. In accordance with the above composition guidelines, the following table includes an Accommodation Review Committee membership list for Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel, and St. Theresa Schools:

Committee Members and Affiliation

	Blessed Sacrament	Holy Family	Sacred Heart	St. Anthony Daniel	St. Theresa
Principal	Denise O’Brien	Betty Anne Ryan	Rob Santilli	Mary Muir	Rina O’Riordan
Teacher	Sarah Gardiner	Janina Fediurek	Paul Dekeers Audrey Gommier	Carol Boerboom	Miriam Petrella
Non-Teaching Staff Member	Fatima DeJesus-Malloy			Marg Balog	Cheryl Hewitson
School Council Chair	Christine Farkas Mindy Gulas	Andrea Perras	Renee Cochrane	Karen Ornowka	Judy Gardner
Parent	Michelle Biro	Melodie Spencer		Lacey Anderson	Sherry Tamillia
Parent		Holly Loucas		Sherri Hawkins	Jeff DeProsperis
Parish Priests	Fr. Dave Wilhelm		Fr. Michael Bennett	Fr. Zygmunt Baranowski	

Additional members included Trustee, Dan Dignard; Superintendent of Business & Treasurer, Tom Grice; and Superintendent of Education, Bill Chopp.

2.4 Meetings of the Accommodation Review Committee

As outlined in Board Policy, the ARC scheduled four public meetings in order to receive input from the community.

- a) **Public Meeting #1:** At the first Public meeting, the ARC described its mandate, outlined its study process, outlined its terms of reference and gave the public a briefing on the data, the school profiles and issues to be addressed. The ARC also described the process for completing the School Information Profile. The meeting concluded with a Question/Answer Period.

- b) **Public Meeting #2:** At the second Public meeting, the ARC presented its School Information Profile, applying the school valuation factors to the schools under consideration, to the public for input. In addition, the Manager of Transportation made a presentation regarding the impacts of possible school closures. The Committee also reviewed the questions from Public Meeting #1 and answered further questions.
- c) **Public Meeting #3:** At the third Public meeting, the ARC received community input and answers to the questions from Public Meeting #2. The ARC presented various options for the schools under review. The community discussed possible recommendations of the Committee regarding transfer of students and staff.
- d) **Public Meeting #4:** At the fourth Public meeting, the Accommodation Review Committee presented to the public, the draft ARC Accommodation Report and recommendations and received community input. The ARC received community input and answers to the questions from Public Meeting #3.

2.5 Resources Available to the Accommodation Review Committee

Throughout the entire process, ARC members relied on a number of tools to assist them in developing and assessing potential accommodation options. These resources included the School Information Profile, the ARC Resource Binder and the knowledge of resource staff. All of the information contained within the Resource Binder (including the School Information Profile) was made available to the public via the ARC content section within the Board's website.

2.5.1 School Information Profile

Prior to the commencement of the ARC, the Board, in accordance with Ministry of Education Guidelines, developed and approved a School Information Profile (SIP). The SIP is a *tool* available to the ARC designed to assess each of the following four considerations regarding the schools being reviewed:

- Value to the student;
- Value to the community;
- Value to the school board;
- Value to the local economy.

The SIP formed the base of our analysis and the ARC was asked to review and update the SIP for each school prepared by resource staff. The update and review of the SIP also allowed ARC members to gain a better understanding of all of the schools involved in the process.

2.5.2 ARC Resource Binder

The Resource Binder provided to all ARC members included the following:

1. The Board's Pupil Accommodation Review policy and procedure, Generic School Information Profile, and the Board's preliminary school accommodation review report.

2. Background information regarding the schools located within the area of the accommodation review including:
 - Organization and programming information for each school under study.
 - Maps of the area.
 - Enrolment and capacity information for each school in the review area.
 - Information outlining where students attending each school in the review area reside.
 - Demographic projections concerning future enrolments at schools within the review area.
 - Information regarding transportation.
 - Floor plans of schools under study.
 - Site plans of schools under study.
 - Data on portables.
 - Expenditures for each school in the review area regarding school operations (i.e., heating, lighting, cleaning, routine maintenance), school administration and staffing.
 - Information regarding renewal needs of each school in the review area.
 - Information regarding the current community use of each school in the review area.

All information contained within the ARC binder was made available on the Board's website.

2.5.3 Resource Staff

The Superintendent of Business & Treasurer and a Superintendent of Education attended all Public and Working Committee meetings to assist ARC members in deciphering information in the Resource Binder and to address questions regarding Board / Ministry policies and guidelines. Other resource staff; including the Manager of Transportation and the Manager of Facilities & Construction Projects, were available and consulted as needed regarding reasonable requests for additional information from the ARC.

2.6 Communication Strategy

Very early on in the process, the ARC realized the importance of ensuring that the community was continuously informed about the process. Notices of public meetings were provided to the community through school newsletters, the Board's Accommodation Review website and advertisements in local community newspapers. All Public meeting notices included the date, time, location, contact name and telephone number. In addition to Public meeting notices, the ARC developed a communication strategy to assist the community through the entire accommodation review process. Communication with the public included the following:

- An ARC-dedicated content section as part of the www.bhncdsb.ca website, which included all materials available to the ARC, with information posted in advance of every meeting, where possible.
- Creating a schedule of the entire accommodation review process. This flowchart was available on the Board's website.
- Including questions and answers in the agenda of each meeting and on the Board's website.

2.7 Community Input

Community input was an integral part of the Accommodation Review process. Throughout the entire process, the public was encouraged to share their ideas and comments through email and public meetings. Any comments or questions received were reviewed and responded to by the ARC and made available to the public via the ARC website. Members of the community were also welcome to attend all Working Committee meetings as observers of the process.

As outlined in Board policy, the ARC was required to consult with the public throughout the entire process. In total, the ARC hosted four Public meetings and four Working Committee meetings. The second Working Committee Meeting was held at all ARC schools and Committee members updated and completed each of their school SIPs. The tasks that the ARC were required to accomplish were structured around the presentation of this work at each of the four Public meetings.

Note: Members of the Accommodation Review Committee – Brant County Schools, specifically, members of the St. Anthony Daniel School Committee, hosted a Parent Meeting on January 16, 2013 and surveyed parents of the School.

3.0 ANALYSIS

3.1 School Information Profile

Prior to the first Public meeting, the Board, through a Policy / Procedure review, customized the Generic School Information Profile (SIP). A customized School Information Profile was provided to the Committee prior to the first public meeting. At the local school level, Committee members were asked to complete sections more relevant to the school and review the sections provided by the Board. The entire Committee reviewed the draft SIP at the first public meeting and any comments or recommendations were updated into the final SIP that was made available at the second public meeting.

3.2 Proposed (ARC) Accommodation Options

School Size

St. Anthony Daniel School is one of the smaller schools included this ARC review. Under both options, there is sufficient space to accommodate the full complement of children that would be dispersed from the closure of St. Anthony Daniel School

School Site

Option A -

Close St. Anthony Daniel School and All Students are Bussed to Blessed Sacrament School

Closure of St. Anthony Daniel School with students being bussed to Blessed Sacrament School would mean that 100% of the students would be on the bus less than the Board threshold of one hour. Currently, 87% travel for one hour or less.

Option B -

Close St. Anthony Daniel School and 50% of the Students are Bussed to Blessed Sacrament School and 50% are Bussed to St. Theresa School

Closure of St. Anthony Daniel School with students residing West of Hwy 24 being bussed to Blessed Sacrament School and students residing East of Hwy 24 being bussed to St. Theresa School would mean that 100% of the students would be on the bus less than the Board threshold of one hour. Currently, 87% travel for one hour or less.

Disruption to Students

Most of the ARC discussions were focused on the disruption to students and many considerations were made. These considerations included school bus travel time, keeping children together for social / emotional support and development, parental choice to preserve their children's enrollment in Catholic education and preserving as many families within the Catholic system as possible through this transition.

It was decided that members of the Accommodation Review Committee – Brant County Schools, specifically, members from St. Anthony Daniel School, as well as Board staff members participating in this accommodation review, hold a Parent Meeting to further discuss these two options as parent participation at the Public Meetings was minimal.

This Parent Meeting was held on January 16, 2013. The meeting was well attended; with approximately 30 parents in attendance. The general consensus was that parents could accept the closure of St Anthony Daniel School if the students remained together by transferring all students to Blessed Sacrament School. The most significant concern was transportation travel times for students. Board representatives undertook to review bus transportation times to see if a large percentage of students could be transported in less than one hour.

School Organization

The existing enrolment at three schools (St. Anthony Daniel, St. Theresa and Blessed Sacrament) has declined over the past several years as the communities immediately surrounding the schools continue to mature. In particular, this ongoing decline in enrolment has made it increasingly challenging for St Anthony Daniel School to offer a *straight grade* structure. During the 2012-13 school year, triple grades were discussed and enrollment at projected numbers will cause the same challenges in the future. Increasing enrollment at Blessed Sacrament / St Theresa Schools will minimize this need in future.

Long-Term Viability

Although the majority of ARC members and the public would prefer that no schools be closed, the ARC Committee did resolve that with the current and declining future enrollment, a closure of one site would be necessary to continue to be fiscally responsible and provide the best experiences for children within the elementary system in the County of Brant.

St. Anthony Daniel School currently has a slightly-higher average cost per pupil than the other schools under this review. However, in five years, it is projected to have a significantly higher cost per pupil compared to other schools within the ARC and also compared to the Board average. This higher cost per pupil is attributed to the combination of school repair needs and declining enrollment.

St. Anthony Daniel School has significant school renewal needs, with a Facility Condition Index (FCI) of 54.15% for this year, 73.65% in five years and 97.92% for the year 2023. To upgrade the school, these renewal costs are estimated at almost 100% of the value of the school over the next ten years. Past enrollment over the last five to ten years, current enrollment and future projections do not support a new building under Ministry of Education Guidelines and the Prohibitive to Repair ratio will be met within a few years at its current condition.

Proximity to Parish

Currently St. Anthony Daniel School students have access to their local Parish with their Church being within 0.6 km of the School.

Option A – With all children moving to Blessed Sacrament School: The local Parish and School are adjacent to each other; therefore, no busing is required.

Option B - With 50% of the children moving to St. Theresa School: The local Parish becomes approximately 10 km to 12 km from the School and will require busing. However, the School community is well supported by their local parish and children travel to their church via school bus.

4.0 RECOMMENDATIONS

4.1 St. Anthony Daniel School Options

- A) Move all students to Blessed Sacrament School.
- B) Move some students to Blessed Sacrament School and move some students to St. Theresa School. (The logical separation was for students east of Highway 24 to attend St. Theresa School, which also coincides with safe bussing practices).

CONSIDERATIONS

Option A – Move All Students to Blessed Sacrament School

- 100% of the students would be on the bus less than the Board threshold of one hour, which is better than their current travel statistics.
- All children remain together in all grades providing a smoother transition and potentially shorter adjustment period. Although students may not attend the same class together within a larger school, they will remain together for social aspects of the school and during the bus ride to and from school.
- Members of the Accommodation Review Committee – Brant County Schools, specifically those from St. Anthony Daniel School, indicated that extra-curricular activities outside school often include children from both the Burford and Scotland / Oakland communities. This will allow for natural connections for children in a new school.
- Blessed Sacrament School can accommodate these students now and in the Watson's projections.
- This is the preferred choice of parents of the St Anthony Daniel School Community and is the option that would preserve the most number of families in the Catholic education system
- A number of families use the local, licensed child care centre in Scotland. Children that live within the St. Anthony Daniel School boundaries currently have access to school bus transportation from and to the child care centre to the school. This service remains possible with a move to Blessed Sacrament School.

Option B - Move Some Students to Blessed Sacrament School and Some Students to St. Theresa School

- 100% of the students would be on the bus less than the Board threshold of one hour.
- Increase enrollment at both schools would bring them closer to their capacity; making them more viable.
- Children may already be connected by participating in extra-curricular activities in Brantford.
- This would help keep boundaries from changing too much and would restore the old boundaries for St. Theresa School.
- Families that fall within the St. Theresa School boundaries would not have access to school bus transportation from and to the licensed child care centre in Scotland.
- Although not yet confirmed, plans are underway to offer 3rd Party, Before and After school care for children 4 to 12 years of age at St Theresa School beginning in the 2013-14 school year.

General Consideration

Regardless of the option chosen for the students of St. Anthony Daniel School, transition planning will be important regardless of the option chosen.

4.2 Final Recommendation

In accordance with Board policy, the Accommodation Review Committee – Brant County Schools is recommending the following option to the Director of Education for the Brant Haldimand Norfolk Catholic District School Board:

1. THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.
2. THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel Students to Blessed Sacrament School beginning September 1, 2014.

5.0 SUMMARY

In September 2012, trustees of the Brant Haldimand Norfolk Catholic District School Board initiated an Accommodation Review process for the Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel, and St. Theresa Schools in Brant County. The Accommodation Review was initiated by trustees to address the long-term viability of these school communities. In recent years, enrolment in the area has steadily declined as the surrounding community continues to mature.

An Accommodation Review Committee (ARC), consisting of parents, principals, teachers, non-teaching staff and parish representatives, was constituted in November 2012 to develop accommodation options for the Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel, and St. Theresa school communities. Over the course of three Working Committee Meetings, four Public Meetings, significant community input, as well as countless hours spent reviewing background information; the ARC developed a total of four possible accommodation options. The ARC then eliminated two of the four options. At the Working Committee Meeting of January 30, 2013, the Committee deliberated on these two options. The Committee voted, by secret ballot, to present the final two recommendations to the Board. This report and the final recommendations were presented to the public on February 21, 2013.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris Roehrig, Director of Education & Secretary
Presented to: Board of Trustees
Submitted on: April 23, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

ST. ANTHONY DANIEL SCHOOL CLOSURE - BRANT COUNTY SCHOOLS ACCOMMODATION REVIEW

Public Session

BACKGROUND INFORMATION:

At the September 25, 2012 Board meeting, trustees approved a recommendation to initiate an Accommodation Review process for Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa schools in Brant County. An Accommodation Review Committee (ARC), which included parents, principals, teachers, non-teaching staff and parish representatives from all five schools was fully constituted on November 13, 2012. The mandate of the ARC was to review the current situation (including declining enrolment) at Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa schools and develop an accommodation option, which would ensure suitable and equitable learning environments for all students, while consistently being aware of best education practices. This report outlines the recommendation of the Accommodation Review Committee – Brant County Schools and details the work completed by the ARC throughout the entire process.

In October 2006, the Ministry of Education issued the *Pupil Accommodation Review Guidelines*, which outlines the procedures to follow when school closures are being considered. The Guidelines were revised by the Ministry and issued again in June 2009. In accordance with the new guidelines, the Board revised its Pupil Accommodation Review Policy and Procedure to include Terms of Reference that describe the ARC's mandate, as well as a School Information Profile. The revised Pupil Accommodation Review Policy and Procedure were approved by the Board of Trustees on May 24, 2011. The Pupil Accommodation Review Procedure states that a group of schools facing challenges in providing a suitable and equitable range of learning opportunities for students may be considered for an Accommodation Review. In a report to the Brant Haldimand Norfolk Catholic District School Board from Watson and Associates Inc., dated September 15, 2011 regarding *Demographic and Enrolment Trends 2011 to 2025*, Watson & Associates identified that the Brant County (less Brantford / Southwest Paris) review area was experiencing a decline in elementary enrolment. This decline is supported by demographic information highlighting a declining elementary student yield per household. In addition, Watson & Associates indicated that there is very little development projected for this review area over the 15-year forecasted period.

Over the course of three working group meetings (located at both the Catholic Education Centre and the schools under review), four public meetings, a school presentation, community input discussions, as well as countless hours spent reviewing background information, the ARC developed a total of four possible accommodation options. The four options were subsequently refined even further and two viable options were presented at Public Meeting #3 on January 30, 2013. Both options involved the closure of St. Anthony Daniel School in Scotland.

Options upon closure of St. Anthony Daniel School included:

- A) Move all students to Blessed Sacrament School.
- B) Move some students to Blessed Sacrament School and move some students to St. Theresa School. (The logical separation was for students east of Highway 24 to attend St. Theresa School, which also coincides with safe busing practices.)

The Committee voted on the options presented and approved the following recommendation, which was presented to the public on February 21, 2013 and submitted to the Director of Education on February 26, 2013:

1. THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.
2. THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel students to Blessed Sacrament School beginning September 1, 2014.

As a result of the Accommodation Committee Report to the Director of Education and per Policy 400.16 Section 8.1, staff must review the recommendations of the Accommodation Review Committee and prepare a Staff Report to the Board.

The report will include as appendices the Accommodation Review Committee's Accommodation Report and recommendations, the information package provided to the Committee, minutes of the Accommodation Review Committee meetings and any material received by the Committee or the Board from the public.

The recommendation accompanying the report will be one or more of the following:

- *To maintain the schools and to continue to monitor them;*
- *To reorganize the schools, their programs or their grade structures;*
- *To change the boundaries of the schools;*
- *To consolidate and/or close one or more of the schools.*

The report and recommendations will be presented to the Board in public session at a regularly-scheduled meeting not less than thirty (30) calendar days after the Accommodation Review Committee Accommodation Report was delivered to the Director of Education.

DEVELOPMENTS:

Brant County has been experiencing a decline in enrolment for the last number of years and it is expected that the decline will continue for the next few years before enrolment stabilizes. The Early Learning Kindergarten Program (ELKP) has generated some additional enrolment and the Program will be in Year 4 of a five-year implementation in September 2013. With the exception of Sacred Heart School, Paris, all schools in Brant County will continue to be under-utilized, which indicates inefficient use of facilities and school organizations.

Current enrolment projections for the schools in Brant County are provided in the following chart:

Brant County Schools Enrolment Projections & Utilization Rates Including Implementation of Early Learning Program

(Based upon the Watson & Associates Demographic and Enrolment Trends Report, September 2011)

Program		2012-13 Actual	2012-13 Watson	2013-14 Watson	2016-17 Watson	2021-22 Watson	2025-26 Watson
Blessed Sacrament	Total Enrolment:	117	132	124	106	100	102
OTG 227	Utilization:	0.51	0.58	0.55	0.47	0.44	0.45
Holy Family	Total Enrolment:	150	146	146	143	163	177
OTG 158	Utilization:	0.95	0.92	0.92	0.92	1.03	1.12
Sacred Heart	Total Enrolment:	241	235	254	305	379	432
OTG 408	Utilization:	0.59	0.58	0.62	0.75	0.93	1.06
St. Anthony Daniel	Total Enrolment:	96	85	79	71	71	75
OTG 158	Utilization:	0.61	0.54	0.50	0.45	0.45	0.48
St. Theresa	Total Enrolment:	139	143	139	129	106	104
OTG 201	Utilization:	0.69	0.71	0.69	0.64	0.53	0.52

OTG - On the Ground School Capacity

Staff supports the Accommodation Review Committee recommendations as are written in the School Accommodation Report submitted February 26, 2013.

1. THAT the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Anthony Daniel School on June 30, 2014.
2. THAT the Brant Haldimand Norfolk Catholic District School Board approves the transfer of all St. Anthony Daniel students to Blessed Sacrament School beginning September 1, 2014.

Implementing both recommendations will result in an enrolment and utilization rate for Blessed Sacrament School inclusive of the students from St Anthony Daniel School as follows:

Program		2012-13 Actual	2012-13 Watson	2013-14 Watson	2016-17 Watson	2021-22 Watson	2025-26 Watson
Blessed Sacrament	Total Enrolment:	117	132	124	177	171	177
OTG 227	Utilization:	0.51	0.58	0.55	0.78	0.75	0.78

OTG - On the Ground School Capacity

Currently, Blessed Sacrament School enrolment is at 58% of capacity and will fall to 44% of capacity within ten years. Likewise, St. Anthony Daniel enrolment is at 54% of capacity and will fall to 45% of capacity within ten years. By transferring the St. Anthony Daniel School students to Blessed Sacrament School, the utilization at Blessed Sacrament School will be greater than 75% of capacity for the foreseeable future and will have excess capacity in the building should enrolment increase further. Combined, Blessed Sacrament School will be able to provide for more optimal use of space and staff and will allow for better learning opportunities and programming for these students.

The Board's Pupil Accommodation Review Policy and Procedure requires that the Board seeks further input from the public at a public meeting of the Board. The Policy states that "The Board will hold a meeting for public input no sooner than 30 calendar days after the report and recommendations are presented to the Board in public session, in order to provide an opportunity for the public to make formal presentations to the Board concerning the report and the matters that are addressed in it." The timelines for the final decision are attached as Appendix A, which is an excerpt of the policy. The policy and the Ministry guidelines require that the decision not be finalized until 60 days after the report to the Board and 30 days after the Board meeting for public input. Based on the attached schedule, the first regularly-scheduled meeting at which the Board could make a final decision is June 25, 2013. Should public input be received at the May 28, 2013 Board meeting, the Board could make a final decision at the September 24, 2013 Board meeting.

The Board has met all of the requirements of Policy 400.16 and the Ministry of Education Pupil Accommodation Review Guidelines.

Should the Board approve the consolidation of St. Anthony Daniel and Blessed Sacrament schools, Policy 400.16 requires that a School Integration Process be implemented. This process of integration should be accomplished in consultation with parents and staff. The Director, or designate, must establish an Integration Committee immediately following the final decision to close a school. The Integration Committee will plan for and implement the positive integration of students and staff affected by the consolidation into their new school environment. The Chair of the Board will appoint one trustee as the Chair of the Integration Committee and a Superintendent of Education will function as secretary and resource person. Other resource personnel may be called to assist the Integration Committee. Among other responsibilities, the Integration Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program. The Board will provide funds up to \$500 for the event. The Integration Committee will report on the progress of integration planning to the Director of Education and through the Director of Education to the Board of Trustees no later than the month of February in the final year of the school and again no later than six months after the implementation of the consolidation decision.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the St. Anthony Daniel School Closure - Brant County Schools Accommodation Review report.



TABLE OF TIMELINES

10.0 Table of ARC Timelines and Milestones

Action	By Whom	When	Provision
Presentation of the Preliminary Report to the Board	Director	Discretion	2.0
Board decision to establish an Accommodation Review Committee	Board	Discretion	3.0
Notice of Board decision to establish an Accommodation Review Committee	Director	Within 7 days of decision*	3.0
Establishment of the membership of the Accommodation Review Committee	Board	Following the decision to establish an Accommodation Review Committee	3.2
Notice of first Accommodation Review Committee Public Meeting	Accommodation Review Committee	At least 30 days prior to the meeting*	4.1
Delivery of Information Package	Staff	No later than the Accommodation Review Committee's first public meeting	4.0
First Accommodation Review Committee Public Meeting	Accommodation Review Committee	As scheduled by the Accommodation Review Committee.	4.1
Notice of second Accommodation Review Committee Public Meeting	Accommodation Review Committee	At least 14 days prior to the meeting*	4.1
Second Accommodation Review Committee Public Meeting	Accommodation Review Committee	As scheduled by Accommodation Review Committee	4.1
Notice of third Accommodation Review Committee Public Meeting	Accommodation Review Committee	At least 14 days prior to the meeting*	4.1
Third Accommodation Review Committee Public Meeting	Accommodation Review Committee	As scheduled by the Accommodation Review Committee	4.1
Notice of the fourth Accommodation Review Committee Public Meeting	Accommodation Review Committee	At least 14 days prior to the meeting*	4.1
Fourth Accommodation Review Committee Public Meeting	Accommodation Review Committee	As scheduled by the Accommodation Review Committee	4.1
Delivery of Accommodation Review Committee Accommodation Report	Accommodation Review Committee	Not earlier than 90 days not later than 120 days after the Accommodation Review Committee's first public meeting.*	7.0
Staff's Report and Recommendations	Staff	Not less than 30 days after the Accommodation Review Committee report was delivered to the Director of Education	8.1
Board sets dates for Board meeting for public input and for Board meeting to decide accommodation	Board	As scheduled by the Board	8.2
Notice of Board Meeting for Public Input	Board	A minimum of 14 days' notice of the Public Meeting*	8.2
Board Meeting for Public Input	Board	As scheduled by the Board, but not sooner than 30 days after Staff's Report and recommendations are presented to the Board in public session *	8.2



Action	By Whom	When	Provision
Staff's follow-up report on accommodation	Staff	Next regularly scheduled Board meeting	8.3
Notice of Board Meeting to decide accommodation	Board	60 days prior to the Board meeting.*	8.4
Board Meeting to decide accommodation	Board	At a regularly scheduled meeting which will not occur sooner than 60 days after the presentation of Staff's Report, 30 days after the Board Meeting for public input and 15 days after Staff's follow-up report as released publicly*	8.4
Notice of decision on accommodation	Director	Within 14 days of decision	8.4
Appointment of the Integration Committee	Director	Within 7 days of Board decision	9.0
First Integration Committee Report to the Director	Integration Committee	February of the school's last year of operation and consolidation occurs as determined by the Board	9.6
Consolidation occurs	Board	As determined by Board	8.4
Second Integration Committee Report to the Director	Integration Committee	Within six (6) months of the implementation of the consolidation decision	9.6

*Calendar days, excluding from the calculation school holidays such as summer vacation, Christmas and Spring break, including adjacent weekends.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Board of Trustees
Submitted on: April 23, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

2013-14 SCHOOL YEAR CALENDAR

Public Session

BACKGROUND INFORMATION:

Amendments have been made to Ontario Regulation 304 to ensure that boards are able to meet the following requirements established in Ontario Regulation 13/13 dealing with collective agreements and in the collective agreements themselves regarding Professional Activity (PA) days for the 2013-14 school year. There are 195 possible school days between September 1, 2013 and June 30, 2014. The 2013-14 school year shall include a minimum of 194 days, of which school boards are required to designate five mandatory PA days and can allow for one discretionary PA day, for a maximum total of six PA days.

- There will be three unpaid leave days for OECTA members and Principals/Vice-Principals on scheduled PA days. The dates of these days shall be October 11, 2013, December 20, 2013 and March 7, 2014. OSSTF and non-union staff will observe one unpaid day on the October 11, 2013 PA Day.
- Two PA days are to be used for assessment and completion of report cards at the elementary level and may not be used for unpaid leave days. These dates are to be determined by each board.
- One discretionary PA day may be used to meet the number of mandatory and discretionary days provided for in the regulation. The date of the day is to be determined by each board.
- The remaining school days shall be instructional days.

The Minister will not designate any PA day for provincial education priorities.

Regulation 304, School Year Calendar, Professional Activity Days sets the requirements for preparation and submission of school year calendars to the Ministry by May 1, 2013.

DEVELOPMENTS:

A School Year Calendar Committee meeting was held on March 4, 2013 and was attended by representatives from the Curriculum and Special Education departments, OSSTF – Educational Support Staff, BHNCD SB Catholic Principals’ Council, and Senior Administration. The Committee reviewed the proposed draft 2013-14 calendar, which was then forwarded for further input to the Trustee representative on the Calendar Committee, OECTA Executive and the Regional Catholic Parent Involvement Committee who were unable to attend the meeting. As has been the practice in the past, efforts were made to coordinate our School Year Calendar with the Grand Erie District School Board in order to achieve efficiencies in transportation.

Six PA days have been allocated, of which a minimum of one will be devoted to 2013-14 educational priorities of the Brant Haldimand Norfolk Catholic District School Board. In order to avoid anticipated transportation issues related to the “Friday the 13th” celebrations in Port Dover, June 13, 2014 will be designated a professional activity day for St. Cecilia’s School in lieu of the Friday, June 6, 2014 system-wide elementary professional activity day.

Attached are the proposed 2013-14 calendars for elementary schools, secondary schools and St. Cecilia's school.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2013-14 School Year Calendars for Elementary schools, Secondary schools and St. Cecilia's school, as presented.

Board Name Brant Haldimand Norfolk CDSB (B67164)			
Calendar Title [2013-156550] 2013-14 Elementary Calendar - BHNCDSB	Panel Elementary	Calendar Type Regular	Date Created Apr 05, 2013
Start of School Year Sep 02, 2013	End of School Year Jun 30, 2014	First Day Students Sep 03, 2013	Last Day Students Jun 27, 2014
Status Draft		Description Regular Calendar	

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					0	20	0
October		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		1	21	0
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	14	0
January			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	19	0
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
March	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	15	0
April		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			0	20	0
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	21	0
June	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	19	0
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
Total															6	188	0											

Legend

P -Professional Activity Day;
 E -Scheduled Exam Day;
 B -Board Designated Day;
 H -Statutory Day;
 / -Half Day;
 P* -Professional Activity Day Devoted to Provincial Education Priorities;

[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)

N/A

[Outline for PA Days](#)

 October 11, 2013 - Unpaid Leave
 November 15 - Board education priorities
 December 20 - Unpaid Leave
 January 13 - assessment and report cards
 March 7 - Unpaid Leave
 June 6 - assessment and report cards

School	Town or City	School	Town or City
Blessed Sacrament School		Christ the King School	
Holy Cross School		Holy Family School	
Jean Vanier Catholic Elementary School		Notre Dame Catholic Elementary School	
Notre Dame School		Our Lady of Fatima School	
Our Lady of La Salette Separate School		Our Lady of Providence Catholic Elementary School	
Resurrection School		Sacred Heart Catholic Elementary School	
Sacred Heart School		St. Anthony Daniel School	
St. Basil Catholic Elementary School		St. Bernard of Clairvaux School	
St. Bernard School		St. Frances Cabrini School	
St. Gabriel Catholic (Elementary) School		St. Joseph's School	
St. Leo School		St. Mary's School	
St. Michael's School		St. Michael's School	
St. Patrick School		St. Patrick's School	
St. Peter School		St. Stephen's School	
St. Theresa School			

Board Name Brant Haldimand Norfolk CDSB (B67164)			
Calendar Title [2013-156735] 2013-14 Secondary Calendar - BHNCDSB	Panel Secondary	Calendar Type Regular	Date Created Apr 05, 2013
Start of School Year Sep 02, 2013	End of School Year Jun 30, 2014	First Day Students Sep 03, 2013	Last Day Students Jun 26, 2014
Status Draft		Description Regular Calendar	

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					0	20	0
October		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		1	21	0
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	14	0
January			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	14	5
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
March	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	15	0
April		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			0	20	0
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	21	0
June	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	14	5
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
Total																								6	178	10		

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)

N/A

[Outline for PA Days](#)

October 11, 2013 - Unpaid Leave
 November 15, 2013 - Board educational priorities - strategic plan
 December 20, 2013 - Unpaid Leave
 January 31, 2014 - Board educational priorities - strategic plan
 March 7, 2014 - Unpaid Leave
 June 27, 2014 - assessment and reporting

School	Town or City	School	Town or City
Assumption College School School		Holy Trinity Catholic High School	
St John's College			

Board Name Brant Haldimand Norfolk CDSB (B67164)			
Calendar Title [2013-157536] Elementary Calendar - St. Cecilia's - BHNCDSB	Panel Elementary	Calendar Type Regular	Date Created Apr 16, 2013
Start of School Year Sep 02, 2013	End of School Year Jun 30, 2014	First Day Students Sep 03, 2013	Last Day Students Jun 27, 2014
Status Draft		Description Regular Calendar	

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					0	20	0
October		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		1	21	0
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	14	0
January			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	19	0
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
March	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	15	0
April		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			0	20	0
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	21	0
June	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	19	0
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
Total															6	188	0											

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)

N/A

[Outline for PA Days](#)

 October 11, 2013 - Unpaid Leave
 November 15 - Board education priorities
 December 20 - Unpaid Leave
 January 13 - assessment and report cards
 March 7 - Unpaid Leave
 June 13 - assessment and report cards

School	Town or City	School	Town or City
St. Cecilia's School			

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Board of Trustees
Submitted on: April 16, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – MISSION TRIP TO STATEN ISLAND, NY Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip to Staten Island, NY during the period of Saturday, June 15 to Friday, June 21, 2013 (two instructional days). This is the 19th mission trip in the past 17 years that has been organized by Board staff.

DEVELOPMENTS:

Up to twenty (20) Grades 11 and 12 students, with equitable representation from all three secondary schools, will participate in this Mission Trip. Students will be involved with the Mennonite Disaster Service in a small construction and clean-up project as a result of Hurricane Sandy. The participation of the Board and its students over the past years has been recognized nationally by the Mennonite Disaster Service. As always, the cost of the trip will be covered through donations.

As part of the selection process, students are required to complete an application form (Appendix A), approved by former Director Horgan, and submit it to the designated staff member at their school. The staff member reviews the applications based on the following criteria:

- the written reasons for wanting to participate in the mission trip
- the academic standing of the student
- the student's attendance

After evaluating the applications, the designated staff member submits the names of all eligible applicants from their school to Dante Dalia, mission trip organizer and coordinator. Mr. Dalia then meets with each student to discuss their reasons for wanting to participate in the mission trip and reviews the expectations and responsibilities of student participants. The Committee, consisting of Dante Dalia, Peter Pollilo, Kimberley Maxin and Melanie Malecki, select the students who will participate and forward those names to the secondary Principals for approval. Arrangements are made to ensure that all classroom and evaluation responsibilities are met.

Chaperones will be confirmed once the mission trip has been approved by the Board. The names of the chaperone will be approved by the school principal and the Superintendent of Education.

All information has been provided in accordance with Board policy and procedures.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion mission trip to Staten Island, NY from Saturday, June 15 to Friday, June 21, 2013.



2012-13
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
April 23, 2013	7:00 pm 8:00 pm	Board Meeting Policy Committee Mtg.	
April 26, 2013	7:00 pm	Budget Committee Mtg.	
May 1 – 3, 2013		Board Art Show	
May 2 - 4, 2013		OCSTA AGM	
May 5 – 10, 2013		<i>Catholic Education Week</i>	
May 6, 2013	7:30 pm	Budget Committee Mtg.	CANCELLED
May 7, 2013	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 9, 2013	5:00 pm	Catholic Student Leadership Awards; with Bishop Bergie	
May 15, 2013	3:00 pm	Executive Council Mtg.	
May 15, 2013	7:00 pm	Budget Committee Mtg.	NEW
May 15, 2013	7:00 pm	SEAC Meeting	
May 21, 2013	7:00 pm	Committee of the Whole	
May 22, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
May 28, 2013	1:00 pm	STSBHN Governance Mtg.	
May 28, 2013	6:00 pm 7:00 pm	Accommodation Review Committee – Public Meeting Board Meeting	
May 29, 2013	7:30 pm	Budget Committee Mtg.	
June 6-8, 2013		CCSTA Convention	
June 10, 2013	7:00 pm	Audit Committee Mtg.	
June 13, 2013	2:00 pm	Executive Council Mtg.	
June 12, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
June 12, 2013	7:00 pm	SEAC Meeting	
June 18, 2013	7:00 pm	Committee of the Whole	
June 19, 2013	7:00 pm	Official Closing Ceremony – St. Bernard (B)	
June 25, 2013	7:00 pm	Board Meeting	
June 27, 2013	4:00 pm	Assumption College Graduation	
June 27, 2013	6:30 pm	Holy Trinity Graduation	
June 27, 2013	7:00 pm	St. John's College Graduation	