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**POLICY COMMITTEE**  
**Tuesday, February 16, 2010 3:00**  
**Board Room**

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- 1. Call to Order**
  - 1.1 Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee
  - 1.2 Attendance
  
- 2. Routine Matters**
  - 2.1 Approval of the Agenda
  - 2.2 Declaration of Interest
  - 2.3 Approval of Minutes from the Committee of the Whole of January 19, 2010 Pages 2-3
  - 2.4 Business Arising from Minutes
  
- 3. Presentations and Delegations: Nil**
  
- 4. Committee and Staff Reports**
  - 4.1 Revised Policy: Admission of Students Pages 4-35  
Presenter: Cathy Horgan, Director of Education
  
  - 4.2 Policy: Educational Partnerships Pages 36-44  
Presenter: Bill Chopp, Superintendent of Education
  
  - 4.3 Revised Policy: Employee Expense Pages 45-48  
Presenter: Wally Easton, Associate Director
  
  - 4.4 Update on Schedule of Policies Pages 49-50  
  
Presenter: Cathy Horgan, Director of Education
  
- 5. Moment of Silent Reflection**
  
- 6. Adjournment**

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**Next meeting: Tuesday, March 9, 2010 3:00 pm, CEC**



**Policy Committee  
Tuesday, January 19, 2010  
Trustees' Lounge**

**Present:** Dennis Blake, Dan Dignard, Wally Easton, Cathy Horgan, Bonnie McKinnon (Chair), June Szeman

**Absent:** Nil

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**1. Opening Prayer**

The meeting opened with a prayer led by Bonnie McKinnon.

**2. Approval of the Agenda**

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee approve the agenda for the January 19, 2010 meeting.

**Carried**

**3. Approval of Minutes**

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approve the minutes from the December 2, 2009 meeting.

**Carried**

**4. Discussion Items**

**4.1 Discussion of Draft Revised Policy: Admission of Students**

Director of Education Cathy Horgan reviewed the revised draft of the Admissions Policy. This policy reflects

**4.2 Revised Policy: Trustee Expenses**

Associate Director Wally Easton reviewed the Policy: Trustee Expenses. This policy was revised in accordance with the guidelines issued by the Ministry of Education.

Moved by: June Szeman

Seconded by: Dan Dignard

THAT the Policy Committee recommends the Committee of the Whole refer the Trustee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**4.3 Review of Board By-laws**

This item was deferred to March 2010.

**4.4 Update on Schedule of Policies**

Director of Education Cathy Horgan reviewed the document of policies to be developed or revised and the timelines.

**5. Moment of Silent Reflection**

**6. Adjournment**

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee adjourn the meeting of January 19, 2010.

**Carried**

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**Next Meeting: Tuesday, February 16, 2010 at 3:00 pm - Trustees' Lounge**

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

Prepared by: Cathy Horgan, Director of Education  
Presented to: Policy Committee  
Submitted on: February 16, 2010  
Submitted by: Cathy Horgan, Director of Education

**ADMISSION OF STUDENTS**

Public Session

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**BACKGROUND INFORMATION:**

The Admission of Students policy was scheduled for review. Senior administration did research on other boards' policies and took into consideration current practices of Catholic boards throughout the province.

**DEVELOPMENTS:**

The Admission of Students policy has been reviewed and evaluated by senior administration. Discussions took place at the Policy Committee in both December 2009 and January 2010. A variety of concepts were examined and are included in the revised policy.

The revised policy has been vetted to both trustees and principals. Comments garnered during vetting have been included.

**RECOMMENDATION:**

THAT the Policy Committee recommends the Committee of the Whole refer the Revised Policy on Admission of Students to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Brant Haldimand Norfolk Catholic District School Board

### POLICY: Admission of Students

<b>Adopted:</b>	April 24, 2001	<b>Policy No:</b>	200.14
		<b>Former Policy #:</b>	
<b>Revised:</b>		<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	

#### **Belief Statement:**

Brant Haldimand Norfolk Catholic District School Board schools provide academic excellence and enable students to live a life of love and service.

The elementary schools of the Brant Haldimand Norfolk Catholic District School Board exist primarily to provide excellence in Catholic education for the students of our Separate School Supporters.

The secondary schools of the Brant Haldimand Norfolk Catholic District School Board exist to provide excellence in Catholic secondary education for the students of our Separate School Supporters and others within the region who elect to attend. The current legislation from the Ministry of Education states that non-Catholic students may attend Catholic secondary schools with the understanding that they respect the environment, traditions and expectations of the Brant Haldimand Norfolk Catholic District School Board.

#### **Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to service the children of eligible Separate School Supporters. From time to time, applications are received for the admission of non-resident students and/or students from ratepayers who are not eligible supporters of the system.

The Director of Education shall develop admission procedures consistent with the following:

1. The age of admission for all students, without exceptions, will conform to the provisions of the Education Act (compulsory attendance, Kindergarten and Junior Kindergarten).
2. Parent/guardian shall provide documentation that their elementary aged child is Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.
3. If the parent/guardian cannot provide a Roman Catholic Baptismal certificate or a letter from a priest, for his/her elementary aged child then the parent(s)/guardian(s) must provide documentation that he/she is/are Roman Catholic; i.e., A Roman Catholic Baptismal certificate or a letter from a priest.

4. An elementary student, living in a residence within the jurisdiction of the Board which is not eligible to be assessed for Separate School Supporters, who would otherwise be admitted, may be admitted to a school operated by the Board if documentation is presented as evidence that the student is a Baptized Roman Catholic.
5. A student who is a Ward of the Children's Aid Society and/or the Catholic Children's Aid Society and/or Family and Children's Services, may be admitted when:
  - i. The student is Roman Catholic and this can be verified by appropriate documentation; and
  - ii. A letter indicating the child's status as a ward has been given to the principal. This letter will be filed in the documentation file of the student's OSR card. A facsimile of the letter, will be forwarded by the principal to the appropriate Superintendent and the Assessment Office for fee processing.
6. The admission of secondary school students will comply with the provisions of the Education Act and Regulations.
7. Foreign students who have a legal right to attend an elementary or secondary school in Canada will be admitted upon payment of a fee determined in accordance with the Education Act and Regulations and approved by the Director or designate. Arrangements for the payment of fees must be made in advance, before attendance begins in each school year. The fee will apply to the date of admission and will apply to the time the student is on the school's register. Should the student retire from the school and not attend another publicly funded school in Ontario, Citizenship & Immigration Canada will be informed and the fee advanced will be adjusted accordingly. Any refund due will be paid to the individual who paid the fee on behalf of the student.
8. Out-of-province students and students of parents living on tax exempt land will be charged a fee in accordance with the Education Act and Regulations. The method of payment and conditions outlined in #7 above will apply, with modifications, for out-of-province students and individuals living on tax exempt land. (In this region, students who reside in residences on tax exempt land usually refer to students living in residences owned by a university).
9. Students who are sponsored for an exchange may be admitted to a school operated by the Board if documentation is presented as evidence that the students are sponsored through a recognized organization or service club. Admission will be in accordance with current Ministry of Education guidelines.
10. Students who are not eligible to attend schools within the jurisdiction of the Board may be admitted at the discretion of the Superintendent considering but not limited to the following conditions:
  - i. Where there are students currently enrolled in the Board's schools as of January 1, 2010 whose parent(s)/guardian(s) are ineligible to direct their tax support to the Brant Haldimand Norfolk Catholic District School Board, these families are "grand parented".

- ii. It is understood and accepted that the student will attend/participate in a suitable way, in the religious life, activities and celebrations of the school community.
- iii. There is legitimate and acceptable reason for the admission request, which is not the result of a dispute with any other educational authority.
- iv. The Board reserves the right to require the withdrawal of an ineligible student admitted under this policy, within the provisions of the Education Act at any time.
- v. Where a student is eligible to attend a Catholic school operated by a board outside the jurisdiction of the Brant Haldimand Norfolk Catholic District School Board (e.g. Hamilton, London or Waterloo Catholic), applies for admission to one of the Board's schools, the school may admit the student provided that there is evidence provided that the parent(s)/guardian(s) are supporters of their local Catholic District School Board and there is agreement between the boards with reference to the provision of transportation for the student.

11. Senior administration is responsible for developing and maintaining a School Admissions Policy and Property Tax Assessment Procedures that outline the procedures to be followed for admission/payment of fees.

**Glossary of Key Policy Terms:**

"Roman Catholic"	is defined as one in Union with the See of Rome (see Appendix A)
Non-Catholic	refers to students who would be ineligible to attend a Brant Haldimand Norfolk Catholic District School Board elementary schools because their parent(s)/guardian(s) are not Roman Catholic and cannot direct their tax support to the Board.
Resident Student	refers to a student who lives within the area of the Brant Haldimand Norfolk Catholic District School Board and his/her parent/guardian can direct his/her property taxes in support of the Brant Haldimand Norfolk Catholic District School Board. In this regard, at least one of the parents/guardians must be Roman Catholic. (This category includes refugees who have been admitted to Canada).

<b>Non-Resident Student</b>	refers to students who: <ul style="list-style-type: none"> <li>i. live outside the boundaries of Brant Haldimand Norfolk Catholic District School Board</li> <li>ii. are students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, or</li> <li>iii. are from another province</li> </ul>
<b>Home School</b>	refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.
<b>Application</b>	refers to the annual Out of Boundary application that must be filled out each year by parents/legal guardians requesting out of boundary admission for their child(ren). (See Appendix C)



**Brant Haldimand Norfolk Catholic District School Board**

**ADMINISTRATIVE PROCEDURES: Admission of Students**

<b>Adopted:</b>	April 24, 2001	<b>Policy No:</b>	200.14
		<b>Former Policy #:</b>	
<b>Revised:</b>		<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	

The principal of a school will receive all students requesting admission and manage their registration using the following chart. All school board employees will greet and welcome all interested students and their families in a supportive and welcoming manner while using the following procedures:

**Registration of Elementary School Students**

<b>Category</b>	<b>Description of Student</b>	<b>Process</b>
In Boundary	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school
Non-Catholic parent; not Catholic school supporter; child baptized Catholic	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) are public school supporters	Register student in home school
Parent and child non-Catholic; public school supporter	Non-Catholic student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	Non-Catholic students shall not be admitted to Junior Kindergarten to Grade 8 program. Special circumstances will be reviewed by the school Superintendent of Education on a case by case basis after completion of forms in Appendix C.
Catholic student resides in Brant, Haldimand or Norfolk and is a CAS ward.		Register child on proof of wardship and proof of Baptism in the Roman Catholic faith, in the home school of the student. Host families are not required to direct school support.
Blended family (through re-marriage) with children in both separate and public systems		Contact school Superintendent of Education for direction on how to process and register student(s) appropriately.

<b>Category</b>	<b>Description of Student</b>	<b>Process</b>
Immigration	Catholic student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Canada.	Register child after adult in Brant, Haldimand or Norfolk has custody of child and student meets all other registration criteria. Contact Executive Assistant, Corporate Services for assistance with student's immigration status. Student then registers in home school of legal guardian.
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Out of Boundary (School)	Catholic student resides with parent(s) within Brant, Haldimand or Norfolk but outside of your school boundaries.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school outside their designated school attendance area, must complete an Annual Application for Out-of-School Boundary Attendance form (Appendix C). The application is submitted to the school Superintendent of Education for approval. This application is not required for students enrolling or currently registered in the French Immersion program. Transportation will not be provided to any students that are approved for cross boundary school attendance.
Custody – one parent Out of Boundary	Catholic student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside Brant, Haldimand or Norfolk.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of custodial parent.
Out of Boundary (District), Special Education services required	Catholic student and parent(s) reside within Ontario, but outside Brant, Haldimand or Norfolk and require special education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education.
Out of Boundary (District)	Catholic student and parent(s) reside within Ontario, but outside of Brant, Haldimand and Norfolk.	Parent(s)/guardian(s) of student(s) requesting admission into a Catholic school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the area of Brant, Haldimand or Norfolk must complete an Application for the Enrolment of Catholic Non-resident Student form (Appendix C). The application is submitted to the school Superintendent for approval. The elementary student must be Catholic. Transportation will not be provided to any students that are approved for non-resident admission.

<b>Category</b>	<b>Description of Student</b>	<b>Process</b>
First Nations Students		Catholic Native Students residing on lands within the Six Nations or New Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.
Custody and Out of Boundary (District), Special Education services required	Catholic student resides in Brant, Haldimand or Norfolk, parent(s) reside in Ontario but outside of district and student requires Special Education services.	Register child after adult in district has custody of child. Student then registers in home school of legal guardian.

## Registration of Secondary School Students

Category	Description of Student's Residency Status	Process
Catholic student	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk	Register student in home school (see Appendix C).
Non-Catholic student	Student resides in Brant, Haldimand or Norfolk; parent(s) are public school supporters.	<b>Do not</b> request that parents change school support and register student in home school (see Appendix C).
Out of Boundary (school)	Student resides with parent(s) within Brant, Haldimand and Norfolk but outside your school boundaries.	Parent(s)/guardian(s) of student(s) or adult student requesting admission into a Catholic secondary school outside their designated school attendance area, must complete an Application for Out-of-School Boundary Attendance form (Appendix C). The application is submitted to the school Superintendent of Education for approval. Transportation will not be provided to any students that are approved for Out-of-School Boundary school attendance.
Out of Boundary (district)	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk	Parent(s)/guardian(s) of student(s) or adult student(s) requesting admission into a Catholic secondary school within the Brant Haldimand Norfolk Catholic District School Board and whose residence is outside the region of Brant, Haldimand or Norfolk, must complete an Application for Attendance from Outside Board Jurisdiction form (Appendix C). The application is submitted to the school Superintendent of Education for approval (subject to availability of course selection and space in the school). Transportation will not be provided to any students that are approved for Non-resident admission.
Out of Boundary (district); Special Education services required	Student and parent(s) reside within Ontario, but outside of Brant, Haldimand or Norfolk and require Special Education services.	Registration must have the prior approval of the Superintendent of Education responsible for Special Education services.

Category	Description of Student's Residency Status	Process
Parent is out of Boundaries (Board) yet student lives in the district.	Student resides in Brant, Haldimand or Norfolk; parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk.	<p><b>Students under 18:</b> Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.</p> <p><b>Students 18 and over:</b> Register student in school/class/program designated as having space. The principal must approve registration.</p>
Outside of district requiring Special Education services	Student resides in Brant, Haldimand or Norfolk, parent(s) reside within Ontario but outside of Brant, Haldimand or Norfolk and student requires Special Education services.	Register child after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.
Out of province	Student resides in Brant, Haldimand or Norfolk and parent(s) reside outside of Ontario but within Canada.	<p><b>Students under 18:</b> Register student after adult in Brant, Haldimand or Norfolk has custody of child. Student then registers in home school of legal guardian.</p> <p><b>Students 18 and over:</b> Register student in school/class/program designated as having space. The principal must approve the registration.</p>
Non-resident of Canada student		Confirmation of International Student must be received prior to admission. Contact Executive Assistant, Corporate Services.
Families with children in two school boards	Blended family (through re-marriage) with children in both separate and public systems.	Register students. Children of public school supporters may attend under Open Access provision.
CAS	Student resides in Brant, Haldimand or Norfolk, and is a CAS ward.	Register child on proof of wardship in the home school of the student. Host families are not required to direct school support.
Over 21	Student is 21 years of age or older as of December 31 <sup>st</sup> of that school year.	Student should be directed to one of the campuses of an Adult Learning Centre in the district.
First Nations Student		Native Students residing on lands within the Six Nations or first Credit Reserves shall be admitted only if fees are paid to the board in accordance with the Education Act and related Regulations.

## Appendix A

### Roman Catholic Faiths:

members of the following Catholic Faiths are eligible to become Separate School Supporters as they are in union with the See of Rome. In each case, the Roman Pontiff is the Head of the Church. Catholic Churches in Union with the Roman Pontiff as Head of Church:

- Roman Catholic
- Alexandrian Rite (Coptic Catholic Church [Egyptian], Ethiopian Catholic Church)
- Antiochene (West Syrian) Rite (Malankar Catholic Church [India], Maronite Catholic Church [Lebanon], Syrian Catholic Church [Lebanon], Assyrian Church of the East, Holy Apostolic Church [associated with the Assyrian Church of the East])
- Armenian Rite (Armenian Catholic Church)
- Byzantine Rite (Albanian Catholic Church, Bulgarian Catholic Church, Byelorussian Catholic Church, Byzantine-Hungarian Catholic Church, Byzantine-Romanian Catholic Church, Byzantine-Slovak Catholic Church, Byzantine-Ukrainian Catholic Church, Byzantine-Yugoslav Catholic Church, Greek Catholic Church, Greek-Melkite Catholic Church [Syria], Italp-Albanian Catholic Church, Russian Catholic Church, Ruthenian Catholic Church)
- Caldean (East Syrian) Rite (Chaldean Catholic Church [Iraq], Syro-Malabar Catholic Church [India])

### Orthodox Faiths:

Members of Orthodox faiths do not qualify to direct their school support to separate Boards. Members follow the teachings of their Patriarch, not the Roman Pontiff, and are not in Union with the See of Rome.

- Orthodox Churches (Antiochian Orthodox Christian Archdiocese of North America, Bulgarian Orthodox Church in America, Greek Orthodox Archdiocese of North and South America, Macedonia-Bulgarian Orthodox Church, Serbian Orthodox Church, Byelorussian Autocephalic Orthodox Church, Byelorussian Orthodox Church, Free Serbian Orthodox Church, Macedonian Orthodox Church, Polish National Cathedral, Russian Orthodox Church in American, Russian Orthodox Church Outside of Russia, Ukrainian Orthodox Church, Old Calendar Greek Orthodox Churches, Other Greek Orthodox Churches)
- Oriental Orthodox Churches (Armenian Orthodox Church, Coptic Orthodox Church, Ethiopian Orthodox Church, Malankar Orthodox Syrian Church)

## Special Circumstances Defined

### Custody Issues

1. All students under the age of 18 must live with a parent or legal guardian. Custody must either have been awarded by Family Court or a guardianship agreement form has been completed and notarized prior to registration. Students under the age of 18 require this responsible adult to act as a contact for the purposes of attendance, discipline, academic progress and emergency situations. Special situations may arise where this requirement is waived. Such special admissions are subject to the approval of the school Superintendent of Education on compassionate grounds on a conditional basis and may be subject to the completion of the custody process. These approvals will be confirmed in writing by the school Superintendent.
2. Situations may arise whereby separated or divorced parents have a pre-existing custody order and wish to make a change to the custodial arrangement. In these circumstances, the parent with legal custody must indicate, in writing, consent for a change in the living arrangement and should also indicate a willingness to return to court to legally award custody to the non-custodial parent. Likewise, the current non-custodial parent must indicate, in writing, a willingness to assume responsibility for the care and control of the child, as well as a willingness to return to court to seek legal custody. With original copies of both letters, it is not necessary to wait until this court process is completed. If parents separate or divorce and do not have a custody or separation agreement, custody is assumed to be joint custody, and the child may reside with either parent. Schools should seek clarification with regard to the non-custodial parent's access rights when registering students who are residing with one parent only. These rights will be detailed in a court order or separation agreement. Unless there is a court order, separation agreement or restraining order, both parents have equal access rights.
3. Students in the process of being adopted – A student may be registered if:
  - a. The school has received proof that adoption proceedings have been initiated; and
  - b. A letter of intent is completed.

### Adult Students

1. Adult students 18, 19 and 20 may attend regular school credit programs and may access night and summer school programs with home school approval. Such students may wish to consider an Adult Learning Centre.
2. Students who turn 21 after December 31<sup>st</sup> of a school year may register at their local secondary school for credit courses for the full school year, including both first and/or second semester. Such students should be encouraged to attend the Adult Learning Centre.
3. Students who turn 21 before December 31<sup>st</sup> of a school year should seek admission to an Adult Education Centre.

## **Students with Immigration Documents**

1. Students possessing the following types of documentation must be referred to Executive Assistant, Corporate Services. They must not be registered at the school:
  - Intent to Land/Permanent Residence (sponsorship within Canada);
  - Minister's Permits (and/or extension thereof);
  - Work Permit;
  - Visitor's Permit (accompanying dependents of work permit holder);
  - Study Permit (fee paying international students);
  - Refugee claimants/convention refugees;
  - Visitor's Permit.

Brant Haldimand Norfolk Catholic District School Board staff members are not to provide persons holding any of the documents listed in this section with any kind of assurance, either verbal or written relative to school admission and/or acceptance, until the status of their documents has been approved by the Superintendent of Education.

## **Administrative Procedure Non-Resident of Canada Students**

The following is a summary of the procedures for the admission of Non-Resident of Canada Students.

The procedure and process will be administered through Corporate Services, in consultation with the school Superintendent of Education for which admission is being sought. The schools will not independently approve admission of any students.

Any new Non-resident of Canada Students requesting information or admission to a school in the Brant Haldimand Norfolk Catholic District School Board should be directed to Executive Assistant, Corporate Services.

The Executive Assistant, Corporate Services will review the request of a student who wishes to study in Canada with the principal. The principal, in consultation with his/her Superintendent of Education, will determine whether or not a space/pupil place is available in the school to accommodate the Non-Resident of Canada Student. If space is available, the student will complete an Application for the Enrolment of an International Student form.

- The completed application form will be returned to the Executive Assistant, Corporate Services.
- A Letter of Acceptance will not be issued by the Superintendent of Education until the Executive Assistant, Corporate Services is in receipt of the following documents:
  - Completed International Student Application form.
  - Application Fee (certified cheque or money order).

- Upon arrival to Canada with a valid Study Permit issued by Citizenship and Immigration Canada, the student must supply the Brant Haldimand Norfolk Catholic District School Board's Executive Assistant, Corporate Services, with the following:
  - Personal documentation, including valid Study Permit, verification of age and a Brant, Haldimand or Norfolk address where student will be living.
  - If under 18 years of age, and is residing with guardians, a Standard Notarized Custodian Agreement must be completed and signed. This agreement does not have to be renewed annually unless there is a change in guardianship. Proof of Court Ordered Guardianship is also acceptable.
  - A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to Tuberculosis.
  - Tuition fees.
  
- It should be noted that returning Non-resident of Canada Students requiring a Study Permit, must also request **annually**, an International Student Application. This application must also include the appropriate application fee.
  
- The school Superintendent of Education will review the request from the returning student and will determine in consultation with the principal, whether or not a space/pupil place is available in the school to accommodate the Non-resident of Canada Student. If space is available, a Letter of Acceptance will be issued by the Superintendent in order that a Valid Student Authorization can be requested from Citizenship and Immigration Canada.
  
- Upon arrival to Canada, the returning student must provide to the Executive Assistant, Corporate Services, a valid Study Permit, tuition fees and Standard Notarized Custodian Agreement.
  
- All appropriate documentation for new and returning students must be provided to Corporate Services prior to the end of August, in order that sufficient opportunity is given to process the application. Once the completed form, associate documentation and fees have been received, Corporate Services will forward a confirmation of Acceptance of International Student to the school. The school is not to allow admission of these students until such time that approval has been received. Also, the school is not to accept any cheques for tuition fees from these students.

## **Refugee/Convention Claimants**

Refugee claimants are not to be admitted into any school until such time approval is provided by the school Superintendent of Education. The Refugee claimant must provide the following to the Executive Assistant, Corporate Services, prior to being allowed admission into the school:

- Refugee Claimant Status from Citizenship and Immigration Canada
- A copy of a recent medical examination (within 6 months of entry into Canada) which outlines the state of health of the individual. The document (in English or French) will include proof of vaccination against mumps, measles, rubella, diphtheria, tetanus and polio. As well, there shall be proof (in English or French) that the student is not carrying any communicable diseases including, but not limited to tuberculosis.

## **Student without Status or Illegal Students**

Minor dependents of a person without status or "illegal immigrant" shall be registered at the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the board prior to admission.

Minor students without status or minor students who are "illegal immigrants" who are the dependent of a person with status shall be registered within the school without the payment of fees, subject to the following:

1. Proof of custody in the form of a birth certificate, passport or Canadian Court Order must be provided to the board prior to registration.
2. Copy of a recent medical examination which outlines the state of health of the individual and identifies that the student is not carrying any communicable diseases including, but not limited to tuberculosis. Proof of immunization must also be provided to the board prior to admission.
3. Proof of Catholicity for elementary school students must be provided to the Board prior to admission.

### **Exchange Students**

A student, who is a participant in a Board approved educational exchange program which is in compliance with the Ministry of Education's requirements, may be registered at a school without the payment of fees, subject to the following:

1. That a reciprocal agreement has been signed with a board, authority, or agency whereby a pupil of the Brant Haldimand Norfolk Catholic District School Board is also scheduled to attend a school outside of Canada without the payment of a fee.
2. That prior to the admission of any student under the educational exchange program, said student must provide proof in writing of the following: Valid Study Permit from Citizenship and Immigration Canada.
3. That prior to the admission of an educational exchange student, final approval must be given in writing by the appropriate Superintendent of Education.

Welcome to \_\_\_\_\_ . We look forward to working with you as a member of our Catholic school community.

Please read the contents of this package and fill out the required forms.

This registration package contains:

1. Student Registration Form
2. Freedom of Information and Consent Form
3. Student Internet Ethics and Acceptable Use Policy Agreement
4. Application for the Direction of School Support
5. Separate School Assessment Lease (if applicable)
6. Application for Non-Catholic Students (if applicable)
7. Application for Out of School Boundary Attendance (if applicable)
8. Application for Outside of Board Jurisdiction Attendance (if applicable)

Please fill out these forms carefully and return to the school.

If you need more information, please contact the school principal. For more information about our Board, please visit [www.bhncdsb.ca](http://www.bhncdsb.ca)



**BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8  
Phone 519-756-6505 -- Fax 519-756-9913

**STUDENT REGISTRATION FORM**

**STUDENT INFORMATION:**

Student's Legal Name: \_\_\_\_\_  
Last First Middle

Student's Preferred Name: \_\_\_\_\_  
(if different from above) Last First Middle

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address (if different from above): Postal Box: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Student's Home Telephone: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade: \_\_\_\_\_ Gender: Male  Female   
Year Month Day

Student Baptized Roman Catholic: Yes  No   
(Application for the Enrolment of Non-Catholic Students must be completed for all Non-Catholic Registrants)

Date Baptized: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Church where Baptized: \_\_\_\_\_  
Year Month Day

School Tax Support of Present Residence: Separate School  Public School

**LAST SCHOOL ATTENDED:**

Name of School: \_\_\_\_\_ School Board: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**PARENTS AND/OR GUARDIANS:**

Mother/Guardian Name: \_\_\_\_\_

Address (if different from Student): \_\_\_\_\_

Lives with Student: Yes  No

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone #: Work: \_\_\_\_\_ Ext.: \_\_\_\_\_ Available at Work? Yes  No

Phone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother's/Guardian's e-mail address: \_\_\_\_\_

Religion: Roman Catholic? Yes  No  Parish: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_

Address (if different from Student): \_\_\_\_\_

Lives with Student: Yes  No

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone #: Work: \_\_\_\_\_ Ext.: \_\_\_\_\_ Available at Work? Yes  No

Phone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Father's/Guardian's e-mail address: \_\_\_\_\_

Religion: Roman Catholic? Yes  No  Parish: \_\_\_\_\_

**SIBLINGS:**

	1.	2.	3.	4.
Name				
Relationship				
School				
Grade				

**CUSTODY:**

Please indicate if the school administration should be aware of any such Court Order for the protection of your child.

Yes  No  If 'yes', please make arrangements to discuss this situation with the school principal.

Legal documentation will be required.

**STUDENT CITIZENSHIP/ IMMIGRATION INFORMATION:** A copy of Birth Certificate or Visa/Immigration Documentation is required for ALL students

Country of Birth: \_\_\_\_\_

Entry Date to Canada: : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month Day

Province of Birth: \_\_\_\_\_

Citizenship Status:

Canadian  Permanent Resident (Landed Immigrant)

Visa/Other  Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month Day

First Language Spoken: \_\_\_\_\_

Interpreter Required: Yes  No

Tuition Paying Student: Yes  No

**EMERGENCY CONTACT:** In case of emergency or school closure, please provide us with names and phone numbers of contacts if the school cannot contact you.

Emergency Contact #1	Name	Relationship	Phone Number(s)
			Home: Cell:
Emergency Contact #2	Name	Relationship	Phone Number(s)
			Home: Cell:
Emergency Contact #3	Name	Relationship	Phone Number(s)
			Home: Cell:

**MEDICAL INFORMATION:**

Are there any particular health/medical problems your child may be experiencing which the school should be aware of?

No Health Concerns  Life Threatening Allergies/Conditions  Physical Disabilities  Allergies  Serious Illness

Please explain: \_\_\_\_\_

Does your child require any prescribed medication for his/her condition/illness during school hours? Yes  No

Health Card # (optional): \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## SPECIAL PROGRAMMING:

Has your child previously received English as a Second Language Assistance? Yes  No

Has your child previously received Special Education Assistance? Yes  No

Does your child have any Physical Needs?:  Vision  Hearing  Toileting  Medication  Mobility

Does your child use any assistive devices? Please specify: \_\_\_\_\_

Does your child currently receive support from any Community agencies? Please specify: \_\_\_\_\_

## KINDERGARTEN REGISTRATION:

Your child is registering for  Junior Kindergarten or  Senior Kindergarten

PREVIOUS PRESCHOOL/CHILDCARE ATTENDANCE (specify names and locations)

### SPECIAL INTERESTS OF CHILD

### CONCERNS OR SPECIAL NEEDS

So that we may better prepare for a positive transition into school, please indicate whether you have any concerns about the following issues for your child:

Cognitive  Not Concerned  Somewhat Concerned  Very Concerned

Language/Speech/Communication  Not Concerned  Somewhat Concerned  Very Concerned

Social/Emotional/Behavioural  Not Concerned  Somewhat Concerned  Very Concerned

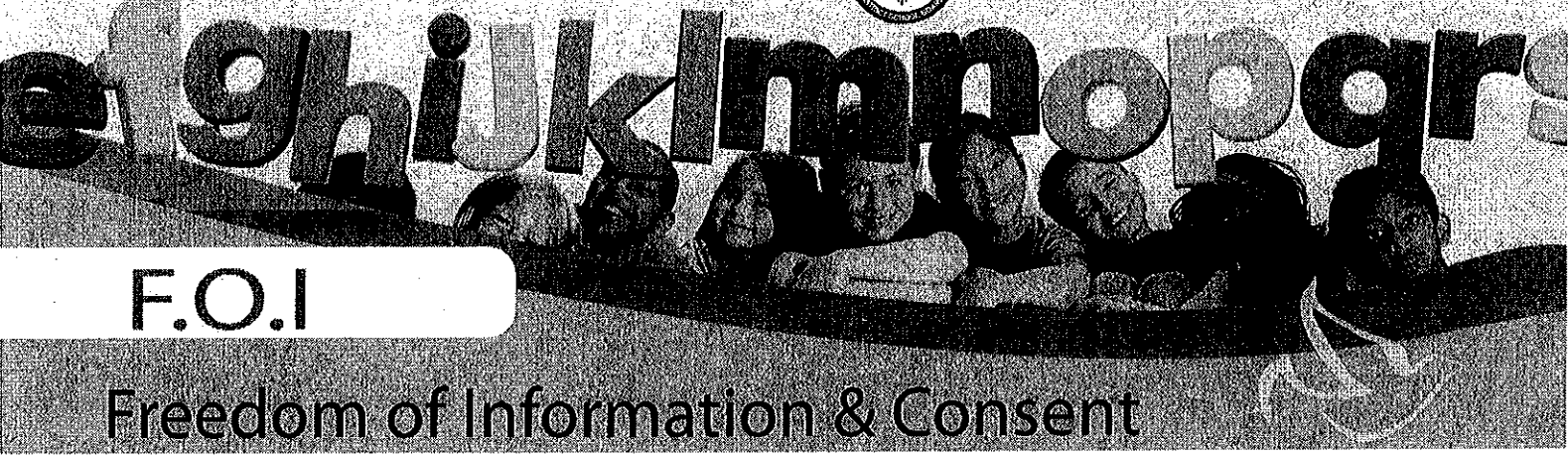
### OTHER IMPORTANT INFORMATION

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

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*Student personal information is collected during registration and while attending school pursuant to the Education Act. As students progress from elementary school to secondary school, important information is shared which eases a student's transition to secondary school. Sharing it also improves our ability to program effectively to the benefit of all students. Select student information will be shared at different times as required. It will be used for planning and programming, school to home communications, and to establish the Ontario Student Record which contains information conducive to the improvement of instruction. This is authorized under the Education Act. Please note that all information used for the transition process is limited, secure and protected at all times. Please contact a Coordinating Superintendent of Education if you would like more information about the transition process by calling 519-756-6505.*

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# F.O.I

## Freedom of Information & Consent

### Consent for the use and routine disclosure of student information

Our students' safety and wellbeing is a key priority for us and we all have a role to play in safeguarding children's privacy and identity. By working together, we can create awareness and use digital technologies wisely and safely. That is why we have created this consent form (back of page) for parents and students.

By signing this document, you consent to the disclosure of personal information through the publishing and/or displaying in various board/school publications and on the school/board website for the purpose of promoting Catholic education and the Brant Haldimand Norfolk Catholic District School Board.

#### WHAT DOES THIS MEAN?

Consent includes acknowledgement of the use of images and/or work in, but not limited to, the following: photographs, group and class photographs, essays, projects, awards, scholarships, prizes received, extracurricular participation, participation in a photo for the media promoting Catholic education or a school event.

**Does this mean personal information such as our phone number and address may be given out?**

No. Personal information including health information, emergency contacts, student assessments, etc., is protected by the Personal Health Information Protection Act (P.H.I.P.A.). In accordance with the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), the Brant Haldimand Norfolk Catholic District School Board is prohibited from releasing any personal information without additional (prior) written consent of the involved party.

#### WHERE WILL YOU USE STUDENT WORK AND IMAGES?

Each student is asked to return a signed consent form to the school (see back). A consent form that is checked 'Yes', signed and returned to the school provides your child with the opportunity to appear/participate (for example):

- in a 'good news' story in the newspaper (school food drive);
- in a picture placed on the board website (track and field event);
- as a winner of a contest (winning essay may be sent to paper/website);
- in a posting of artwork or a project on a website or in a report.

We use work and images to enhance our publications by showing our community how our Catholic schools excel, that our students make a difference, and how working together means we accomplish more.

#### PHOTOGRAPHS TAKEN BY FAMILY MEMBERS AT SCHOOL

We recognize that parents, guardians or other family members wish to take photos of their child(ren) at school events; however, it is important to be aware that any pictures taken at school that include other students and staff cannot be shared in public (e.g., media) or posted on the Internet, including any social media (such as Facebook, Flickr, etc.) without the express written consent of the other students' parents or the staff member in the photo. Similarly, other students' and staff names cannot be shared publicly without prior consent.

Please fill out consent form (on back) and return to the school.

**Brant Haldimand Norfolk  
Catholic District School Board**  
Freedom of Information Coordinator  
519.756.6505 Ext. 234  
322 Fairview Drive, P.O. Box 217,  
Brantford, ON N3T 5M8



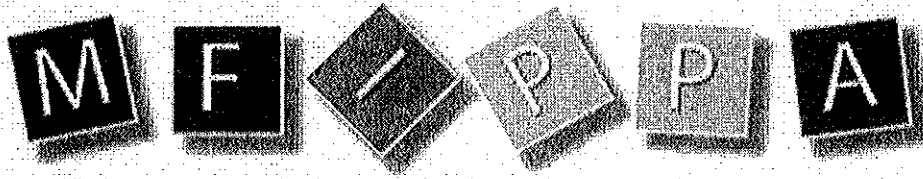
Parent Information Sheet

The Board's privacy policy, procedures and this parent information sheet have been developed in accordance with the requirements of the *Privacy and Information Management (P.I.M.) Guidelines*, as well as with professional regulations and ethical standards.



# Promoting Excellence in Our Schools:

**Consent Form. Please return to school.**



Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), I have read F.O.I. (Freedom of Information & Consent) Parent Information Sheet provided by the Brant Haldimand Norfolk Catholic District School Board pertaining to the use of student(s) personal information.

Please check  **one** of the following:

- Yes**, I/we consent to the use and/or disclosure of this information for the purposes outlined in the F.O.I. (Freedom of Information & Consent) Parent Information Sheet provided.

Note: Under this section, the student's address and phone number would **not be given out**. A consent form that is checked 'Yes', signed and returned to the school provides your child with the opportunity to appear/participate in (but not limited to) the following: In the newspaper or online media site where students are to be photographed or videotaped for the purpose of producing articles, programs, advertisements or promotional material concerning the school or board; in a photograph (e.g., Catholic Leadership Award Banquet) taken to submit to the newspaper or to post on a school or board website; and when the school or board posts newsletters or student-produced written text in reports and/or on websites.

**OR**

- No** I/we do not consent to the use and/or disclosure of this information for the purposes outlined in the F.O.I. (Freedom of Information & consent) Parent Information Sheet provided.

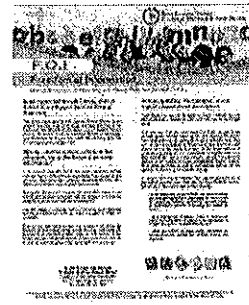
Note: It is important that you understand that if you choose to not provide signed consent (checking 'No' and returning the signed form), your child will not have the opportunity to appear/participate in (but not limited to) the following: In the newspaper or online media site where students are to be photographed or videotaped for the purpose of producing articles, programs, advertisements or promotional material concerning the school or board; in a photograph (e.g., Catholic Leadership Award Banquet) taken to submit to the newspaper or to post on a school or board website; and when the school or board posts newsletters or student-produced written text in reports and/or on websites.

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

Name of student: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
(18 years or older)



### Information Collection Authorization

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**BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD**  
P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8  
Phone 519-756-6505 – Fax 519-756-9913

## STUDENT INTERNET ETHICS AND ACCEPTABLE USE POLICY AGREEMENT

### USER:

I understand and shall abide by the Brant Haldimand Norfolk Catholic District School Board Student Internet Ethics and Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, (1) my access privileges may be revoked, and (2) school disciplinary action and/or appropriate legal action may be taken. Internet use is not solely a matter of Internal Board regulation. Use of Internet resources that connects the user to information outside of the Board will be subject to the regulations of the provider of that information and both criminal and civil law. Misuse of the Internet service provided by the Board can result in not just Board sanction, but also civil or criminal liability, for which the user must take full responsibility. Any loss that Board (or third party) suffers, by reason of misuse, the resulting penalty, will be the legal responsibility of the user (or their parent/guardian).

User Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### PARENTS/GUARDIANS:

Parents/Guardians of JK – Grade 12 student users must also read and sign this agreement. As the parent or guardian of this student, I have read the Student Internet Ethics and Acceptable Use Policy. I understand that this access is designed for educational purposes. The Brant Haldimand Norfolk Catholic District School Board has taken precautions to eliminate controversial material; however, I also recognize it is impossible for the Brant Haldimand Norfolk Catholic District School Board to restrict access to all controversial materials, and I shall not hold them responsible for materials acquired on the network. I hereby give permission to issue access for my child and certify that the information on this form is correct.

Parent/Guardian Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### SPONSORING TEACHER: (Must be signed if the applicant is a Brant Haldimand Norfolk Catholic School student.)

I have read the Student Internet Ethics and Acceptable Use of Policy and agree to promote this policy with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I have instructed the student on acceptable use of the network and proper network etiquette.

Grade	Teacher's Signature	Date	Grade	Teacher's Signature	Date

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:

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## Information About This Application

The Application for Direction of School Support form enables any person to apply to have their school support included or revised on the assessment roll by sending the completed form to the Regional Assessment Commissioner. The collection of the information on the form is authorized under the *Assessment Act*, and any personal information is confidential and protected under the *Freedom of Information and Protection of Privacy Act*.

The information will be used to direct your school taxes; to prepare voters' lists for municipal and school board elections; to help with municipal and school board planning. Note: Tenants have the right to direct school taxes even though they may not pay taxes directly.

Included below are instructions to help you complete each section of the form. If you have any questions about this form or about school support, please contact your local Public or Separate School Board.

### How To Complete This Application

#### A Resident

Every person in your household should be listed. Put the family name first, followed by given name(s). Owners or tenants are listed first, followed by spouses, all children, and other occupants. If this form is not for your permanent home (for example, if it is for your cottage or your business), only owners, tenants and spouses should be listed - children and other occupants should not be listed.

#### B Occupancy Status

Is this person an owner, tenant, spouse, child, boarder or other resident? Note: A Roman Catholic who has signed a separate school lease will be shown as a tenant. This does not affect their ownership.

#### C School Support

**Roman Catholic** - Includes Greek and Ukrainian Catholics

##### French-language Education Rights

You have French-language education rights if you are a Canadian Citizen and can answer "yes" to any one of the following questions:

1. Is French the language you first learned and still understand?
2. Did you receive your elementary school instruction in Canada in French? (This does not include French immersion or French as a second language.)
3. Have any of your children received, or are they now receiving, elementary or secondary school instruction in Canada in French? (This does not include French immersion or French as a second language.)

##### School Board

Persons who are not Roman Catholic and do not have French-language education rights, must be English-Public school supporters/electors.

Persons who are not Roman Catholic but do have French-language education rights, must be either English-Public or French-Public school supporters/electors.

Roman Catholics who do not have French-language education rights must be either English-Public or English-Separate school supporters/electors.

Roman Catholics who have French-language education rights, may be a supporter/elector for any one of the following school boards: English-Public, English-Separate, French-Public or French-Separate.

If you do not indicate which school board you support, it will be assumed that you are an English-Public school supporter/elector.

## Renseignements sur la demande

La Demande d'affectation des taxes scolaires, dûment remplie et envoyée au commissaire régional à l'évaluation, permet à quiconque de demander de préciser ou modifier son soutien scolaire sur le rôle d'évaluation. Ces renseignements sont recueillis en vertu de la *Loi sur l'évaluation foncière* et toute information personnelle sera tenue strictement confidentielle et protégée par la *Loi sur l'accès à l'information et la protection de la vie privée*.

Ces renseignements serviront à déterminer la destination de vos taxes scolaires; à préparer les listes électorales aux fins des élections municipales et scolaires; à faciliter la planification scolaire et municipale. Nota : Même s'ils n'acquittent pas directement leurs taxes scolaires, les locataires ont le droit d'en choisir l'affectation.

Voici quelques directives qui vous aideront à remplir chacune des sections du formulaire. Si vous avez des questions concernant le formulaire ou le soutien scolaire, adressez-vous au conseil d'écoles publiques ou séparées de votre localité.

### Comment remplir la demande

#### A Résident(e)

Chaque occupant doit être recensé : le nom de famille d'abord, suivi de tous les prénoms; assurez-vous aussi que le sexe, la date de naissance et la citoyenneté de chaque personne sont bien inscrits. Les noms de famille inscrits en premier sur la liste doivent être ceux des propriétaires ou locataires suivis de ceux du conjoint, de tous les enfants et de tout autre occupant de la propriété. Si le formulaire ne concerne pas votre domicile permanent (un chalet ou un bureau par exemple), seuls les noms du propriétaire ou du locataire et du conjoint doivent figurer sur la liste. N'inscrivez pas les enfants et autres occupants.

#### B Statut de l'occupant(e)

La personne est-elle : propriétaire, locataire, conjoint, enfant, pensionnaire, ou autre? Nota : Un(e) propriétaire catholique qui a signé un « bail d'école séparée », sera classifié(e) comme « locataire ». Cela ne modifie aucunement le statut de propriétaire de cette personne.

#### C Soutien scolaire

**Catholique** - comprennent aussi les catholiques grecs ou ukrainiens

##### Droit à l'enseignement en langue française

Vous avez droit à l'enseignement en langue française si vous êtes citoyen(ne) canadien(ne) et que vous pouvez répondre « oui » à n'importe laquelle des questions suivantes :

1. Le français est-il la première langue que vous avez apprise et le comprenez-vous toujours?
2. Avez-vous fait vos études primaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)
3. Avez-vous un ou des enfants qui ont fait ou qui font des études primaires ou secondaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)

##### Conseil scolaire

Toute personne d'allégeance non catholique et qui ne jouit pas du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise.

Toute personne d'allégeance non catholique mais qui jouit du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise ou française.

Les catholiques qui ne jouissent pas du droit à l'enseignement en français doivent élire un(e) conseiller(ère) et doivent destiner leurs taxes scolaires soit à un conseil d'écoles publiques de langue anglaise, soit à un conseil d'écoles séparées de langue anglaise.

Les catholiques qui jouissent du droit à l'enseignement en français ont le choix d'élire un(e) conseiller(ère) et ont le choix de destiner leurs taxes scolaires à l'un ou l'autre des conseils scolaires, à savoir écoles publiques de langue anglaise, écoles séparées de langue anglaise, écoles publiques de langue française ou écoles séparées de langue française.

Si vous ne confirmez pas votre préférence en matière de soutien scolaire, vous devrez élire un(e) conseiller(ère) et vos taxes scolaires seront destinées au conseil d'écoles publiques de langue anglaise.



**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8  
Phone 519-756-6505 -- Fax 519-756-9913

**SEPARATE SCHOOL ASSESSMENT LEASE**

This lease made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

I, (Non-Catholic Lessor) \_\_\_\_\_  
*Surname Christian Name*

Hereby agree with  
(Roman Catholic Lessee) \_\_\_\_\_  
*Surname Christian Name*

To lease the premises situated at \_\_\_\_\_  
*Number Street*

In the City or Town of \_\_\_\_\_ in the County of Brant the herein named

\_\_\_\_\_ Roman Catholic Lessee, for a term of one (1) year,

to be computed from \_\_\_\_\_, 20\_\_\_\_, and automatically renewable annually at an annual rate of Two Dollars (\$2.00); Provided however, that this lease may be terminated upon thirty (30) days notice in writing given by either party.

The parties hereto agree that the intent in granting this lease is to allow the subject property to be assessed on the basis of being a separate school supporter under Sections 20 and 24 of the Assessment Act, R.S.O. 1970, Chapter 32.

This lease does not affect the ownership of the property in any way whatsoever, nor will it be registered.

Signed, and delivered  
in the presence of

\_\_\_\_\_ (Lessor)

\_\_\_\_\_ (Lessee)

Witness

The Brant Haldimand Norfolk Catholic District School Board shall be deemed the authorized agent for the school support.

**FOR OFFICE USE ONLY**

NBHD	CNTY	MUN	MAP/VID	MAP/SUB	PARCL	MAPSUB

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**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**

P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8  
Phone 519-756-6505 -- Fax 519-756-9913

**APPLICATION FOR THE ENROLMENT OF NON-CATHOLIC STUDENT**

**TO BE COMPLETED BY THE PARENTS/GUARDIANS:**

PARENT(S)/GUARDIAN(S) MAKING APPLICATION \_\_\_\_\_  
(Parent/Guardian Name)

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

I/We hereby make application to the Brant Haldimand Norfolk Catholic District School Board to have our child/children enrolled

at: \_\_\_\_\_ Effective Date of Request: \_\_\_\_\_  
Name of Requested School:

Student's Legal Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's Legal Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Legal Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's Legal Name \_\_\_\_\_ Grade \_\_\_\_\_

**ACKNOWLEDGEMENTS:**

- I. I understand that I must provide transportation, if necessary,
- II. I have read the Board's Policy 200.14 Admission of Student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASONS FOR APPLYING TO ATTEND A CATHOLIC SCHOOL MUST BE IDENTIFIED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** A student will not be registered until this application has been approved by the Superintendent.

(Please complete side 2)

**STATEMENT OF EXPECTATIONS FOR NON-CATHOLIC ELEMENTARY SCHOOL STUDENTS:**

The Brant Haldimand Norfolk Catholic District School Board welcomes your interest in its school system. In order to be more fully informed of the Board's approach to the education of the children in its care, you are asked to review the following information.

This Statement of Expectations indicates the deep concern, which, clergy, trustees, teachers and parents of the Brant Haldimand Norfolk Catholic District School Board hold for the spiritual growth of our children. Therefore, we expect that parents and their children who attend our schools will embrace the following expectations:

- To show respect and reverence toward the Religious Education Programs and practices within our schools.
- To participate in all aspects of the Religious Education and Family Life Programs, liturgies and celebrations during school hours with the exception of the sacraments for those students who are admitted as non-Catholics.
- To assume the responsibility to inform their children as to the reasons why they cannot receive the sacraments if they are non-Catholic.

If you wish to proceed with the registration of your child in one of our Roman Catholic Schools, you are asked to sign this statement to indicate you are aware of the Board's expectations.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINCIPAL SIGNATURE:**

The Principal is aware of this application and will forward it to the Superintendent of Education.

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL BOARD USE ONLY**

Approved  Denied

Comments: \_\_\_\_\_

Signature of Superintendent of Education: \_\_\_\_\_ Date: \_\_\_\_\_

Copy Distribution: Receiving School Parent/Guardian

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:**

*Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. This information is collected under the legal authority of Section 265(1)(d) of the Education Act, R.S.O. 1990 c. E.2 as amended, and may be used as necessary for some or all of the following principle administrative purposes related to: the Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)*



**PRINCIPAL ACKNOWLEDGEMENT:**

The Principal is aware of this application and will forward it to the Superintendent of Education.

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

**(FOR SCHOOL BOARD USE ONLY)**

Approved

Denied

Comments: \_\_\_\_\_

Signature of Superintendent of Education: \_\_\_\_\_ Date: \_\_\_\_\_

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**BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD**  
P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8  
Phone 519-756-6505 -- Fax 519-756-9913

**APPLICATION FOR OUTSIDE OF BOARD JURISDICTION ATTENDANCE**

**TO BE COMPLETED BY THE PARENTS/GUARDIANS:**

PARENT(S)/GUARDIAN(S) MAKING APPLICATION \_\_\_\_\_  
(Parent/Guardian Name)

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

I/We hereby make application to the Brant Haldimand Norfolk Catholic District School Board to have our child/children enrolled

at: \_\_\_\_\_ Effective Date of Request: \_\_\_\_\_  
Name of Requested School:

Student's Legal Name _____	Grade _____	Student's Legal Name _____	Grade _____
Student's Legal Name _____	Grade _____	Student's Legal Name _____	Grade _____

**ACKNOWLEDGEMENTS:**

- I. I understand that I must provide transportation, if necessary,
- II. I have read the Board's Policy 200.14 Admission of Student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASONS FOR APPLYING TO ATTEND AN OUTSIDE OF BOARD JURISDICTION  
CATHOLIC SCHOOL MUST BE IDENTIFIED:**

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**PLEASE NOTE:** A student will not be registered until this application has been approved by the Superintendent.

(Please complete side 2)

**PRINCIPAL ACKNOWLEDGEMENT:**

The Principal is aware of this application and will submit it to the Superintendent of Education.

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

**(FOR SCHOOL BOARD USE ONLY)**

Approved

Denied

Comments: \_\_\_\_\_

Signature of Superintendent of Education: \_\_\_\_\_ Date: \_\_\_\_\_

Copy Distribution:    Receiving School    Parent/Guardian

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1990:**

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: February 16, 2010  
Submitted by: Cathy Horgan, Director of Education

**EDUCATIONAL PARTNERSHIPS**

Public Session

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**BACKGROUND INFORMATION:**

On September 25, 2009 school boards received PPM 149 with an accompanying memo from the Deputy Minister, Kevin Costante. PPM 149 requires the review and/or development of a local protocol for partnerships between external agencies and school boards. Implementation is required by January 1, 2010. **\*NB. PPM 149 does not affect agreements and/or protocols developed under PPM 81 and PPM 140. Nor does it affect protocols between school boards and Children's Aid Societies or police.**

**DEVELOPMENTS:**

The following provides details of the Brant Haldimand Norfolk Catholic District School Board's efforts and future plans to ensure compliance by January 1, 2010:

- Assignment of a school board person to manage the review and development process – Bill Chopp, Superintendent of Education
- Meeting on December 1, 2009 with community partners to discuss protocol concerns.
- Review of policy and approval of policy in January 2010.

The attached Education Partnership Policy will meet the compliance required by PPM 149.

**RECOMMENDATION:**

THAT the Policy Committee recommend the Committee of the Whole refer the Educational Partnerships Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Brant Haldimand Norfolk Catholic District School Board

### POLICY: EDUCATIONAL PARTNERSHIPS

<b>Adopted:</b>	<b>Policy No:</b>
	<b>Former Policy #:</b>
<b>Revised:</b>	<b>Policy Category:</b>
<b>Subsequent Review Dates:</b>	<b>Pages:</b>

#### **Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board recognizes that partnerships are integral to the education of its students. The goal of any educational partnership must be to positively impact student learning and well being.

The Brant Haldimand Norfolk Catholic District School Board supports the implementation of educational partnerships with parishes, community groups, government agencies, business and industry. The board will continue to engage in mutual beneficial partnerships with those who respect the vision of the Board's Strategic Plan.

#### **Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to:

1. Creating and implementing agreements with external agencies for provision of services by regulated professionals, professionals and paraprofessionals.
2. Partnerships that:
  - Empower students to achieve excellence
  - Motivate students to remain faithful to gospel values
  - Provide resources, expertise and personnel
  - Provide opportunities for whole school learning and development
  - Demonstrate real-world curriculum applications
  - Give students access to appropriate and extended resources
  - Are consistent with Catholic Graduate Expectations
3. Partnerships that are mutually beneficial to all parties; therefore all parties have the same rights.
4. Partnerships which are consistent with the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board and existing policies and procedures.
5. The evaluating of partnerships. Data will be collected, collated and assessed by the school board in collaboration with the partner to determine the impact on student learning and well being.

6. Partnerships that enhance student learning and well being.
7. Ensuring consistency and safeguard the Board mission and values.

**Definitions:**

1. The partnerships can generally be classified as:
  - a) Educational, *that is, to provide experiences for students to enhance learning and well being*
  - b) Commercial, *that is, to procure goods or services required by the educational system*
  - c) Service partnership, *that is provide support based on the holistic needs of a student*
2. External agency – an organization not internal to the Board that employs regulated health professionals, regulated social service professionals and paraprofessionals.

**Legal Framework:**

Ontario Ministry of Education Policy/Program memorandum No. 149 – Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).

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

Criminal Background Checks	300.15
Advertising and Material Distribution in Schools	400.8
Volunteers	300.12
Access to Premises	200.12
Fundraising	700.05 & 700.06



**Brant Haldimand Norfolk Catholic District School Board**  
**ADMINISTRATIVE PROCEDURES: EDUCATIONAL PARTNERSHIPS**

<b>Adopted:</b>	<b>Policy No:</b> <b>Former Policy #:</b>
<b>Revised:</b>	<b>Policy Category:</b>
<b>Subsequent Review Dates:</b>	<b>Pages:</b>

- 1.0 Partnerships shall be formalized through written agreements, stating clearly the conditions and benefits to the parties, detailing specifics and signed by appropriate personnel, including the Superintendent in whose portfolio the partnership is shaped. See Appendix A and Appendix B.
- 1.1 It is the responsibility of both parties to ensure that all of their pertinent staff has a copy of any agreement and adheres to its guidelines and intent.
- 1.2 When a service partnership is being considered, discussion with union representatives and non-union representatives will assist in clarifying role expectations and generate ideas about how existing staff can facilitate the implementation of the proposed service delivery model. Ongoing consultation with the appropriate union representatives and the partner will assist in the referral, intervention and termination process.
- 1.3 The community partner will obtain and/or maintain, at their own expense, commercial general liability insurance with a limit of not less than \$2,000,000 per occurrence without an aggregate, or such greater amount as the BHNCDSD may reasonably require. The policy will remain in effect for the duration of this agreement and shall include the following:
- the BHNCDSD as additional insured
  - a cross-liability clause
  - contractual liability coverage
  - automobile coverage for owned, hired, and non-owned vehicles
  - 30 day written notice of cancellation
- A copy of the Insurance Certificate, including professional liability (errors and omissions) and general liability, will be kept on file at the school and/or Board Department depending upon the affiliation, and a copy forwarded to the superintendent responsible for the partnership and to Business Services.
- 2.0 The Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
- 3.0 All partnerships must be transparent, with expectations and timelines clearly articulated within the project plan. The project supervisors maintain a copy of the project plan.

- 4.0 **Consent/Confidentiality** – Before any service is provided, it is important that written consent be obtained from parents when service involves student specific information sharing if the student is under 16 years of age, and from students themselves if they are over 16 years. (Please note that this may vary depending upon the legislation governing the external agency). Consent must be informed and time-limited with parents/students being advised about the type of service offered, who is delivering it, the timelines involved and their ability to access information. If the service providers require access to specific student information, informed consents must be completed for this as well. In any and all circumstances, confidentiality will be maintained.
- 5.0 **Criminal Background Checks** are required before any service is provided. Please reference Brant Haldimand Norfolk Catholic District School Board Policy 300.15 - Section B - Criminal Background Checks for Service Providers.
- 6.0 The Board will continually assess the number and type of partnerships within which it will engage the needs of all students and availability of staff budget permits. Some partnerships have limited time involvement while others will require intensive involvement for a longer period of time.
- 7.0 In an educational partnership with a commercial enterprise, there will be a clear understanding that the purpose is the education of students with no promotion of brand names or products.
- 8.0 Governance of the schools will remain firmly and clearly with the trustees and administrators of the board and all agreements will follow board policy.
- 9.0 There shall be a clear statement of the nature and intend of the partnership with appropriate means of disengagement through a memorandum of agreement signed by both (or all) parties.

**SAMPLE PARTNERSHIP AGREEMENT**

between

**Name of School**

and

**Name of External Partner**

This educational partnership is a mutually supportive reciprocal agreement between school / board and external partner to provide the following service:

External partner agrees to abide by the mission and vision statements of the Brant Haldimand Norfolk Catholic District School Board.

External partner agrees that no fees are payable to it by the Board, and neither the Board, students/parents or staff of the Board are responsible for any expenses of external partner in connection with this provision of service.

Both parties acknowledge and agree that external partner is not an agent of the Board and none of the service providers are employees or agents of the Board.

**Timeline:** The service will be provided by external partner effective from date until date; however, either the school/board or external partner may terminate this agreement for any reason with reasonable notice to the other. Reasonable notice shall be 30 days. During the time of this agreement, the following responsibilities are agreed upon:

**EXTERNAL PARTNER**

1. **Procedures**  
Operates within the context of the Brant Haldimand Norfolk Catholic District School Board Policies, operating procedures and collective agreements, including but not limited to the Certificate of Insurance (professional liability (errors and omissions) and general liability), Criminal Background Checks, Reporting Children in Need of Protection, and the Code of Conduct for the school. The Board's Policies are available on the Board's website at [www.bhncdsb.ca](http://www.bhncdsb.ca).
2. **Accountability**  
Provide credentials of service providers to the school and ensure that they comply with the rules of professional conduct for their profession and the required criminal background checks are on file.

Service providers must contract through the OESC to obtain clearance.

3. **Liability**  
Provide the board with a copy of a current Certificate of Insurance for a minimum of one million dollars relating to professional liability (errors and omissions) coverage and general liability. The Brant Haldimand Norfolk Catholic District School Board must be named on the Certificate of Insurance as additional insured.
4. **Loss**  
The Brant Haldimand Norfolk Catholic District School Board is not responsible for any loss arising from any act or omission on behalf of the partnership organization.
5. **Location**  
Service providers meet with students only on school premises in a specified location unless prior written consent is obtained from the parent/guardian of the student, and the principal is given prior notice.
6. **Identification**  
Service providers sign in at the school office for each visit and must wear proper identification (OESC identification card, along with a government issued photo identification, and visitor's badge as well as agency identification ) while in the school.
7. **Records**  
Partners maintain a record of services provided, and monitor access.
8. **Evaluation**  
Partners cooperate with the board in evaluating the effectiveness of the partnership.

**SCHOOL**

1. **Consent**  
Obtains appropriate written informed consent/release of information.
2. **Location**  
Provide a private room for the provision of service recognizing the need to co-ordinate the use of space with staff allocated to the school.
3. **Monitor**  
Monitor along with the partner the service and provide advice to service providers and to the school when necessary.
4. **Evaluation**  
Cooperate with the external partner in evaluating the effectiveness of the services provided.

Both the Brant Haldimand Norfolk Catholic District School Board and external partner agree that all information obtained during the provision of services will remain confidential.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Director of Education  
(or designate)

\_\_\_\_\_  
External Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Checklist for Educational Partnerships

### INITIAL STAGE

- Identify specific needs to be addressed
- Identify how specific services will address needs. How will student achievement and well being be positively impacted?
- Create overview/synopsis of plan
- Ensure that plan recognizes Catholic dimension and maintains ethical business principles as outlined by the Institute for Catholic Education Guidelines for Partnerships in Catholic Education
- Inform key personnel (Superintendent of Education) and provide project plan descriptor
- Involve appropriate staff and union representation in initial and on-going discussions
- Develop service agreement
- Review credentials of service providers
- Ensure criminal background checks are on file
- Obtain a copy of current Certificate of Insurance naming the Brant Haldimand Norfolk Catholic District School Board and ensuring a minimum of one million dollars liability coverage for professional liability (errors and omissions and general liability)
- Decide on location for service
- Determine how students will be selected (if applicable)
- Delineate roles of all staff involved in conjunction with external partner and continue to review service delivery model jointly
- Director of Education (or designate) signs partnership agreement
- Ensure Conflict of Interest policy is followed
- Establish adequate resolution process

### IMPLEMENTATION STAGE

- Develop schedule for specific hours of service
- Ensure all staff at school are aware of the service being provided
- Provide identification badges for service providers
- Determine type of documentation and records, location of records and who has access to records
- Ensure that all documentation and sharing of information is compliant of the Freedom of Information Act

## **REVIEW STAGE**

- Establish specific meeting times during service provision to review progress
- Develop a communications plan for sharing information with parents (if applicable)
- Develop an evaluation plan
- Monitor progress-celebrate successes and address any challenges

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: February 16, 2009  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EMPLOYEE EXPENSE REIMBURSEMENT POLICY**

Public Session

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**BACKGROUND INFORMATION:**

The Employee Expense Reimbursement policy was revised due to guidelines from the Ministry of Education regarding trustee expenses. Previously, the policy for expense reimbursement included employees and trustees, but the Ministry has stated the policy for trustees should be separate from that for employees.

**DEVELOPMENTS:**

The policy and administrative procedures were reviewed by Senior Administration. Appendix A contains a copy of the policy and administrative procedures. The primary changes made to the policy were to delete any reference to trustees.

**RECOMMENDATION:**

THAT the Policy Committee recommend the Committee of the Whole refer the Employee Expense Reimbursement policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk Catholic District School Board**

**POLICY: EMPLOYEE EXPENSE REIMBURSEMENT**

Adopted: 03/29/05	Policy No: 700.4 Former Policy #: 700.4
Revised: 26/06/07	Policy Category: Finance
Subsequent Review Dates:	Pages: 3

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that employees should be reimbursed for expenses incurred to fulfill their duties provided such expenses are approved by a supervisor and are in accordance with this policy.

**Policy Statement:**

The Board will reimburse employees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures.

Statutory/Regulatory/  
Related Board Policy  
Linkages: n/a

**DRAFT**



**Brant Haldimand Norfolk Catholic District School Board**

**ADMINISTRATIVE PROCEDURES: EMPLOYEE  
EXPENSE REIMBURSEMENT**

Adopted: 03/29/05	Policy No: 700.4 Former Policy #: 700.4
Revised: 26/06/2007	Policy Category: Finance
Subsequent Review Dates:	Pages: 3

**Travel Costs - Personal Automobile**

1. Employees will be paid mileage based on the number of kilometers from their primary business location (in most cases, the location of the employee's office) to other assigned locations and back to the primary business location.
2. Itinerant employees will be assigned a primary business location each September by their supervisor.
3. Employees requesting reimbursement must submit an approved *Expense Report*, in prescribed form to the Finance Department. Employees should retain a copy of the form for their records as copies will not be provided.

**Travel Costs - Other**

1. Employees may use methods of travel other than a personal automobile, in which case, they will be reimbursed based on actual cost as supported by an invoice. The cost must be no greater than the amount incurred when using a personal automobile as determined in (1) above.
2. Parking costs will be reimbursed based on actual receipts.

**Hotels and Meals**

1. Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if the employee is required to be away from home overnight. Lunch will be reimbursed if the employee is required to be outside of the Board's jurisdiction for at least one half of the day. Actual receipts or invoices must be submitted. Credit card receipts are not acceptable.
2. Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the employee's supervisor. Costs such as movies, room service, mini bar, personal telephone calls, etc., will not be reimbursed.

## Conferences and Workshops

1. Conference and workshop registration fees will be paid directly by the Board or reimbursed if approved by an appropriate supervisor with responsibility for professional development.
2. If the conference or workshop fee includes meals, employees will not be reimbursed for meal costs they choose to incur.

## Hospitality

1. Hospitality is defined as entertainment or token gifts of appreciation for which an expense is incurred and may be extended on behalf of the Board only by supervisory officers. In rare cases, other employees may incur hospitality expenditures with the prior approval of a supervisory officer.
2. Hospitality expenses will be recognized when:
  - token gifts are given to individuals in appreciation or recognition of service.
  - engaging in an appropriate event on behalf of the Board.
  - sponsoring events related to the business of the Board.
3. When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
4. Moderate and reasonable consumption of alcohol during a meal or reception is permissible and expenses shall be reimbursed.
5. Original invoices or receipts which clearly show costs and applicable sales taxes must be submitted with the prescribed *Expense Report* form. The reimbursement for hospitality expenses is subject to approvals as are other expenses referred to in this policy.

## Other

1. Only forms prescribed by the Finance Department are acceptable. Expense Reports are to be submitted monthly if over \$100 or quarterly if less than \$100.
2. Supervisors are responsible for the review and approval of *Expense Reports*.
3. Original invoices or receipts which clearly show costs and applicable sales taxes are acceptable for expenses other than automobile mileage costs.
4. Cash advances will not normally be provided, however, an employee who is unable to use a personal credit card may make a written request to the Manager of Finance at least ten (10) business days prior to when the funds are required.

## NEW POLICIES BEING DEVELOPED OR POLICIES IN REVISION

Policy Name	Assigned to	Policy Proposal to ACM	Draft Reviewed by ACM	Draft Reviewed by Sr Advisory	Date sent to Trustees	Vetted to System	To Policy Cmte	To Cmte of the Whole	Approved by Board	Posted on Web
200.14 Admission of Students <b>R</b>	Cathy Horgan	Done	Jan 10	Feb 1-10	Jan 15-10	Feb 1-10	Feb			
Healthy Food Choices in Schools	Bill Chopp	Done	Jan 10				TBD			
Progressive Discipline	Bill Chopp Trish Kings	Jan 09	Feb 8-10	Feb	Feb 9-10	Feb 9-10	March 9			
300.10 Hiring – Academic Staff <b>R</b>	Wally Easton	Done	Done				TBD			
300.11 Hiring – Support Staff <b>R</b>	Wally Easton	Done	Done				TBD			
300.18 Pre-employment Screening <b>R</b>	Wally Easton	Dec 09	Jan 10	Feb 10	Feb	Feb	March			
Medical Support/ Diabetes	Bill Chopp	Jan 10	March	March	March	March	April			
500.1 Educational Field Trip <b>R</b>	Chris Roehrig	Jan 10	April	April	April	April	May			
300.6 Performance Appraisal for Non-teaching Staff <b>R</b>	Wally Easton	March	March	March	March	March	April			
Environmental Education	Chris Roehrig	Done	April 10	April	April	April	May			
100.2 Performance Appraisal for the Director of Education	Cathy Horgan	Done					Oct 09	Oct 09	Oct 09	10-28-09
Equity Policies	Trish Kings	April	May	May	May	May	June			
200.32 Customer Service Accessibility	Bill Chopp	Done	Done				Dec 09	Dec 09	Dec 09	Dec 09

Policy Name	Assigned to	Policy Proposal to ACM	Draft Reviewed by ACM	Draft Reviewed by Sr Advisory	Date sent to Trustees	Vetted to System	To Policy Cmte	To Cmte of the Whole	Approved by Board	Posted on Web
Partnerships with External Agencies	Bill Chopp	Dec 09	Jan	Jan	Jan	Jan	Feb			
300.15 Criminal Background Checks <b>R</b>	Wally Easton	March 10	April 10	April	April	April	June			
300.1 Workplace Harassment <b>R</b>	Wally Easton	TBD – pending new legislation								
Working Alone	Wally Easton	March 10	April 10	April	April	April	June			
700.4 Trustee Expense now 100.10 <b>R</b>	Wally Easton	Nov 09	Dec 09	Jan	Jan	Jan	Jan	Jan	Jan	Jan
700.4 Employee Expenses will be 700.10 <b>R</b>	Wally Easton	Jan	Jan	Feb	Feb	Feb	Feb			
Footwear	Wally Easton	Done	Feb 10				May			
WHMIS	Wally Easton	March 10	April 10				June			
Transportation	Wally Easton	Done	Dec 09	Jan 18-10	Feb	Feb	May			
Volunteer Drivers	Chris Roehrig	Jan	April	April	April	April	May			
700.5 / 700.6 Fundraising <b>R</b>	Wally Easton	May	Sept	Sept	Sept	Sept	Oct			
Safe Schools <b>R</b> (Bill 157)	Trish Kings	Jan	Feb	Feb	Feb	Feb	March			
700.1 Purchasing <b>R</b>	Wally Easton		Feb	Feb	Feb	Feb	March			
Board By-laws <b>R</b>	Cathy Horgan						March			

\* **R** ~ In revision