



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Agenda**  
Catholic Education Centre  
322 Fairview Drive  
Brantford, ON N3T 5M8

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**Policy Committee  
Wednesday, October 10, 2012 4:00 p.m  
Haldimand Room**

**Members:** June Szeman (Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella, Chris N. Roehrig

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**1. Opening Business**

- 1.1 Opening Prayer – June Szeman
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – April 23, 2012 Pages 2-3

**2. Committee and Staff Reports**

- 2.1 Admission of Students 200.14 (revised) Pages 4-17  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.2 Fundraising 700.05 (revised) Pages 18-26  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 2.3 Supervised Alternative Learning 200.06 Pages 27-38  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.4 Information and Communications Technology Use 600.02 (revised) Pages 39-53  
Presenter: Tom Grice, Superintendent of Business & Treasurer
- 2.5 Religious Accommodation 200.04 Pages 54-60  
Presenter: Leslie Telfer, Superintendent of Education

**3. Discussion Items**

**4. Adjournment**

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Next meeting: At the call of the Chair.



**Policy Committee  
Tuesday, April 23, 2012 4:00 p.m.  
Haldimand Room**

**Present:** June Szeman (Chair), Dennis Blake, Cliff Casey, Dan Dignard, Cathy Horgan, Rick Petrella

**Absent:** Bonnie McKinnon

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with a prayer led by June Szeman.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

The agenda was amended to add Item 2.1 – update on media situation.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda of the April 23, 2012 meeting, as amended.

**Carried**

**1.4 Approval of the Policy Committee Meeting Minutes – April 10, 2012**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee approves the minutes of the April 10, 2012 meeting.

**Carried**

**2. Committee and Staff Reports**

**2.1 Update on Media Situation**

Director Horgan provided an update regarding recent media coverage of a school incident.

**2.2 Aboriginal Self-Identification**

Superintendent Kings informed trustees that this new policy allows for voluntary, confidential self-identification of First Nation, Métis and Inuit ancestry by parents and students. The policy and administrative procedures meet the goals of the Policy Framework provided by the Ministry of Education.

Moved by: Cliff Casey

Seconded by: Dan Dignard



THAT the Policy Committee recommends that the Committee of the Whole refers the Aboriginal Self-Identification Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **3. Discussion Items**

#### **3.1 Review of Board By-Laws**

Trustees completed their review and updating of the Board by-laws. Director Horgan will provide expanded language regarding conflict of interest. A final review of the amended by-laws document will be undertaken at the next Policy Committee meeting.

#### **3.2 An Overview of Student Admission Policies**

A summary of how student admissions are handled by various boards across the province was provided to trustees. Amendments to the Board's existing Admission of Students Policy were suggested. A draft revised version of the policy will be reviewed at the next meeting.

#### **3.3 BHN Education Foundation Proposal**

A discussion regarding a proposal to establish a Catholic Education Foundation for our Board took place. The following motion was made:

Moved by: Cliff Casey

Secondary by: Dan Dignard

THAT a Steering Committee be struck to examine the viability of establishing a charitable foundation.

**Carried**

### **4. Adjournment**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of April 23, 2012.

**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: October 10, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### ADMISSION OF STUDENTS

Public Session

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#### **BACKGROUND INFORMATION:**

In 2010, the Board revised the Admission of Students Policy 200.14. While the intent of the revisions was to clarify issues such as out-of-boundary applications and to clearly define eligibility for admissions in our schools, the impact was that there were non-Catholic families in the community that wished to avail themselves of a uniquely Catholic education – an education that starts with the assumption that all students shall participate in the Catholic Religious Education and Family Life Program and all school-based religious activities and celebrations.

#### **DEVELOPMENTS:**

Senior administration has developed a revised policy that includes an adjudication process which evaluates applications from non-Catholic families based on the following criteria:

1. Primary motivation is to obtain a Catholic education (not for family convenience or because of friction with school authorities from other school systems).
2. Availability of facilities, space and transportation.
3. Availability of special education services and programs (if applicable). Non-Catholic students with special needs must be proven to qualify for special education funding (e.g. ISA) before being admitted.
4. Can only attend the school in their boundary.
5. Subject to annual review.
6. Provides proof of tax support for the English-Catholic school system.
7. Parent/guardian signs an agreement that the child will participate in Religious Education and Family Life programs, as well as school-based religious activities/celebrations.
8. Student adheres to the Code of Conduct.
9. Recommendation from the principal after meeting with parents.
10. Will register all JK-Grade 8 children in the family in the school.

The revised application form for the enrolment of non-Catholic students, which requires approval of the school superintendent, is attached.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Admission of Students Policy 200.14 to the Brant Haldimand Norfolk Catholic District School Board for approval.

## Policy: Admission of Students

		<b>Policy Number:</b>	200.14
<b>Adopted:</b>	April 24, 2001	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	February 23, 2010	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	3

### 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. **For students who are not baptised Catholic or are not children of baptised Catholics, a special application for admission must be submitted. The following criteria shall be met:**
  - i. **Primary motivation is to obtain a Catholic education and to participate in the Religion & Family Life program, as well as school-based religious activities and celebrations (not for family convenience or because of friction with school authorities from other school systems.)**
  - ii. **Availability of facilities, space and transportation.**
  - iii. **Availability of special education services and programs (if applicable). Non-Catholic students with special needs must be proven to qualify for special education funding (e.g., ISA) before being admitted.**
  - iv. **Can only attend the school in their boundary.**
  - v. **Subject to annual review.**
  - vi. **Provides proof of tax support for the English-Catholic school system.**

- vii. Parent/guardian signs an agreement that the child will participate in Religious Education and Family Life programs, as well as school-based religious activities/celebrations.
  - viii. Student adheres to the Code of Conduct.
  - ix. Recommendation from the principal after meeting with parents.
  - x. Will register all JK-Grade 8 children in the family in the school.
5. 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.
  6. 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.
  7. The admission of secondary school students will comply with the provisions of the Education Act and Regulations.
  8. 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.
  9. 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).
  10. 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.
  11. 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.
12. 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:

<b>Roman Catholic</b>	is defined as one in Union with the See of Rome (see Appendix A)
<b>Non-Catholic</b>	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.
<b>Resident Student</b>	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)

## References

Education Act – section 32, 33, 40, 41, 42



## Admission of Students AP 200.14

**Procedure for:** All Principals, Superintendents  
**Submitted by:** Director of Education  
**Category:** Students

**Adopted:** April 24, 2001  
**Revised:** February 23, 2010

### Purpose

The purpose of this Administrative Procedure is to provide direction to all principals and superintendents of education regarding the process for the admission of students to our Board's Catholic schools.

### Responsibilities

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:

### Procedures

#### Registration of Elementary School Students

Category	Description of Student	Process
In Boundary	Catholic student and parent(s) reside in Brant, Haldimand or Norfolk.	Register student in home school unless otherwise determined by the Director of Education or designate.
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 unless otherwise determined by the Director of Education or designate.
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 (see Appendix B). <del>after completion of forms in Appendix C.</del>
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.
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.



Category	Description of Student	Process
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 ( <del>Appendix C</del> ). 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.

### 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 ( <del>see Appendix C</del> ).
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 ( <del>see Appendix C</del> ).
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 ( <del>Appendix C</del> ). 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.
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.	<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. <b>Students 18 and over:</b> Register student in school/class/program designated as having space. The principal must approve registration.
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.	<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. <b>Students 18 and over:</b> Register student in school/class/program designated as having space. The principal must approve the registration.
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.

### Definitions

**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.

**Non-Resident Student** refers to students who:

- i. live outside the boundaries of Brant Haldimand Norfolk Catholic District School Board
- ii. are students (visitors to Canada) who are assessed a fee to attend because they are not permanent residents, or
- iii. are from another province

**Home School** refers to the school that is located in the same attendance boundary as the student's parent or guardian's residential address.

**Application** 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)

### References

Education Act – Sections 32, 33, 40, 41, 42

## 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])

### Christian 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)

## APPENDIX B

### Special Circumstances Defined

#### Custody Issues

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.

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.

Students in the process of being adopted – A student may be registered if:

1. The school has received proof that adoption proceedings have been initiated; and
2. A letter of intent is completed.

#### Adult Students

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.

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.

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

Students possessing the following types of documentation must be referred to Executive Assistant, Corporate Services. They must not be registered at the school:

1. Intent to Land/Permanent Residence (sponsorship within Canada);
2. Minister's Permits (and/or extension thereof);
3. Work Permit;
4. Visitor's Permit (accompanying dependents of work permit holder);
5. Study Permit (fee paying international students);
6. Refugee claimants/convention refugees;
7. 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:

1. Completed International Student Application form.
2. 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:

1. Personal documentation, including valid Study Permit, verification of age and a Brant, Haldimand or Norfolk address where student will be living.
2. 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.
3. 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.
4. 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:

1. Refugee Claimant Status from Citizenship and Immigration Canada
2. 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.



**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**

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.

Parent/Guardian Making Application:	
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Street Address:	
-----------------	--

City/Town:		Postal Code:	
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Home Telephone:		Cell Phone:	
-----------------	--	-------------	--

Email Address:	
----------------	--

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

School Name:	
--------------	--

Start Date:	
-------------	--

Our residence is within the designated boundary for this school:	Yes	No
--	-----	----

**Student(s) Information:**

Names of all school-age children (indicate the Date of Birth, Grade Requested and any Special Education needs):

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## ACKNOWLEDGEMENTS AND ATTESTATIONS

- I attest that the primary motivation for enrolling my child/children in a Catholic school is to obtain a Catholic education (not for family convenience or because of friction with school authorities from other school systems).
- I understand that the enrolment of my child/children is subject to annual review by the principal of the school.
- I understand that the application is subject to availability of facilities, space and transportation.
- I understand that the application is subject to the availability of special education services and programs (if applicable).
- I understand that I can only enroll my child/children in schools that are in the boundary corresponding with my residence.
- I understand that all students are required to adhere to the school and board's code of conduct.
- I agree to enroll all my children in the school for which I am making application.
- I agree to designate my tax support to the English-Catholic school system.
- I understand that all students are required to participate fully in the Religion and Family Life programs as well as the school and board based religious activities and celebrations.

I understand and agree to all of the abovementioned acknowledgements and attestations.

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

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

## TO BE COMPLETED BY THE SCHOOL PRINCIPAL

Name of Principal: \_\_\_\_\_

The following checklist shall be completed by the school principal prior to filing the application with the school superintendent:

- Review abovementioned acknowledgements with the applicant.
- Collect a copy of proof of tax support for the English Catholic school system.
- Verify that the applicant is in the boundary of the school.
- Review the school/board Code of Conduct with the applicant.
- Review the Religion and Family Life program as well as the plans for religious activities with the applicant.
- Verify that the applicant intends on enrolling all of their elementary school-aged children in the school.
- Verify that there is available facilities, space and transportation for the applicant's children.
- Collect a copy of all special education documentation that demonstrates a need for special education support.

I have completed the abovementioned checklist and recommend the application be approved by the school superintendent.

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

## TO BE COMPLETED BY THE SCHOOL SUPERINTENDENT

**Approved**    **Denied**

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

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

Copy Distribution:    Receiving School (OSR)    Parent/Guardian

*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)*

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: October 10, 2012  
Submitted by: Chris Roehrig, Director of Education & Secretary

**FUNDRAISING**

Public Session

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**BACKGROUND INFORMATION:**

In October 2005, the Board of Trustees approved the Fundraising in Elementary Schools and the Fundraising in Secondary Schools policies.

**DEVELOPMENTS:**

In May 2012, the Ministry of Education issued *Fundraising Guidelines*, which

- identified guiding principles and best practices;
- provided a foundation for school boards to develop or update existing guidelines, policies and procedures; and
- provided examples of appropriate and inappropriate practices to protect school board staff and fundraising volunteers when managing fundraising proceeds.

As a result, Policy 700.05 Fundraising in Elementary Schools and Policy 700.06 Fundraising in Secondary Schools have been amended and merged into one policy for clarity and to comply with the Ministry's guidelines.

The revised Fundraising policy and administrative procedures were vetted and have been reviewed by all trustees, principals and school council chairs with only minor changes recommended.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the rescinding of the Fundraising in Secondary Schools Policy 700.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Fundraising Policy 700.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Policy: Fundraising Policy

	<b>Policy Number:</b>	<b>700.05</b>
<b>Adopted:</b>	October 25, 2005	<b>Former Policy Numbers:</b> 700.5 and 700.6
<b>Revised:</b>		<b>Policy Category:</b> Finance
<b>Subsequent Review Dates:</b>		<b>Pages:</b> 4

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes that parents, guardians, caregivers, schools and communities may choose to engage in fundraising activities undertaken by schools to support students, the Board and the wider community. The Board believes that fundraising activities must be complementary to Catholic education, voluntary, safe, accountable and transparent. The Board is supportive of fundraising activities that increase student engagement, support Catholic values and promote a sense of altruism, awareness and understanding while building strong partnerships.

### Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board supports fundraising activities undertaken by schools through Catholic School Councils, parents, students and/or staff. The Board recognizes that from time-to-time, other groups may engage in fundraising on behalf of the school. All fundraising activities, whether for a school or for an approved organization, shall be related to charitable, humanitarian, educational or services/activities that are in keeping with the Board's mission/vision.

Fundraising activities undertaken in the Brant Haldimand Norfolk Catholic District School Board will:

#### 1. Be Complementary to Publicly-Funded Education

- Fundraising will reflect the Brant Haldimand Norfolk Catholic District School Board's mission, vision, values and strategic directions.
- Fundraising will be in accordance with Board policies and guidelines and the funds raised are to be used for a purpose approved by the Board.
- Fundraising will reflect the purposes and the principles of public education, including equity, diversity and accessibility.
- Fundraising will support student achievement, will not detract from the learning environment and will not provide undue burden on staff, students or their families.
- Fundraising will not replace public funding for education and may not be used to support items that are funded through provincial grants, such as classroom learning materials and textbooks, facility repairs, maintenance or upgrades.
- Fundraising will not support capital projects that will result in an increase in the student capacity of a school or significantly increase capital or operating costs.
- Fundraising may be used to support humanitarian causes that can increase student understanding, empathy and activism in helping to address local, national and international issues.
- Fundraising shall not be used to support political parties.
- Fundraising must be ethical and legal.
- Principals shall consider the concept of providing a quality product or service for the contribution made.
- Students participating in fundraising activities will not be held responsible for any loss that may be incurred by the project.
- The principal shall ensure that there is fair and equitable distribution of major fundraising proceeds for the direct benefit of the pupils. All monies raised in a given school year are to be utilized, whenever possible, on behalf of the pupils in that same school year.



## Brant Haldimand Norfolk Catholic District School Board

### 2. Be Voluntary

- No individuals will be compelled to participate in fundraising activities, nor will a student's fundraising efforts be tied to any measure of student achievement or be subjected to any other negative consequences should they choose not to participate.
- Fundraising by the local school community will reflect the diversity, values and priorities of the Board and the community.
- Privacy will be respected. Personal information of staff, students or other individuals will not be shared for the purposes of fundraising without prior consent.
- Where schools engage in fundraising to subsidize the costs to students for field trips, students may elect not to participate in the fundraising, but rather to address personal expenses independently.
- Where a family has more than one child in the same school, the number of children participating in any fundraising activity shall be a family decision.

### 3. Provide a Safe Environment for Students, Staff and Volunteers

- The safety of students will be a primary consideration in all fundraising activities.
- Student fundraising activities require supervision and should be age-appropriate.
- Appropriate safeguards will be in place regarding the collection, deposit and recording of all fundraising proceeds, the use of funds and privacy matters of students, staff and volunteers.
- Door-to-door canvassing by students in support of any fundraising project is not recommended by the Board. The Board discourages canvassing for fundraising in malls, plazas or similar public locations. If the principal wishes this type of fundraising to take place, written permission must be granted by Mall Management and students must be supervised, at all times, by the principal or adult designate.

### 4. Be Accountable and Transparent

- School fundraising activities will be developed and organized by the school principal or designate with advice and assistance from the school community.
- Fundraising has a designated purpose and the proceeds are used for that purpose and clearly identified to the school community.
- School fundraising will include transparent financial reporting practices to the school community and the Brant Haldimand Norfolk Catholic District School Board community.
- There shall be no real or perceived conflict of interest in any fundraising activity.
- Fundraising by student groups (i.e., school council, clubs, athletics, etc.) must be supervised by a teacher advisor and be governed by the same rules as other fundraising activities.
- Administrative expenses associated with the fundraising activity will be minimized.
- All organizations in receipt of Brant Haldimand Norfolk Catholic District School Board fundraising proceeds must engage in legal and ethical practices.
- The approval of all fundraising activities shall be the responsibility solely of the school principal.
- The principal must approve the content and posting on school property of any advertising materials or the distribution of notices dealing with school fundraising activities.
- Schools must accurately account for and manage all monies raised through fundraising activities in the manner as established in the Board's School Funds policy.



## Brant Haldimand Norfolk Catholic District School Board

### **Glossary of Key Policy Terms:**

#### **Fundraising**

Is understood to be a systematic collection of money or materials for the purpose of supporting works of charity or for other school-based projects for which the Board does not budget. Fundraising includes such related activities as making announcements, advertising or any actions that contribute to fundraising.

#### **School Community**

The school community refers to students, parents, guardians and caregivers, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the Brant Haldimand Norfolk Catholic District School Board and student achievement.

#### **School-Generated Funds**

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by school councils or other school or parent-administered groups (with the exception of funds raised by the Ontario Home and School Associations).

School-generated funds are administered by the school principal and are raised or collected from sources other than the Brant Haldimand Norfolk Catholic District School Board's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions and donations for initiatives such as a school nutrition programs.

School-generated funds is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

#### **Major Campaign**

Major fundraising campaigns involve the entire student body, may include canvassing funds from extended family and the community and is intended to raise the greatest amount of funds for the benefit of the entire student body, i.e., bingo games, cheese, fruit, candles.

#### **Minor Campaign**

Minor fundraising campaigns involve a part of the student body in fundraising activities, and/or the sale of goods or collection of funds within the school or at school functions, i.e., class projects, pizza days.

#### **School Activities**

A fundraising activity with the objective of raising money for school activities, i.e., play day, Christmas party.

#### **School Excursion**

A fundraising activity with the objective of raising money to offset the costs incurred in school excursions, i.e., transportation or accommodation costs.

#### **Church-Sponsored Campaign**

A fundraising activity with the objective of raising money to support a church-sponsored activity, i.e., missions, disaster relief, St. Vincent de Paul.

#### **Charitable Campaign**

A fundraising activity with the objective of raising money to support a charitable organization, i.e., Jump Rope for Heart, Canadian Cancer Society.



## **Brant Haldimand Norfolk Catholic District School Board**

### **References**

Broader Public Sector Procurement Directive  
Cash/Equipment Donations Policy 700.02  
Catholic School Advisory Councils Policy 200.31  
Education Act  
Educational Field Trips & Excursions Policy 500.01  
Educational Partnerships Policy 400.18  
Equity and Inclusive Education Strategy  
Facility Partnerships Policy 400.02  
Health and Safety Policy 300.16  
Municipal Freedom of Information and Protection of Privacy Act  
Nutrition – Creating a healthy Environment Policy 200.01  
Professional Standards & Conflict of Interest – Employees Policy 300.17  
Protection of Anaphylactic Pupils Policy 200.18  
Purchasing Policy 700.01  
Regional Catholic Parent Involvement Committee Policy 200.24  
BHNCD SB School Funds Policy 700.03  
Regulation 612  
Regulation 613  
Implementation of the Ontario Parent Involvement Policy  
Ministry Support to Enhance Parent Involvement  
Helping Ontario Parents Get Involved in Their Children's Education  
Parents in Partnership: A Parent Engagement Policy for Ontario Schools



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## Fundraising Administrative Procedure AP 700.05

<b>Procedure for:</b>	Principals	<b>Adopted:</b>	October 25, 2005
<b>Submitted by:</b>	Superintendent of Business & Treasurer	<b>Revised:</b>	Month, dd. yyyy
<b>Category:</b>	Finance		

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### Purpose

The Brant Haldimand Norfolk Catholic District School Board recognizes that parents, guardians, caregivers, schools and communities may choose to engage in fundraising activities to support students, schools, the Board and the wider community. The Board will ensure that all fundraising activities increase student engagement, support Catholic values and promote a sense of altruism, awareness and understanding while building strong partnerships.

### Responsibilities

#### Principal

- The principal, after consultation with the Catholic School Advisory Council, will approve all fundraising activities.
- The principal shall ensure that contractual agreements to raise funds are first approved by the school's Superintendent of Education.
- Accurately account for, manage and report all monies raised through fundraising activities in the manner established in the Board's School Funds Policy.
- At the conclusion of each major fundraising event, the principal will prepare a financial summary, which will be sent to parents indicating all revenues and expenditures. This financial summary shall be kept on file at the school.
- Each school will complete a *Major Fundraising Activity Request form* by September 30<sup>th</sup> of each year (see Appendix A). The *Major Fundraising Activity Request form* will be submitted to the appropriate Superintendent of Education responsible for the school. Revisions will be considered throughout the year.
- Principals may permit a reasonable admission charge in order to defray costs related to, or incurred through, activities such as performances of musical, dramatic or athletic groups/events or any other student activity.
- Fundraising campaigns of a minor, parish-sponsored or charitable nature shall be permitted at the discretion of the principal.
- Ensure appropriate Municipal licenses are obtained by the school where tickets of chance are to be sold.
- Principals will provide an annual report back to their Superintendent of Education by June 30<sup>th</sup> of each school year indicating the fundraiser held during the year, money collected and financial position.

#### School Secretary

- All monies raised by fundraising activities and all donations shall be deposited, as soon as possible, into the school bank account as established in the Board's School Funds Policy (700.3).
- Forward all charitable donations received for fundraising activities to the Finance Department for deposit into the Board's trust account as established in the Board's Cash/Equipment Donations Policy.

#### Superintendent of Education

- Approve contractual agreements to raise funds in consultation with the Superintendent of Business & Treasurer in accordance with financial accounting procedures of the Board.
- Throughout the school year, consider revisions to a school's proposed fundraising activities.
- Conduct a review of each elementary school's fundraising practices every three years.



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## Procedures

### 1.0 Elementary Schools

Elementary schools will be permitted:

- No more than two major fundraising campaigns through Catholic School Councils in each school per year.
- No more than one major fundraising campaign through students/staff in each school per year.

### 2.0 Secondary Schools

Secondary schools will be permitted:

- No more than two major fundraising campaigns through Catholic School Councils in each school per year.
- No more than two major fundraising campaigns through students/staff in each school per year.

## Definitions

### Fundraising

Is understood to be a systematic collection of money or materials for the purpose of supporting works of charity or for other school-based projects for which the Board does not budget. Fundraising includes such related activities as making announcements, advertising or any actions that contribute to fundraising.

### School Community

The school community refers to students, parents, guardians and caregivers, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the Brant Haldimand Norfolk Catholic District School Board and student achievement.

### School-Generated Funds

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by school councils or other school or parent-administered groups (with the exception of funds raised by the Ontario Home and School Associations).

School generated funds are administered by the school principal, and are raised or collected from sources other than the Brant Haldimand Norfolk Catholic District School Board's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions and donations for initiatives such as a school nutrition programs.

School-generated funds is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

### Major Campaign

Major fundraising campaigns involve the entire student body, may include canvassing funds from extended family and the community and is intended to raise the greatest amount of funds for the benefit of the entire student body, i.e., chocolate bars, bingo games, cheese, fruit, candles.

### Minor Campaign

Minor fundraising campaigns involve a part of the student body in fundraising activities, and/or the sale of goods or collection of funds within the school or at school functions, i.e., class projects, pizza days.

### School Activities

A fundraising activity with the objective of raising money for school activities, i.e., play day, Christmas party.

### School Excursion

A fundraising activity with the objective of raising money to offset the costs incurred in school excursions, i.e., transportation or accommodation costs.



### **Church-Sponsored Campaign**

A fundraising activity with the objective of raising money to support a church-sponsored activity, i.e., missions, disaster relief, St. Vincent de Paul.

### **Charitable Campaign**

A fundraising activity with the objective of raising money to support a charitable organization, i.e., Jump Rope for Heart, Canadian Cancer Society.

### **References**

Broader Public Sector Procurement Directive  
Cash/Equipment Donations Policy 700.02  
Catholic School Advisory Councils Policy 200.31  
Education Act  
Educational Field Trips & Excursions Policy 500.01  
Educational Partnerships Policy 400.18  
Equity and Inclusive Education Strategy  
Facility Partnerships Policy 400.02  
Health and Safety Policy 300.16  
Municipal Freedom of Information and Protection of Privacy Act  
Nutrition – Creating a healthy Environment Policy 200.01  
Professional Standards & Conflict of Interest – Employees Policy 300.17  
Protection of Anaphylactic Pupils Policy 200.18  
Purchasing Policy 700.01  
Regional Catholic Parent Involvement Committee Policy 200.24  
BHNCD SB School Funds Policy 700.03  
Regulation 612  
Regulation 613  
Implementation of the Ontario Parent Involvement Policy  
Ministry Support to Enhance Parent Involvement  
Helping Ontario Parents Get Involved in Their Children's Education  
Parents in Partnership: A Parent Engagement Policy for Ontario Schools



Appendix A

**Major Fundraising Activity Request**  
(to be completed for each fundraising activity)

Fundraising Activity # \_\_\_\_\_ of \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Principal: \_\_\_\_\_

Name of Fundraising Activity: \_\_\_\_\_

Projected Date: \_\_\_\_\_ to \_\_\_\_\_

Name of Person Supervising the Activity: \_\_\_\_\_

Names of Persons Involved in the Activity: \_\_\_\_\_

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

Description of Fundraising Activity: \_\_\_\_\_

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

Intended Use of the Funds: \_\_\_\_\_

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

Projected Monies to be Raised: \$ \_\_\_\_\_

Distribution of Monies: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

This fundraising activity has been approved:  Yes  No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent of Education

## 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: October 10, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### SUPERVISED ALTERNATIVE LEARNING

Public Session

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#### **BACKGROUND INFORMATION:**

Prior to February 2011, the Province was governed by regulations covering Supervised Alternative Learning for Excused Pupils (SALEP). The regulations governing SALEP changed in 2011 to reflect the need to re-engage pupils that were not in regular day-school.

#### **DEVELOPMENTS:**

In September 2010, Ontario Regulation 374/10, "Supervised Alternative Learning and Other Excusals from Attendance at School", was filed. It came into effect on February 1, 2011.

The updated regulation was passed alongside the release of the document, Supervised Alternative Learning: Policy and Implementation, 2010. This guide provides support for the consistent implementation of policies and programs that are intended to re-engage young people (ages 14 to 17) who are not attending school and who are therefore at risk of not graduating. It includes clarification of policy contained in the regulation, information on delivery considerations, and suggestions and resources to assist boards in developing plans and processes for Supervised Alternative Learning (SAL).

The proposed policy and coinciding administrative procedures are consistent with both the updated regulation and the Ministry of Education's support document.

#### **REFERENCES:**

**O.Reg. 374/10** - [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_100374\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_100374_e.htm)  
**Supervised Alternative Learning** - <http://www.edu.gov.on.ca/eng/policyfunding/SAL2011English.pdf>

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Supervised Alternative Learning Policy 200.06 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Supervised Alternative Learning (SAL)**

		Policy Number:	200.06
Adopted:	TBD	Former Policy Number:	N/A
Revised:	N/A	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to providing individualized programming for students who are experiencing significant difficulties with regular attendance at school. The Board believes that each pupil is created in the image and likeness of God and therefore believes in the dignity of the human person, the preferential option of the poor, and the principle that everyone has the right to education necessary for human fulfillment. Supervised Alternative Learning, as a method to help students obtain a secondary school diploma or reach other educational/life goals, is consistent with Catholic social teaching.

**Responsibilities:**

**Board of Trustees:** It is the responsibility of the Board to assign a trustee to sit on the Supervised Alternative Learning Committee.

**Director of Education:** It is the responsibility of the Director of Education to assign a Supervisory Officer as a member of the Supervised Alternative Learning Committee.

**Supervisory Officer:** It is the responsibility of the Supervisory Officer assigned to the Supervised Alternative Learning Committee to ensure that staff and community members are assigned to the committee.

**Policy Statement:**

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

- a Supervised Alternative Learning Committee will be created to determine the suitability of pupils for Supervised Alternative Learning;
- the process used by the Committee will be consistent with the Education Act (O. Reg. 374/10);
- the Committee shall ensure prompt and thorough communication with parents and pupils that are being referred to the Committee, especially as it relates to notifications of referrals, decisions of the Committee, plans for pupils, potential renewals of Supervised Alternative Learning (SAL) plans, and termination of SAL plans; and
- the decisions of the Committee be in the best interests of the pupil.

**Glossary of Key Policy Terms:**

N/A

**References:**

O. Reg. 374/10, s. 7

<http://www.edu.gov.on.ca/eng/policyfunding/alternative.html>



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## Supervised Alternative Learning (SAL) AP 200.06

<b>Procedure for:</b>	Superintendents, Principals, Vice-Principals, Teachers, Social Workers	<b>Adopted:</b>	TBD
<b>Submitted by:</b>	Chris N. Roehrig, Director of Education	<b>Revised:</b>	N/A
<b>Category:</b>	Students		

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### Purpose

The purpose of this Administrative Procedure is to provide direction to school board staff regarding the roles, responsibilities and processes associated with Supervised Alternative Learning (SAL).

### Responsibilities

Specific direction is given to trustees, the Director of Education, superintendents, principals, vice-principals, teachers, and social workers.

**Superintendents:** responsible for monitoring the implementation of this procedure, including the coordination of the SAL Committee.

**Principals:** responsible for participating in the SAL plans for students and for monitoring the plans.

**Teachers and Social Workers:** have responsibilities in participating in the development and implementation of SAL plans.

### Information

Supervised Alternative Learning is useful for encouraging young people who are at risk of not graduating to continue their learning if they are not attending school regularly and if other retention strategies have not been successful.

Activities that may constitute all or part of a Supervised Alternative Learning Plan (SALP) are:

- enrolment in one or more courses in which the student may earn a credit;
- enrolment in a life skills or other non-credit course;
- job-related training (i.e., learning workplace certifications, developing general employment skills);
- full- or part-time employment at a work placement that has been visited and found appropriate;
- volunteering (meets the community service requirement);
- counseling (to address barriers to learning); and/or
- any other activity that will help the student reach their education and/or personal goals.

Considerations and components of a Supervised Alternative Learning Plan:

- incorporates student's educational and personal goals;
- includes credit-bearing activities, wherever possible;
- outlines methods of assessing the student's progress towards his or her educational and personal goals;
- identifies a primary contact at the school or board and makes provision for monitoring, which must occur *at a minimum* once per month;
- includes a transition plan for returning to school or for proceeding to a post-secondary option when the student reaches the age of eighteen;



- Board has the responsibility to ensure appropriateness of placements off school/board property; for activities taking place off-site (working, volunteering, etc.), a site visit is to take place before the student begins the activity to ensure the site complies with health, safety, and accessibility requirements;
- all SALPs expire no later than June 30;
- a SALP may be renewed for a maximum of one school year on the recommendation of the principal to the SAL Committee without requiring the student to appear before the committee.

## Procedures

### 1.0 Supervised Alternative Learning Committee

The Brant Haldimand Norfolk Catholic District School Board shall establish a Supervised Alternative Learning Committee comprised of at least one member of the Board, at least one Supervisory Officer qualified as such as a teacher and employed by the Board, and at least one individual who is not a member or employee of the Board.

A Supervisory Officer appointed under subsection (1.0) may designate an individual that the Supervisory Officer considers appropriate to act in his or her place as a member of the Committee without the approval of the Board.

The function of the Committee is to make decisions at meetings regarding Supervised Alternative Learning by pupils of the Board.

### 2.0 Excusal from Attendance at School

A pupil who is approved by the Committee to participate in Supervised Alternative Learning is excused from attendance at school as long as the pupil's plan has not expired or been terminated.

### 3.0 Referral of Pupil to Committee

The principal of a school at which a pupil is enrolled shall refer the pupil to the Committee if, in the principal's opinion, it would be in the pupil's best interests to participate in Supervised Alternative Learning; or a parent/guardian of the pupil submits a request.

A parent/guardian of a pupil may submit, in writing, to the principal of the school at which the pupil is enrolled, a request that the pupil participate in Supervised Alternative Learning; and the basis for the parent/guardian's opinion that it would be in the pupil's best interests to participate in Supervised Alternative Learning.

If a parent/guardian submits a request, the principal shall refer the pupil to the Committee within 15 school days after the day the principal receives the request.

A parent/guardian of a pupil is entitled to make a request in accordance with the following: no more than two requests shall be made in respect of a pupil in a school year and a second request in respect of a pupil in a school year shall not be made until at least 60 school days have passed since the day the previous request was made.

### 4.0 Supervised Alternative Learning Plan

Should the Committee approve a student for Supervised Alternative Learning, the principal shall cause a learning plan to be developed in accordance with O. Reg. 374/10.

The expiry date of a plan shall not be later than June 30 in the school year to which the plan applies.

### 5.0 Notice of referral

Before referring a pupil to the Committee under clause, a principal shall provide the parent/guardian of the pupil with the following written information: notice of his or her intention to refer the pupil to the Committee, the basis for his or her opinion that it would be in the pupil's best interests to participate in Supervised Alternative Learning and a request that the parent/guardian provide the principal, by a date specified by the principal, with his or her opinion regarding whether it would be in the pupil's best interests to participate in Supervised Alternative Learning and the basis for that



opinion, and any other information that in his or her opinion would assist the Committee in its consideration of the referral.

A principal shall not make a referral until the parent/guardian provides a response to a request by the date specified by the principal.

## 6.0 Contents of Referral

A referral under section 3.0 shall include the following written material: the basis for the principal's opinion that it would or would not be in the pupil's best interests to participate in Supervised Alternative Learning; the basis for the parent/guardian's opinion that it would or would not be in the pupil's best interests to participate in Supervised Alternative Learning (if those reasons are provided to the principal); the plan developed (if any); a list of one or more members of the staff of the school or the Board who know the pupil and can speak knowledgeably about the pupil's academic performance and progress and the appropriateness of the plan; a list of any other individuals who have information that is relevant to the referral; and any other information that in the principal's or the parent/guardian's opinion would assist the Committee in its consideration of the referral.

When a principal refers a pupil to the Committee, the principal shall provide the pupil and the parent/guardian of the pupil with a copy of the referral together with a written statement explaining that they will receive notice from the Committee of the time and place of the meeting to consider the referral; and setting out their rights under O. Reg. 374/10.

## 7.0 Committee Meeting

Within 20 school days of receiving a referral, the Committee shall hold a meeting to consider the referral. The Committee may hold a meeting on a date that is later than 20 school days after receipt of a referral if the parent/guardian of the pupil makes a written request for a later date or the parent/guardian of the pupil consents.

The Committee shall give notice of the meeting to the following: the pupil, the parent/guardian of the pupil, the principal of the pupil's school, any member of the staff of the school or the Board who was listed by the principal in the referral and in the opinion of the Committee may have information that is relevant to the referral, any other individual who in the opinion of the Committee has information that is relevant to the referral, and an individual who receives notice has a right to attend and be heard at the meeting.

## 8.0 Committee Decision

After the Committee considers a referral, the Committee shall make a decision as follows:

- 8.1 If a plan was submitted to the Committee, the Committee shall approve participation by the pupil in Supervised Alternative Learning as described in the plan; modify the plan and approve participation by the pupil in Supervised Alternative Learning as described in the plan as modified; or not approve participation by the pupil in Supervised Alternative Learning.
- 8.2 If a plan was not submitted to the Committee, the Committee shall require the principal of the pupil's school to cause a plan to be developed for the pupil in accordance with the directions of the Committee, if any; or not approve participation by the pupil in Supervised Alternative Learning.

## 9.0 Communication of Decision

Within five school days after a meeting, the Committee shall provide the pupil, the parent/guardian of the pupil and the principal of the pupil's school with its written decision together with the following:



- 9.1 If the Committee approved participation by the pupil in Supervised Alternative Learning, a copy of the plan including any modifications made by the Committee, contact information for the pupil's primary contact person, and if the plan includes employment, contact information for the employer if available.
- 9.2 If the Committee required the principal to cause a plan to be developed, the date by which the plan is required to be submitted to the Committee.

The Committee shall also provide the parent/guardian of the pupil with the following:

- 9.2.1 If the Committee approved participation by the pupil in Supervised Alternative Learning, information about the right to reconsideration and the reconsideration process as outlined in O. Reg. 374/10;
- 9.2.2 If the Committee did not approve participation by the pupil in Supervised Alternative Learning, information about the right to reconsideration and the reconsideration process, and information about the right to make a request.
- 9.2.3 If the Committee required the principal to cause a plan to be developed, information about the parent/guardian's right to provide input in the course of developing the plan, a statement that the parent/guardian will receive a copy of the plan when it is submitted to the committee, a statement that the parent/guardian may provide materials to the committee for the committee's use in considering the plan and how those materials should be provided, a statement that the parent/guardian will receive notice from the committee of the time and place of the meeting to consider the plan, and information setting out the parent/guardian's rights.

## 10.0 Plan Ordered by Committee

If a principal is required to cause a plan to be developed, the principal shall cause the plan to be developed in accordance with the directions of the Committee and submitted to the Committee by the date specified by the Committee.

When the principal submits a plan to the Committee, the principal shall also submit any other information that in the principal's opinion would assist the Committee in its consideration of the plan and provide the pupil and the parent/guardian of the pupil with a copy of the plan.

## 11.0 Committee Meeting and Decision

Within 20 school days of receiving a plan, the Committee shall hold a meeting to consider the plan.

After the Committee considers a plan, the Committee shall make a decision to approve participation by the pupil in Supervised Alternative Learning as set out in the plan; modify the plan and approve participation by the pupil in Supervised Alternative Learning as described in the plan as modified; or not approve participation by the pupil in Supervised Alternative Learning.

The Committee shall communicate its decision within five school days after a meeting. The Committee shall provide the pupil, the parent/guardian of the pupil and the principal of the pupil's school with its written decision together with a copy of the plan, including any modifications made by the Committee, contact information for the pupil's primary contact person, and if the plan includes employment, contact information for the employer, if available.

## 12.0 Administration of the Supervised Alternative Learning Plan (SALP)

The administrative procedure for Supervised Alternative Learning outlines the administration, modifications, and review of the SALP.



**13.0 Renewal of Plan**

Before the expiry of the plan, if in the opinion of the principal of the pupil's school it would be in the pupil's best interests to continue to participate in Supervised Alternative Learning, the principal shall submit a recommendation to the Committee to renew the plan (with the written consent of the parent/guardian of the pupil), or refer the pupil to the Committee.

Within 20 school days after the day the Committee receives a recommendation, the Committee shall renew the pupil's plan or renew the pupil's plan with specified modifications or require the principal to refer the pupil to the Committee.

The Committee may only renew the pupil's plan under this section in accordance with the following: for non-semestered schools, the plan may be renewed for a maximum of one school year in total; for semestered schools, the plan may be renewed for a maximum of one school year or two consecutive semesters in total.

**14.0 Termination of Plan**

A plan is terminated if any of the following circumstances exist: the pupil provides the principal with a written statement that he or she wants to return to school and the pupil's primary contact person provides the principal with a written statement that the pupil is not complying with the plan and the principal determines, with the agreement of a Supervisory Officer qualified as such as a teacher, that termination is in the pupil's best interests.

A principal shall send written notice of the termination of a plan to the following: the pupil, the parent/guardian of the pupil, the Committee that approved the pupil's participation in Supervised Alternative Learning and any individual who is involved in the implementation of the pupil's plan.

**15.0 Transition Plan for Pupil**

A principal shall ensure that a transition plan has been developed for helping a pupil whose Supervised Alternative Learning plan has expired or been terminated with the pupil's transition from Supervised Alternative Learning.

**Procedures for Developing a Supervised Alternative Learning Plan**

Procedures preceding a Supervised Alternative Learning Plan (Planning Form – Appendix A):

Step	Key Actions	Details and Documentation
<p><b>Procedures Preceding a SAL Application</b></p>	<p>The Student Success team reviews the student's situation.</p> <p>All appropriate actions are considered.</p> <p>Information about options, including SAL, is shared with the student and parent/guardian.</p> <p>The level of the student's motivation and commitment to the program is assessed.</p>	<p>Strategies used prior to recommending SAL are documented.</p> <p>Attendance counselor reports on the student's attendance history.</p> <p>Information on SAL is given to parent/guardian.</p>



Step	Key Actions	Details and Documentation
<p><b>Step 1: Application for SAL</b></p>	<p>The parent/guardian, student, or principal requests SAL for the student.</p> <p>The principal has 15 school days from receipt of request from parent/guardian or student to submit the application to the SAL Committee.</p> <p><i>Note:</i> The principal develops a SALP only if he or she agrees with the request for SAL.</p> <p>The principal files the SAL application with the SAL Committee.</p> <p>If the activity site is not at a board site, the site is visited to confirm that it is appropriate (i.e., it is checked for compliance with health and safety legislation and accessibility legislation). If the principal already knows the site is appropriate, a site visit is not required at this time.</p>	<p>Request for SAL should be in writing.</p> <p>Request includes a “Consent to Obtain/Release Information” form.</p> <p>Principal notes date of receipt on the request.</p> <p>Possible components of an application are the following:</p> <ul style="list-style-type: none"> <li>· the SALP, including a suggested primary contact</li> <li>· attendance report</li> <li>· OSR review</li> <li>· credit summary</li> <li>· employer agreement, if applicable</li> <li>· IEP, if applicable</li> </ul> <p>Principal advises parent/guardian in writing that an application for SAL has been submitted.</p>
<p><b>Step 2: Consideration of the Application</b></p>	<p>SAL Committee schedules a meeting within 20 school days to review the application and invites:</p> <ul style="list-style-type: none"> <li>· the parent/guardian</li> <li>· the student</li> <li>· relevant school and board staff</li> <li>· other relevant community members, with the agreement of the parent/guardian</li> </ul> <p>The Committee confirms the student’s primary contact.</p> <p>Parent/guardian may request a reconsideration of the SAL Committee’s decision within 10 days.</p>	<p>Parent/guardian is notified of date and time of the SAL meeting.</p> <p>Parent/guardian is notified of the decision of the SAL Committee.</p>



Step	Key Actions	Details and Documentation
<p><b>Step 3: Implementation and Monitoring</b></p>	<p>Before the student begins participating in an activity at a location that is not a board or school site (i.e., the proposed workplace, volunteer organization), the site is visited and is checked in terms of health, safety, accessibility, and other factors to ensure that it is appropriate.</p> <p>Monitoring is carried out by the student's primary contact at least once a month.</p> <p>Communication between student and primary contact is best achieved in person; however, other formats for monitoring could include telephone conversations, e-mail, teleconferencing, video conferencing, and meeting with the student's primary contact.</p> <p>The primary contact may make minor changes to the SALP over the course of the program.</p>	<p>The SALP is filed in the OSR along with progress reports. Student and parent/guardian receive copies of the approved SALP.</p> <p>Contacts between the student and the primary contact are documented.</p> <p>Reports on progress are issued to each SAL student following the same timelines as reporting for regular students.</p>
<p><b>Step 4: Review and Transition Planning</b></p>	<p>The primary contact reviews the SALP 15 school days before the plan expires; however, it is recommended that it be reviewed once per semester. The review is submitted to the principal and the chair of the SAL Committee.</p> <p>Substantial modifications to the SALP require the approval of the principal, a supervisory officer (or designate), the student, and the parent/guardian.</p> <p>The SAL Committee may renew the SAL for a maximum of one additional academic year.</p> <p>The transition plan in the SALP is further developed to support the student's transition from SAL to his or her next step.</p>	<p>Reviews processes, decisions are tracked and documentation of reviews is filed in the OSR.</p> <p>If a plan is modified, the principal will provide a copy of the modified plan to the student and the student's parent/guardian.</p> <p>Employer is notified of any changes made to the SALP.</p> <p>The parent/guardian has input into the SALP and receives a copy of changes to the SALP and the renewal of SAL.</p> <p>The transition plan is filed in the OSR.</p>

**Definitions – N/A**

**References**

Regulation 374/10 Education Act:  
[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_100374\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_100374_e.htm)

Supervised Alternative Learning: Policy and Implementation 2010  
<http://www.edu.gov.on.ca/eng/policyfunding/alternative.html>

Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools  
<http://www.edu.gov.on.ca/eng/policyfunding/forms.html>



**Brant Haldimand Norfolk Catholic District School Board  
APPENDIX A**

**SUPERVISED ALTERNATIVE LEARNING PLANNING FORM**

<b>School:</b>	
<b>Student Information</b>	
Name:	
Address:	Postal code:
Home telephone:	Alternative telephone:
OEN:	Date of birth:
Age:	Grade:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of SAL Committee meeting: _____, 201_	
Is this a renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Outcome of SAL Committee meeting:	
<b>Parent/Guardian Information</b>	
Name(s):	
Address (if different from student's above):	
Home telephone (if different from student's above):	
Work telephone:	
<b>People consulted in the development of the SALP</b>	
Name/Position:	Telephone:
Name/Position:	Telephone:
Name/Position:	Telephone:
Name/Position:	Telephone:
Name/Position:	Telephone:
Name/Position:	Telephone:
<b>Monitoring schedule</b>	
Details:	



**Brant Haldimand Norfolk Catholic District School Board**

<b>Student's educational goal(s)</b>	<b>Methods to achieve educational goal(s) Ways in which student's progress will be monitored</b>
<ul style="list-style-type: none"> <li>r Earn credit(s)</li> <li>r Earn OSSC</li> <li>r Earn OSSD</li> <li>r Enter college/university</li> <li>r Enter apprenticeship/trades</li> <li>r Enter the workforce</li> <li>r Other (specify)</li> <li>r _____</li> <li>r Other (specify)</li> <li>r _____</li> <li>r Other (specify)</li> <li>r _____</li> </ul>	
<b>Student's personal goal(s)</b>	<b>Methods to achieve personal goal(s) Ways in which student's progress will be monitored</b>
<ul style="list-style-type: none"> <li>r _____</li> <li>r _____</li> <li>r _____</li> <li>r _____</li> <li>r _____</li> </ul>	
<b>Description of student's program:</b>	
Courses r credit r non-credit (e.g., life skills courses)	<i>Details: course codes; delivery format (e.g., part-time attendance at a regular school or in an alternative education program, cooperative education, e-learning, independent study); location</i>



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<p>Skill acquisition</p> <ul style="list-style-type: none"> <li>r volunteering</li> <li>r earning a certification or taking training for a specific job</li> <li>r developing job-search skills</li> <li>r developing Essential Skills and work habits and using the Ontario Skills Passport to track achievement</li> <li>r working part-time</li> <li>r working full-time</li> </ul>	<p><i>Details: description of activities, student's schedule, location</i></p>
<ul style="list-style-type: none"> <li>r counselling</li> </ul>	<p><i>Details: frequency of sessions, location, type (e.g., anger management, substance abuse counselling)</i></p>
<ul style="list-style-type: none"> <li>r other activities to enable the student to achieve his or her goals</li> </ul>	<p><i>Details: description of activities, student's schedule, location</i></p>

- r The venues have been visited and found to be appropriate (e.g., they comply with health and safety and accessibility legislation).
- r No visit was necessary at this time (e.g., the venues are known and considered to be appropriate).

### **Transition Plan - (Overview to be completed with the application. Detailed transition plan to be completed when SAL is terminated.)**

Overview:

### **Signatures**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

I have been consulted in the creation of the Supervised Alternative Learning Plan.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

I have been consulted in the creation of the Supervised Alternative Learning Plan.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: October 10, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**INFORMATION AND COMMUNICATIONS  
TECHNOLOGY USE**

Public Session

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**BACKGROUND INFORMATION:**

Technology continues to move at a rapid pace. This makes the need to develop current and applicable policies, procedures and accountability measures extremely important in such a significantly-important area of the Board for both staff and students.

**DEVELOPMENTS:**

The former *Use of Computers and Computer Systems* Policy 600.02 was not specific or adequately detailed in a number of key areas.

The policy has been amended to reflect the following changes:

1. The title of the policy has been changed to *Information and Communications Technology Use* policy to reflect technological changes and advancements, which have occurred since the policy was initially approved in September 2003.
2. The procedure defines the responsibility of the end user based on their role within the organization.
3. Clarity regarding the expectation of privacy has been emphasized.
4. Common templates have been developed, such as a staff Acknowledgment Form and student Technology Use Agreements for Information and Communications.

The policy was vetted to all principals, managers, Board consultants and union presidents; with minor changes made to the policy and administrative procedures.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Information and Communications Technology Use policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**~~USE OF COMPUTERS AND COMPUTER SYSTEMS POLICY~~**  
**POLICY: INFORMATION AND COMMUNICATIONS TECHNOLOGY USE**

		<b>Policy Number:</b>	600.02
<b>Adopted:</b>	September 9, 2003	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	n/a	<b>Policy Category:</b>	Information/Technology
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that the network, and computer systems and associated resources provided by the Board within the Board are integral to the education environment and must be made available to students and staff for the purpose of student learning and the business of the Board. Further, the Board believes in the benefits that technology can bring to support its daily operating activities and student achievement. As a Catholic learning community, we commit to use these and all technologies in a manner, which is consistent with the Mission and Vision of Catholic education and the teachings of the Catholic faith.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- Information and Communication Technology tools and resources are integral to driving improvement in staff and student learning and efficiency.
- Board owned classroom and staff computers and devices will be used solely for education purposes during the work and school day.
- Information and Communication Technology tools and resources enable the Board to broaden its communication networks and provide the Board with the ability to connect with all geographic areas under the Board's jurisdiction.
- Staff and students must be given and be prepared to use Information and Communication Technology tools and resources to ensure they become collaborators in learning, seekers of knowledge and acquirers of new skills.
- All Board assets and equipment are to be protected.
- The use of technology must be appropriate.
- Information and Communication Technology tools and resources must be used such that they provide a safe and nurturing environment for learning and working.

**Glossary of Key Policy Terms:**

**Information and Communications Technology**

Usually called ICT, is often used as an extended synonym for information technology (IT), but is usually a more general term that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), intelligent building management systems and audio-visual systems in modern information technology. ICT consists of all technical means used to handle information and aid communication, including computer and network hardware, communication middleware as well as necessary software. In other words, ICT consists of IT as well as telephony, broadcast media, all types of audio and video processing and transmission and network-based control and monitoring functions.



## **Brant Haldimand Norfolk Catholic District School Board**

### **Appropriate Use**

Relevant federal and provincial laws and regulations govern the use of computer and information technology systems of the Board. In addition, use of technology must be consistent with Board policies and procedures at all times. Users are expected to use the Board's internet and email services in a lawful, responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse of email or Internet systems. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

### **References**

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk CDSB

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk CDSB

Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB



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**USE OF COMPUTERS AND COMPUTER SYSTEMS PROCEDURE**  
**INFORMATION AND COMMUNICATIONS TECHNOLOGY USE**  
**AP 600.02**

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<b>Procedure for:</b>	All Staff and Students	<b>Adopted:</b>	September 09, 2003
<b>Submitted by:</b>	T. Grice, Superintendent of Business	<b>Revised:</b>	N/A
<b>Category:</b>	Information / Technology		

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### Purpose

The Brant Haldimand Norfolk Catholic District School Board believes that the network, and computer systems, and associated resources provided by the Board within the Board are integral to the education environment and must be made available to students and staff for the purpose of student learning and the business of the Board. As a Catholic learning community, we commit to use these and all technologies in a manner which is consistent with the Mission and Vision of Catholic education and the teachings of the Catholic faith. The purpose of this administrative procedure is to protect both the Board and its users from risks associated with using these resources, including but not limited to; virus attacks, spam, loss of data, invasion of privacy, loss of service and an array of legal issues and to promote effective use and efficient business practices as well as to promote student achievement through activities initiated by the District Student Achievement Team (DSAT). Through this administrative procedure, the Board endeavors to educate staff and students with the intent to maximize the value that its information and communications technology (ICT) investment brings to support student achievement.

### Responsibilities

#### Superintendents, Principals and Managers

- Ensure that staff, upon hiring and annually thereafter, are made aware of Board Information and Communications Technology Policies and Procedures.
- Ensure that staff and students are aware of the expectations regarding the use of any Board-supplied technology or personal device that is connecting to the Board's network and/or Board-provisioned technology services.
- Determine appropriate action, corrective and disciplinary measures to address staff and student violations of this procedure in consultation with senior management as necessary on a case-by-case basis for situations where staff and students are not in compliance with Board Information Technology Policies and Procedures.

#### Principals

- Coordinate and manage technologies within their school in accordance with the directives from the DSAT to promote student achievement.
- Develop an understanding for, as well as monitor and supervise the acceptable use of electronic communication and social media technologies when used in any Board facility.

#### Teachers

- Manage the collection of Student Information and Communications Technology Use Agreement forms pertaining to the Board's Information Technology Policies, Procedures and Acceptable Use.
- Manage student use of computing and information technology facilities and resources within their assigned teaching areas in accordance with the directives from the DSAT to promote student achievement.
- Instruct and model for students, the appropriate use of technology.
- Instruct all students to comprehend and as well as supervise students in their adherence to all Board Information Technology Policies and Procedures.
- Consult with the school principal and or vice principal, as necessary, and use the Board Information Technology Policies and Procedures and/or the School's Code of Conduct when applying sanctions for misuse and/or illegal use of the Board's computing and information technology facilities and resources.



Teach proper techniques and standards for participation in guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network they may face disciplinary or legal action. Particular concerns include issues of privacy, copyright infringement, email etiquette, cyber bullying and intended use of the network resources.

### Students

- Abide by the Board's Information Technology Policies, Procedures and Acceptable Use Agreement.
- Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete, with applicable signatures, a Brant Haldimand Norfolk Catholic District School Board Student Information and Communications Technology Use Agreement. Access to Board technology resources will be denied to students that do not have this form signed and on file. Without a signed form, an active student network account will not be generated.
- Students that violate the Student Information and Communications Technology Use Agreement will be reported to the Principal of their respective school and their computing privileges will be suspended or revoked depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law.
- Computer use by students is a privilege, not a right.

### All Users

- Ensure that technology resources are used in an effective, efficient, moral and ethical, equitable and lawful manner in accordance with Board policies and procedures.
- Ensure that all users authenticate to networks, devices and applications as themselves and not assume another person's identification during the authentication process.
- Use the Board's network, technology and technology services in a lawful, responsible and moral and ethical manner consistent with the educational, informational and recreational purposes for which they are provided.
- Agree never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any Board computer system shall be regarded as malicious and may be treated as an illegal act.
- Upon finding a possible security lapse of any kind on any system, all users are obliged to report the security lapse to the system administrator who will investigate the problem. ~~Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.~~

### Information

The Board network and computer systems are provided for the use of the students, teachers, staff and administrators in support of the programs of the Board and are to be used for education, research, academic development and Board-related business only.

A signed acknowledgement form (*Appendix A: Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form*) must be submitted by all staff, board members and community members who will use technology resources.

The Brant Haldimand Norfolk Catholic District School Board retains ownership, control and copyright over all items created, composed or otherwise developed using board technology resources unless specifically waived or transferred in writing. All requests for waivers or transfer of ownership should be made through an employee's immediate supervisor who will then forward the request to the Superintendent for approval.

The Board assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The Board is not responsible for the accuracy of information found on the internet and only facilitates access and dissemination of information through its systems. The Board's role in managing the network and computer systems is only as an information carrier. Transmission through these systems is not an endorsement of said transmission by the Board.



The Board's network provides users access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, social media sites, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that the Board does not assume responsibility for the content of any of these outside networks.

The user agrees to comply with the Acceptable Use Guidelines for all outside networks or services they may access through Board systems.

## Procedures

### 1.0 Rights

Computer systems, networks, facilities and accounts are owned and operated by the Board. The Board reserves all rights, including termination of service without notice, to the computing resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of the Board, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, Provincial and local laws.

### 2.0 Privileges

Access and privileges on the Board's network and computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others without written permission from the system administrator. The authorized user is responsible for the proper use of the system, including password protection.

### 3.0 Accounts

An account assigned to an individual must not be used by others without written permission from the system administrator. The individual is responsible for the proper use of the account, including proper password protection. Users do not own accounts on Board computers, but are granted the privilege of exclusive use.

### 4.0 Confidentiality

#### No Expectation of Privacy

Users should not expect privacy with respect to any of their activities when using the Board's computer and/or telecommunication property, systems or services. Use of passwords or account numbers by users does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The Board reserves the right to review, retrieve, read and disclose any files, messages or communications which have been created, sent, received or stored on the Board's computer systems and/or equipment. The Board's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct and creating and maintaining a productive work environment.

Users are entitled to privacy regarding information contained on these accounts. However, system administrators or other support technicians may need to access user files in the normal course of their employment when necessary to protect the integrity of computer systems.

When performing maintenance, every effort is made to insure the privacy of a users' files. File owners will be notified of file access and/or maintenance, in advance, if such notice is practical. In cases where access to a users account for system/trouble-shooting purposes is required, attempts to inform the user will be made. However, If policy violations are discovered, they will be reported immediately to the appropriate system administrator. The administrator is not permitted to see or read the contents intentionally; unless authorized by a Senior Administrator of the Board; to read document information where not germane to the foregoing purpose; or disclose or otherwise use what they have seen. One exception, however, is that of systems personnel who may need to inspect a damaged document in an effort to restore its contents. This exception is limited to the least invasive level of inspection required to perform such duties. Furthermore, this exception does not exempt



technicians/system administrators from the prohibition against disclosure of personal and confidential information of the previous paragraph, except insofar as such disclosure equates with good faith attempts to restore the otherwise unusable document.

## 5.0 Copyright

Computer Software is protected by copyright laws. Therefore, the Board network and computing facilities are not to be used to copy software except as permitted by law or by contract with the owner of the copyright software. This means that microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a division, department or in the district exceeds the number of original copies purchased by that division, department or the district.

Content is also protected by copyright laws. Therefore, the Board network and computing facilities are not to be used to copy or distribute copyrighted content except as permitted by law or by contract with the owner of the copyrighted material. Users are to become familiar with the laws related to copyright to educate themselves and to avoid possible infringement. See <http://www.accesscopyright.ca/> for more information.

## 6.0 Violations

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies Board Policies or Procedures. Such suspected violations will be confidentially reported to the appropriate system administrator appropriate Manager in the case of staff and to the School Principal in the case of students. The Manager or School Principal will consult with the appropriate Superintendent to determine appropriate action. The violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Minor infractions of this Policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education.

Repeated minor infractions or misconduct, which are of a more serious nature, may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software or content, repeated harassment or threatening behavior. In addition, offenders may be referred to their department supervisor or supervisory officer for further action.

Any offense which violates local, provincial or federal laws will be referred to appropriate supervisory officers and/or law enforcement authorities and may result in the immediate loss of all Board computer privileges. ~~and will be referred to appropriate supervisory officers and/or law enforcement authorities.~~

This procedure provides general conduct guidelines and examples of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users. Staff and students who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator or site administrator. Failure to comply with Board policies or other established procedures or rules governing information technology use may result in disciplinary action, up to and including discharge. Illegal uses of the Board's Information Technology will also result in referral to law enforcement authorities.



Conduct which violates this Policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
- Using the Board network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the Board network.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- **Unauthorized attempts to run software not deemed to be appropriate for the purpose of student learning and the business of the Board. This includes, but is not limited to, creating and/or running applications from thumb drives such as video games, security hack tools, torrents, etc.**
- **Unauthorized attempts to circumvent internet content filters. This includes, but is not limited to, creating and/or running programs that are designed to use external proxies to bypass local filters.**
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or the spreading of computer *viruses* through the inappropriate use of files, ~~or diskettes~~, **software or portable media.**
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using Board resources for commercial activity such as creating products or services for personal **or financial** gain.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, i.e. *spamming, flooding, or bombing.*
- Forging the identity of a user or machine in an electronic communication.



- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Board regulations.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the explicit agreement of the owner of the files or software.
- Participating in gambling activities, including games of chance and wagering.
- Misrepresenting oneself or the Board.
- Lobbying elected officials.
- Use of the internet for personal use *during regularly scheduled working hours*.
- Taking part in other activities that could cause congestion and disruption of networks and systems.
- Intentionally deleting email with informational value to the detriment of legal and statutory Board operations.
- Willfully collecting, maintaining or disclosing personal information in contravention of the Municipal Freedom of Information and Protection of Privacy Act.
- Contravening Board policies and procedures.

### Additional Guidelines

~~System administrators~~ Staff in the Information Technology Department, Information and Communication Technology Consultants as well as other Board *expert* staff will establish more detailed procedures and guidelines, as needed, for specific computer systems, networks and applications. These procedures and guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for building accounts and other items related to administering the system.

### Definitions

#### User

All employees, students, trustees, members of Board committees, school council chairs and all other persons given authorized access to the Brant Haldimand Norfolk Catholic District School Board's computing and information technology facilities and resources are considered users. Users may access these tools from locations other than their work locations. Using Board-provided technology from the office, home or other location is considered to be using a corporate asset. Therefore, the Board, its employees and students are responsible for any misuse of its technology. If an employee sends personal views, they must provide appropriate disclaimers so that the remarks are not taken as representative of the Board.

#### Appropriate Use

Relevant federal and provincial laws and regulations govern the use of the computer and information technology systems of the Board. In addition, use must be consistent with Board policies and procedures at all times. Users are expected to use the Board's information technology systems and resources, as well as internet and email services in a lawful, responsible and ethical manner consistent with the educational, informational and recreational purposes for which they are provided. Users will be subject to disciplinary action for misuse. Misuse of these systems may also, in some instances, subject the Board to lawsuits.

#### Electronic Communication

E-mail, electronic conferencing, personal and group electronic chat sessions, video conferencing, text messaging and any other means of electronic communication.



### **System Administrator**

Personnel responsible for maintenance of server software, global conferences and other related duties.

### **Computer Operations Personnel**

Personnel employed to provide software and hardware support for computer systems such as **the Manager of Information Technology**, **Network Technicians and Systems Administrator**, Computer Technicians and staff within the Data Services Department. , ~~Software Technicians and Team Leaders for the Information Technology Services Department.~~

### **References**

Copyright Act, R.S.C., 1985, c. C-42

Education Act, R.S.O. 1990, c. E.2

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, CHAPTER M.56

Human Rights Code, R.S.O. 1990, c. H.19

Criminal Code (R.S.C., 1985, c. C-46)

Highway Traffic Act, R.S.O. 1990, c. H.8

Bill 168, Occupational Health and Safety Amendment Act

Workplace Harassment Policy, Reference No. 300.01, Brant Haldimand Norfolk CDSB

Workplace Violence Prevention Policy, Reference No. 300.20, Brant Haldimand Norfolk CDSB

Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB

Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB

Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB

## Information and Communications Technology Use and Electronic Communications and Social Media Use Acknowledgement Form

I acknowledge receipt and understand the Brant Haldimand Norfolk Catholic District School Board *Information and Communications Technology Use* and *Electronic Communications and Social Media Use* Policies and Procedures.

I understand it is my responsibility to review the policies and procedures in detail and request any clarification needed from my supervisor, Human Resource Department or the Manager of Information Technology.

I agree to comply with the Brant Haldimand Norfolk Catholic District School Board Policies and Procedures as listed below.

- [Electronic Communication Policy, Reference No. 600.01, Brant Haldimand Norfolk CDSB](#)
- [Information and Communications Technology Use, Reference No. 600.02, Brant Haldimand Norfolk CDSB](#)
- [Electronic Websites Policy, Reference No. 600.03, Brant Haldimand Norfolk CDSB](#)
- [Laptop/Netbook/Portable Device Usage for Staff Procedure, Reference No. 600.31, Brant Haldimand Norfolk CDSB](#)
- [Laptop/Netbook/Portable Device Support for Staff Procedure, Reference No. 600.32, Brant Haldimand Norfolk CDSB](#)
- [Laptop/Netbook/Portable Device Security for Staff Procedure, Reference No. 600.33, Brant Haldimand Norfolk CDSB](#)

I understand that violation of any policies, procedures and standards may be grounds for disciplinary proceedings. I understand the policies, procedures and standards established herein are to be applied in both a progressive and cumulative manner. I also understand this signed acknowledgment will become a permanent part of my personnel file. I acknowledge that I can download and save or print a copy of the Brant Haldimand Norfolk Catholic District School Board Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board Portal and Website.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, dismissal from the Board and legal action. Violations of some of the above policies may constitute a criminal offense.

Print Name	Employee ID
Position Title School/Department	
Employee's Signature	Date



**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 Information and Communications  
Technology Use Agreement  
Primary Students  
Junior Kindergarten to Grade 3**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCD SB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

**As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:**

- Take proper care of the computer at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Use the computer to help me learn as approved by my teacher(s).
- Ask my teacher(s) before I use the computer at school.
- Ask my teacher before I post anything to the internet from a school computer.
- Keep my password secret from other students.
- Use email properly.
- Use only my user name and password on the computer and not another student's name and password.

**As a primary student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:**

- Use bad language on the computer.
- Use the computer to make fun of another person.
- Use the computers to hurt someone's feelings.
- Use the computer to break the law.
- Use email to bully another student(s).

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

**Signed,**

**Student:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

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



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Phone 519-756-6505 -- Fax 519-756-9913

**Student Information and Communications  
Technology Use Agreement  
Junior Students  
Grade 4 – Grade 6**

Student users of the Brant Haldimand Norfolk Catholic District School Board’s technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board’s network may be blocked or removed entirely, depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

**As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise to:**

- Properly care for hardware and software at all times.
- Keep food and drinks away from the computer.
- Keep any object away from the computer that may cause damage to the computer.
- Respect the privacy of other students and users on the local area network.
- To use the computer for instructional purposes only as approved by my teacher or adult helper.
- Be mindful to the issues of plagiarism and copyright and I will ask my teacher for direction when I am unsure.

**As a junior student of the Brant Haldimand Norfolk Catholic District School Board, I promise that I will not:**

- Attempt to log- in using another student’s user I.D.
- Knowingly enter into the operating system of the computer or fileserver to alter system setting or configurations.
- Subscribe to chat rooms or newsgroups when on the internet or use it for inappropriate activity.
- Transmit, by electronic means including email, any information or correspondence, which will compromise the reputation of the school or other persons.
- Release my password to anyone other than my teacher, adult helpers or the technical site supervisor.
- Use bad language on the computer.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action. My parent(s)/guardian(s) have reviewed this Agreement with me and have helped me to understand my responsibilities.

**Signed,**

**Student:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

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



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DISTRICT SCHOOL BOARD**

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

**Student Information and Communications  
Technology Use Agreement  
Intermediate/Senior Students  
Grade 7 - 12**

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCD SB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely; depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

**As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that:**

- School computers are to be used for educational purposes only.
- The internet is provided so I can conduct research, complete course work and communicate with others.
- My Board email account is not private.
- My files stored on school computers and the board network is not private.
- All communications and information accessible via a school computer or the board network is not private.
- Anything created on a Board-owned computer during school hours is the property of the Board.
- Illegal activities are strictly forbidden.

**As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that I must:**

- Ask permission before using a school computer or device and or accessing the internet at school.
- A teacher must review all information that I will be posting to the internet and I must ask permission before doing so.
- Ensure my personal information remains confidential, i.e., password, home address, telephone numbers or those of other students.
- Use school computers for school purposes only.
- Be courteous and respectful in messages to others.
- Use appropriate language on school computers.
- Abide by generally-accepted rules of *netiquette* and conduct myself in a moral and ethical and polite manner while using any school computer.
- Abide by all patent, trademark, trade name and copyright laws.
- Notify a staff member immediately if I can identify a security problem.

**As a senior student of the Brant Haldimand Norfolk Catholic District School, I also understand that I must not:**

- Use social media in a way that may be harmful to another person.
- Transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- Use the computer in a way that can harm people or the system (physically, spiritually or emotionally).
- Store files on school computers that are illegal (i.e., downloaded music or movies).
- Use email to bully, harass or embarrass others.
- Forward spam or jokes from Board accounts or to Board addresses.
- Access a computer using another person's username and password.
- Use school or Board logos without my teacher's permission.
- Use the Board's network in such a way that would disrupt the use of the network by other users.
- Attempt to navigate around the Board internet filter.
- Post personal messages on bulletin boards or list servers.
- Use school computer resources for commercial purposes or product advertising.
- Tamper with, illegally access or hack any Board computer resources.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension, and legal action.

Student's Name: \_\_\_\_\_ Incoming Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I have read the above Agreement and grant permission for my child to access the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that individuals and families may be held liable for violations.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Prepared by: Leslie Telfer, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: October 10, 2012  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

### RELIGIOUS ACCOMMODATION Public Session

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#### **BACKGROUND INFORMATION:**

In 2009, the Ministry of Education released the document “Realizing the Promise of Diversity: Equity and Inclusive Education in Ontario Schools, Guidelines for Policy Development and Implementation.”

The document provided direction to help Ontario school boards develop, implement and monitor equity and inclusive education policies aligned with Policy/Program Memorandum No. 119 and consistent with the Ontario Human Rights Code.

#### **DEVELOPMENTS:**

Several action items were outlined in the strategy including direction that boards will have religious accommodation guidelines in place and communicate these guidelines to school communities.

For Roman Catholic boards, the development and implementation of a religious accommodation policy takes place within the context of the denominational rights of Roman Catholic schools as set out in Section 93 of the Constitution Act, 1982. The Religious Accommodation policy has been developed in adherence with the required legislation.

The policy was vetted by trustees, secondary administrators and chaplains. Minor changes were recommended and included, as appropriate.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Religious Accommodations Policy and Administrative Procedures to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Religious Accommodation**

		<b>Policy Number:</b>	200.04
<b>Adopted:</b>	TBD	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	2

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board (the Board) believes in the dignity of all people and their equality as children of God. The Board recognizes the importance of freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to work with the community it serves to foster an inclusive learning environment that promotes acceptance and protects individuals from discrimination and harassment on the basis of their religion.

In accordance with the Catholic Church’s teachings, it is the policy of the Board to provide, in all its operations, an educational environment which promotes and supports diversity within its Catholic community as well as the equal attainment of life opportunities for all students, staff, parents and other members of that community.

**Glossary of Key Policy Terms:**

**Accommodation**

The Ontario Human Rights Commission’s Policy on Creed and the Accommodation of Religious Observances defines “accommodation” as a duty corresponding to the right to be free from discrimination:

The Code provides the right to be free from discrimination, and there is a general corresponding duty to protect the right: the “duty to accommodate.” The duty arises when a person’s religious beliefs conflict with a requirement, qualification or practice. The Code imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation. (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 5)

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the Code. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Code provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements.

**Creed**

Creed is interpreted by the Ontario Human Rights Commission’s 1996 Policy on Creed and the Accommodation of Religious Observances as “religious creed” or “religion.” It is defined as a professed system and confession of faith, including both beliefs and observances of worship.



## **Brant Haldimand Norfolk Catholic District School Board**

The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.

Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law (Policy on Creed and the Accommodation of Religious Observances, Ontario Human Rights Commission, October 20, 1996, pg. 2).

### **Undue Hardship**

Accommodation will be provided to the point of undue hardship, as defined by the OHRC (for example in the Policy and Guidelines on Disability and the Duty to Accommodate). A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence. For more information about the evidence needed to prove undue hardship, see Human Rights at Work, p. 133-134 and Appendix E.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy and Anti-Discrimination Policy and Procedure, and under the Ontario Human Rights Code.

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

### **References**

The Canadian Charter of Rights and Freedoms

The Ontario Human Rights Code (The Code)

PPM No 108, "Opening or Closing Exercises in Public Elementary and Secondary Schools",

R.R.O. 1990, Regulation 298, "Operation of School-General" s 27-29, under the heading "Religion in Schools"

PPM No. 119, "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools".

BHNCDSB Policy: Equity and Inclusion Education Policy #200.23



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## Religious Accommodation AP 200.04

<b>Procedure for:</b>	Superintendents of Education, All Principals	<b>Adopted:</b>	TBD
<b>Submitted by:</b>	Superintendent of Education	<b>Revised:</b>	N/A
<b>Category:</b>	Students		

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### Purpose

The purpose of the administrative procedure is to ensure that all Board staff, students, parents and other members of the school community are aware of their rights and responsibilities under the Code with respect to religious accommodation.

### Responsibilities

#### Superintendent of Education

The Superintendent of Education will ensure that all staff and the broader community are aware of the Board's Policy and Procedures related to Religious Accommodation and are adhered to.

#### School Principal

The principal will respond to any requests for religious accommodation and will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. The principal will base the decision to accommodate by applying the Code's criteria of undue hardship, as well as the principal's ability to fulfill his/her duties under Board policies and the Education Act.

### Information

The Brant Haldimand Norfolk Catholic District School Board and its staff will take reasonable steps to ensure freedom of religion consistent with the principles of the Ontario Human Rights Code, the Constitution Act, 1982 and the Canadian Charter of Rights and Freedom. However, it is recognized that the Catholic school system gives pre-eminence to the tenets of the Catholic faith.

Areas of accommodation include, but are not limited to, the following:

- i. School opening and closing exercises
- ii. Leave of absence for Religious Holy Days
- iii. Prayer
- iv. Dietary requirements
- v. Fasting
- vi. Religious dress
- vii. Modesty requirements in physical education
- viii. Participation in daily activities and curriculum
- ix. Limitations to religious accommodations

The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religious, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.

The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church.



Concerning the sharing of worship space in Catholic schools, a distinction needs to be made between baptized non-Catholics, and non-baptized members of other faith traditions.

In the first instance, the Directory of the Application of Principles and Norms on Ecumenism (published in 1993 by the Pontifical Council for the Promotions of Christian Unity) addresses the issue of Catholic schools and accommodation of baptized non-Catholic students and staff in paragraph #141:

*“In Catholic schools and institutions, every effort should be made to respect the faith and conscience of students or teachers who belong to other Churches or ecclesial Communities. In accordance with their own approved statutes, the authorities of these schools and institutions should take care that clergy of other Communities have every facility for giving spiritual and sacramental ministrations to their own faithful who attend such schools or institutions. As far as circumstances allow, with the permission of the diocesan Bishop these facilities can be offered on the Catholic premises, including the church or chapel.”*

In the second instance, non-baptized members of other faith traditions should NOT be using the chapel as their own place of prayer. In which case, the Catholic school should provide another space for them. The suggestion of a meeting room in the school library or an unused classroom seems to be appropriate.

As for chapels in Catholic schools, they are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). Such a chapel is open to all people for individual silent prayer or meditation. However, it is not appropriate that non-Catholic liturgies or group prayers be held in this setting.

## Procedures

### 1.0 School Opening and Closing Ceremonies

- § Parents who object to part or all of the exercises due to religious beliefs may apply to the principal to have their child(ren) exempted.
- § The student will be exempted and given the option not to participate and to remain in class or in an agreed upon location through the duration of the exercise.
- § Students who are adults may also exercise such a right.

### 2.0 Absence for Religious Holy Days

- § All staff and students who observe religious holidays in accordance with Section 21 (2)(g) of the Education Act may be excused from attendance subject to the particular request for religious leave process.
- § Members of diverse groups, including staff and students, are encouraged to identify their religious holy days at the beginning of each school year.
- § Staff requesting such leave shall be granted permission in accordance with the terms of the appropriate collective agreement.
- § Students requesting a leave should give verbal or written notice from their parent/guardian to the school at, or as close as possible, the beginning of the school year. Such procedures should be easy to understand and follow.
- § The principals should include information about the procedures requesting leaves in student agendas, school newsletters and announcements.
- § Principals and managers should contact their respective Superintendent of Education for consultation and/or further clarification should unresolved issues occur.
- § Students who maintain that his or her rights have been compromised may refer the matter to the appropriate Superintendent of Education.



### 3.0 Prayer

§ Board schools will make reasonable efforts to accommodate individuals' requirements for daily prayer by providing an appropriate location within the building for students and staff to participate in prayer. This may mean a quiet space in the library, an empty room, or wherever it is mutually satisfactory for the school and student or staff member requesting the accommodation. Adult presence should be for supervision purposes only.

### 4.0 Dietary Restrictions

§ Schools must be sensitive to different dietary restrictions of various religious groups within schools, including breakfast and lunch programs, at school sponsored activities and community events. Special attention should be given to overnight outdoor education activities and field trips that extend over a mealtime period.

### 5.0 Fasting

§ Schools will endeavor to provide appropriate space, other than cafeterias or lunch rooms, for individuals who are fasting in religious observance. Exemptions from certain physical education classes may be necessary and the school should make reasonable efforts for accommodation.

### 6.0 Religious Dress

§ Schools will reasonably accommodate students with regard to religious attire, when a requirement of religious observation.

§ Religious attire that should be reasonably accommodated in schools includes, but is not limited to:

- Head covers: Yarmulkes, turbans, hijabs, Rastafarian headdress.
- Crucifixes, Stars of David, etc.
- Items of ceremonial dress

§ Where uniforms are worn, principals may ask the student to wear religious attire in the same colour as the uniform (i.e. head scarves for females), however, there may be religious requirements of colour that cannot be modified.

§ Accommodations may be necessary for students to participate in physical education and school organized sports.

§ Specific items of ceremonial dress which may contravene Board policies and the appropriate accommodations are addressed in Appendix "A".

### 7.0 Modesty Requirements for Dress in Physical Education Classes

§ Reasonable accommodations must be made with respect to clothing worn in physical education activities by discussing modesty requirements with parents relative to the curriculum requirements of the Ministry of Education.

### 8.0 Participation in Daily Activities and Curriculum

§ Schools will seek reasonable accommodations for students where there is a demonstrated conflict between a specific class or curriculum and a religious requirement or observance.

§ Principals will have an informed discussion with the student's parents/guardians to understand the nature and extent of the conflict. Where religion and cultural practices conflict with school routines, activities or curriculum, the school should consider accommodation. However, the accommodation cannot conflict with mandated Ministry of Education and Board policies.



## GUIDELINE FOR KIRPAN ACCOMMODATION

A Kirpan is a ceremonial sword that must be worn by all baptised Khalsa Sikhs. The Board seeks to accommodate Khalsa Sikhs who wear a Kirpan under the following conditions as follows:

At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.

The principal, in consultation with the student and his/her parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:

- The Kirpan is six inches or less.
- The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
- The Kirpan will not be worn visibly, but under the wearer's clothing.
- There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Guardwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.
- Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.