



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Policy Committee  
Tuesday, March 26, 2013 ♦ following Board meeting  
Boardroom**

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

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**1. Opening Business**

- 1.1 Opening Prayer – Dennis Blake
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Approval of Minutes from the Policy Committee Meeting – January 21, 2013 Pages 2-5

**2. Committee and Staff Reports**

- 2.1 Inclement Weather and Temporary School/Facility Closures 400.01 (revised) Pages 6-10  
*(formerly known as Closure of Schools/Facilities – Temporary)*  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.2 Dress Code for Pupils 200.40 (revised) Pages 11-18  
*(formerly known as: Appropriate Dress Policy: Elementary, Secondary, Staff)*  
Presenter: Chris N. Roehrig, Director of Education & Secretary
- 2.3 Distribution of Materials 400.08 (revised) Pages 19-22  
*(formerly known as Advertising and Materials Distribution in Schools)*  
Presenter: Chris N. Roehrig, Director of Education & Secretary

**3. Discussion Items**

- 3.1 Revised Board By-Laws and Trustees' Code of Conduct
- 3.2 Posting of Trustee Expenses on Website (Trustees Expenses 100.10 ~ pg. 23)
- 3.3 Community Use of Schools AP (Item 2.4.6) – use of cleats on playing fields (pg. 24)
- 3.4 Educational Field Trips and Excursions 500.01 re: splash parks (pg. 25)

**4. Adjournment**

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Next meeting: Tuesday, April 23, 2013 following Board Meeting



**Policy Committee**  
**Monday, January 21, 2013 7:00 p.m.**  
**Boardroom**

**Trustees:**

**Present:** Dennis Blake (Chair), Cliff Casey, Rick Petrella, June Szeman

**Absent:** Dan Dignard, Bonnie McKinnon

**Senior Administration:**

Chris N. Roehrig (Director of Education & Secretary), Bill Chopp (Superintendent of Education)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Cliff Casey

Seconded by: Rick Petrella

THAT the Policy Committee approves the agenda of the January 21, 2013 meeting.

**Carried**

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

Moved by: Rick Petrella

Seconded by: Cliff Casey

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

**Carried**

**2. Committee and Staff Reports**

**2.1 Integrated Accessibility Plan 2013-2017 – Policy 200.32**

The goal of the *Ontarians with Disabilities Act 2001* and the *Accessibility for Ontarians with Disabilities Act 2005* is to create an accessible Ontario by 2025. Superintendent Chopp explained that the Integrated Accessibility Plan 2013-2017 Policy, as well as the Integrated Accessibility Plan document, details the Board's strategy over the next five years to identify, remove and prevent barriers to persons who work, learn in and/or use board facilities. The procedures were largely developed by a committee of the London Regional Office of the Ministry of Education, with representation from boards across the region. The procedures were then adapted by the Board's Accessibility Committee. Attention was drawn to a summary of implementation deadlines, as well as some of the work that has already been completed.



Superintendent Chopp confirmed that funding is not provided for renovations. An annual progress report will be made to the Board regarding the implementation of the 2013-2017 Integrated Accessibility Plan.

Moved by: June Szeman  
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Integrated Accessibility Plan 2012-2017 Policy 200.32.

**Carried**

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Integrated Accessibility Plan 2012-2017.

**Carried**

## **2.2 Accessibility Standards Policy 200.33**

Superintendent Chopp explained that the *Integrated Accessibility Standards Regulation 2011* requires that standards be developed related to customer service, information and communication, employment and transportation, with compliance dates that range from present time through to 2021. Superintendent Chopp advised that a new Accessibility Standards Policy, as well as Administrative Procedures related to the four identified areas, have been developed. He also indicated that the existing *Accessibility – Customer Service Standards Policy 200.32* needs to be rescinded as it is redundant with the proposed new Accessibility Standards Policy 200.33.

Moved by: June Szeman  
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Accessibility Standards Policy 200.33.

**Carried**

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Accessibility – Customer Service Standards Policy 200.32.

**Carried**

## **2.3 Nutrition – Creating a Healthy Environment 200.01 (revised)**

Superintendent Chopp noted that the Board had approved an “interim” Nutrition policy in May 2011 to meet the government’s requirement that all boards have a nutrition policy in place by September 1, 2011. The interim policy made allowance for an implementation/transition period. A follow-up survey was conducted in May 2012 and feedback provided to the Board’s Nutrition Committee. One amendment to the Administrative Procedure was proposed to allow community organizations that provide breakfast /snack programs in schools the option to follow the Student Nutrition Program Guidelines developed by the Ministry of Child and Youth Services. Trustee Petrella suggested that students be provided with an opportunity to respond to these types of surveys in the future. Trustee Casey requested that a follow-up report be given at a future Committee of the Whole meeting regarding the current use of secondary school cafeterias, the impact on cafeteria profit margins, the percentage of students going offsite for lunch, and student response to the revised nutrition standards.



Moved by: Rick Petrella  
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Nutrition – Creating a Healthy Environment Policy 200.01.

**Carried**

**2.4 Board Governance 100.01 (revised)**

Director Roehrig presented proposed revisions to the Board Governance Policy which reflects the addition of language to direct the Board to create a trustees' code of conduct consistent with the terms of Bill 177. Concern was expressed regarding the addition of code of conduct language before a revised Trustee Code of Conduct has been approved. Trustee Szeman proposed a motion to postpone the revision of this policy.

Moved by: June Szeman  
Seconded by: Rick Petrella

THAT the Policy Committee postpones revising the Board Governance Policy 100.01 indefinitely.

**Carried**

**2.5 Policy Development 100.03 (revised)**

Director Roehrig advised that the policy on Policy Development has been revised to include a provision that the Board ought to adopt policies consistent with the teachings of the Catholic Church. Minor updates have also made to the administrative procedure in the areas of vetting groups, titles, review periods and terminology. Trustees requested that a two-week vetting period be added to the administrative procedure, and that the signature line be removed from the consultation form.

Moved by: Rick Petrella  
Seconded by: June Szeman

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Policy Development Policy 100.03, as amended.

**Carried**

**2.6 Copyright-Protected Works 400.03**

Director Roehrig advised that the interim Copyright-Protected Works policy was approved by the Board in November 2012 to meet a Ministry requirement that *Fair Dealing Guidelines* be incorporated into board policy and communicated to all schools prior to December 31, 2012. Meeting these requirements allows the Board to opt out of paying the certified Access Copyright Tariff. The interim policy was subsequently vetted across the system and no feedback was received. The "interim" policy is being recommended as a final policy.

Moved by: June Szeman  
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Copyright-Protected Works Policy 400.03.

**Carried**



**2.7 School Beautification Projects 400.14 (rescinding)**

Director Roehrig proposed that the School Beautification Projects policy be rescinded as landscaping and school ground enhancements projects can no longer be supported by the Board's budget as a result of the revised Public Sector Accounting Board (PSAB) accounting principles.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the School Beautification Projects Policy 400.14.

**Carried**

**3. Information Items**

**3.1 Board By-Laws (revised)**

Director Roehrig commented that the Board By-Laws, which were reviewed and revised by trustees over the course of 2011-12, are being distributed to allow trustees the opportunity for a final review and discussion prior to proceeding with the approval process. He highlighted some of the major revisions which include the addition of electronic meetings, the addition of the Audit Committee as a Statutory Committee, revisions of several sections to reflect Education Act wording or Robert's Rules of Order language, and revisions to the order of business.

**3.2 Trustees' Code of Conduct (Draft) 100.04 (revised)**

Trustees requested that discussion on this item be deferred until a time when all trustees can be present to allow for a thorough review and discussion. Director Roehrig noted that Bill 177 became legislation three years ago and that the existing Code of Conduct, which was adopted over ten years ago, should be addressed within a reasonable period of time to incorporate the requirements of Bill 177.

**4. Scheduling February 2013 Meeting Date – to be determined.**

**5. Adjournment**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of January 21, 2013.

**Carried**

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

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

**INCLEMENT WEATHER & TEMPORARY  
SCHOOL/FACILITIES CLOSURES**

Public Session

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**BACKGROUND INFORMATION:**

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

**DEVELOPMENTS:**

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

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

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

**RECOMMENDATION:**

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

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



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Inclement Weather & Temporary School/Facility Closures**

		<b>Policy Number:</b>	400.01
<b>Adopted:</b>	TBD	<b>Former Policy Number:</b>	<b>n/a</b>
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

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

**Policy Statement:**

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

**Glossary of Key Policy Terms:** N/A

**References**

[http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)  
Education Act, R.S.O. 1990, c.E.2



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## Inclement Weather & Temporary School/Facility Closures AP 400.01

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	TBD
<b>Submitted by:</b>	Chris N. Roehrig (Director of Education)	<b>Revised:</b>	N/A
<b>Category:</b>	Operations		

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### Purpose

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

### Responsibilities

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

### Procedures

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

## 1.0 Temporary School/Facility Closures

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

## 2.0 Inclement Weather – Administration and Management

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

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<sup>1</sup> [http://www.stsbhn.ca/documents/Policies\\_Procedures/024.pdf](http://www.stsbhn.ca/documents/Policies_Procedures/024.pdf)

<sup>2</sup> Child and Family Services Act R.S.O. 1990, c.C.11



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

### 3.0 Inclement Weather – Non-Management Employees

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

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

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

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



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

**Definitions** – N/A

**References** – N/A

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

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

### DRESS CODE POLICY

Public Session

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#### **BACKGROUND INFORMATION:**

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

#### **DEVELOPMENTS:**

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

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

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

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

#### **RECOMMENDATION:**

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

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



## **Policy: Dress Code for Pupils**

		<b>Policy Number:</b>	200.10
<b>Adopted:</b>	June, 2011	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	TBD	<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 believes that proper dress for pupils helps to create a positive and safe Catholic learning environment consistent with the mission and values of the Board.

### **Policy Statement:**

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

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



**Brant Haldimand Norfolk  
Catholic District School Board**

**Glossary of Key Policy Terms:**

**Principles of modesty**

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

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

**Uniform Dress Code**

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

**Local Dress Code**

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

**References:**

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



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## Dress Code for Pupils AP 200.10

<b>Procedure for:</b>	Principals and Vice-Principals	<b>Adopted:</b>	June, 2001
<b>Submitted by:</b>	Chris N. Roehrig (Director of Education)	<b>Revised:</b>	TBD
<b>Category:</b>	Students		

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### Purpose

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

### Responsibilities

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

### Procedures

#### 1.0 Development and Implementation of Local Dress Codes

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



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

## 2.0 Approval Process For Establishing A Uniform Dress Code

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

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

## Glossary of Key Policy Terms

### Principles of modesty

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

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



### **Uniform Dress Code**

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

### **Local Dress Code**

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

### **References**

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

Education Act – O. Reg. 612/00

Education Act – R.R.O. 1990, Reg. 298

Dress Code for Pupils Policy – Toronto Catholic District School Board



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Dress Code for Staff**

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

**Policy Statement:**

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

**References:**

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



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## Dress Code for Staff AP 300.02

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

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### Procedures

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

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

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

### DISTRIBUTION OF MATERIALS

Public Session

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#### **BACKGROUND INFORMATION:**

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

#### **DEVELOPMENTS:**

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

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

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

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

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

#### **RECOMMENDATION:**

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

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



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: DISTRIBUTION OF MATERIALS**

		<b>Policy Number:</b>	400.08
<b>Adopted:</b>	April 27, 2004	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	TBD	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	1

**Belief Statement:**

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

**Policy Statement:**

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

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

**Glossary of Key Policy Terms:**

**Material**

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

**References**

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



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## Distribution of Materials AP400.08

<b>Procedure for:</b>	Principals, Vice-principals, Staff	<b>Adopted:</b>	April 27, 2004
<b>Submitted by:</b>	Chris N. Roehrig, Director of Education	<b>Revised:</b>	N/A
<b>Category:</b>	Operations		

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### Purpose

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

### Responsibilities

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

### Information

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

### Procedure

#### 1.0 Permission to distribute

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

#### 2.0 Determining appropriateness of material

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

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

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

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



**2. Distribution of the following is not permitted:**

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

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

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

**3.0 Distributing paper material**

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

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

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

**4.0 Distributing electronic material**

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

**Definitions**

**Material**

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

**References**

N/A



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- 5.4 Moderate and reasonable consumption of alcohol during an event described in .5.1 and 5.3 above and approved in advance by the Chair of the Board of Trustees is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

## 6.0 Service Equipment

- 6.1 The following equipment will be provided to the trustee as required:
- Cellular telephone, including hands-free device, connection fees, air time and long-distance charges.
  - Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
  - Connection and monthly charges for internet provision.
  - Calendaring devices.
- 6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

## 7.0 Other

- 7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.
- 7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Associate Director, Corporate Services & Treasurer will approve Expense Reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.
- 7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.
- 7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director, Corporate Services & Treasurer at least ten business days prior to when the funds are required.
- 7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.
- 7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.
- 7.7 **Trustee expenses will be reported to the Board in public session annually.**

## Definitions

### Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).



2.1 Alcoholic Beverages are permitted only under the following conditions:

- a. The permit holder has obtained a Liquor License from the Liquor License Board of Ontario and will supply the Board with proof of the license.
- b. The permit holder will display signs encouraging use of a designated driver.
- c. The permit holder will display the telephone numbers for local taxi companies.
- d. The permit holder must ensure that a minimum of \$2 million of Third-Party Liability (this includes Catholic School Councils, as well) has been obtained from Party Alcohol Liability (PAL) Insurance and the Board is named as an insured.
- e. The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.
- f. The permit holder has obtained Board approval prior to the hosting of the event.

2.2 Restrictions and Limitations:

- 2.4.1 Smoking is prohibited on all Board property and as outlined in the *Tobacco Control Act*. The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
- 2.4.2 No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
- 2.4.3 No organization whose policies or activities contrary to the philosophy, mission and values of the Board shall be granted use of any property of the Board.
- 2.4.4 No permit holder shall use the facilities unless the designated online Permit Application is received and approved in accordance with this policy. The permit request must be made at least 14 days prior to the date of the activity.
- 2.4.5 No permits will be issued for statutory holidays or during Christmas holidays, March Break, and Professional Development days. All permits will be cancelled when schools are closed due to inclement weather.
- 2.4.6 Due to annual maintenance of schools and vacation of staff, the use of indoor school facilities will not be available during the months of July and August. Outdoor fields are available for booking, however, soccer cleats are prohibited on these areas. The organization shall be responsible for reimbursement of costs to repair any damage caused by its use of grounds.
- 2.4.7 Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.
- 2.4.8 Floor hockey and ball hockey are not permitted.
- 2.4.9 Indoor soccer is permitted with the use of indoor soccer balls only.
- 2.4.10 Rubber-soled, non-skid and non-marking shoes must be worn during all athletic functions held in school gymnasiums and/or general purpose rooms. Proper athletic shoes must be worn on the court areas of all secondary school gymnasiums.
- 2.4.11 Normally, the school shall be opened and closed by either the principal or the caretaker. If neither the principal nor the caretaker is available, a designate may be appointed by the principal. Where the principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years.
- 2.4.12 Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
- 2.4.13 All tables, chairs, dishes and other equipment brought into the facility by the permit holder shall be removed promptly after the permit activity.
- 2.4.14 Permit holders are not permitted to store furniture, equipment or material in any facilities.
- 2.4.15 Use of gymnasium equipment, other than the use of basketball nets and volleyball standards are not available. Use of any other gymnasium equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the gymnasium. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.



Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Federal Government's Foreign Affairs and International Trade website.<sup>5</sup> Destinations with travel warnings of level three or higher shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year in advance. All applications for international trips shall be subject to the approval of the Board of Trustees.

**Travel Industry Act Compliance** - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.<sup>1</sup>

**Risk Management** - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.<sup>2</sup> Educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited.

**Supervision** – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. A sufficient number of adult supervisors must be provided. Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.<sup>3</sup>

The following supervision ratios are the minimum for educational field trip/excursions:

Kindergarten	1:6	Primary	1:10	Junior	1:15
Intermediate	1:20	Senior	1:25		

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student name, address, phone number, emergency contact person (phone number) and their Health Card number. The trip organizer shall follow the Board's policies related to the administration of medication to students and the protection of anaphylactic pupils.<sup>4</sup> When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/ health and emergency information for all students.

**Informed Parent/Guardian Consent** – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).<sup>6</sup>

**Student Behaviour** - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.