

Brant Haldimand Norfolk Catholic District School Board



**POLICY COMMITTEE**  
TUESDAY, APRIL 14, 2009  
3:00 PM

Catholic Education Centre, Brantford, Ontario

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**AGENDA**

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Page Number

**A. CALL TO ORDER**

1. Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee
2. Attendance

**B. ROUTINE MATTERS**

1. Approval of the Agenda
2. Approval of Minutes – January 20, 2009
3. Declaration of Interest

Pages 2-3

**C. PRESENTATIONS & DELEGATIONS:**

1. Overview of website and 2009 plan

Pages 4-8

**D. COMMITTEE AND STAFF REPORTS:**

1. Policies to be Rescinded

Pages 9-10

**E. MOMENT OF SILENT REFLECTION**

**F. ADJOURNMENT**

Brant Haldimand Norfolk Catholic District School Board  
Meeting of the Policy Committee – Tuesday, January 20, 2009

**PRESENT AT THE MEETING**

**Trustees:** Bonnie McKinnon, June Szeman, Dennis Blake

**Absent:**

**Administration:** Cathy Horgan, Director of Education,  
Chris Roehrig, Superintendent of Education

**A. CALL TO ORDER:**

The meeting was called to order by Chair Bonnie McKinnon.

**B. ROUTINE MATTERS:**

**1. Approval of the Agenda**

**Resolved:**

On a motion by June Szeman and Dennis Blake, that the Policy Committee approve the agenda for the January 20, 2009 meeting.

CARRIED

**2. Approval of Minutes – November 11, 2008**

**Resolved:**

On a motion by Dennis Blake and June Szeman, that the Policy Committee approve the Minutes from the November 11, 2008 meeting.

**3. Declaration of interest: Nil**

**C. PRESENTATIONS & DELEGATIONS: Nil**

**D. COMMITTEE AND STAFF REPORTS:**

**1. Policy: Student Attendance Policy**

Superintendent of Education Chris Roehrig reviewed proposed editions suggested at our last policy meeting.

**Resolved:**

On a motion by Dennis Blake and June Szeman, that the Policy Committee recommends that the Committee of the Whole approves the Student Attendance Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

**2. Policy: French Immersion**

Superintendent of Education Trish Kings reviewed proposed editions for the French Immersion policy.

**Resolved:**

On a motion by Dennis Blake and June Szeman, that the Policy Committee recommends that the Committee of the Whole approves the French Immersion Policy and refers it to the Brant Haldimand Norfolk Catholic District School Board for approval.

**E. ADJOURNMENT**

The meeting was adjourned by consensus.

## CURRENT POLICIES & PROCEDURES

Current Policy Name	Last Revised/Approved Date	Date Posted on Web	Date for Revision	Date Sent to ACM
<b>100 GOVERNANCE</b>				
Board by-laws	Feb 26-08	Mar 13-09		
100.1 Board Governance	Apr 24-01	Mar 13-09		
100.3 Policy Development	Nov 25-08	Mar 13-09		
100.4 Trustees Code of Conduct	Nov 25-08	Mar 13-09		
100.5 Conflict of Interest	May 28-02	Mar 13-09		
100.6 Trustee Support Services	Nov 25-08	Mar 13-09		
100.7 Student Trustee	Mar 27-07	Mar 13-09		
100.8 Communication on Behalf of the Board	May 28-02	Mar 13-09		
100.9 Access to Legal Council	Oct 26-04	Mar 13-09		
<b>200 STUDENTS</b>				
200.1 Student Representation on the Board of Trustees	Apr 24-01	Mar 13-09		
200.2 Transportation of Student During Inclement Weather	Dec 14-98	Mar 13-09		
200.3 Safe Arrival	Apr 24-01	Mar 13-09		
200.5 Code of Conduct	Jun 24-08	Mar 13-09		
200.10 Appropriate Dress: Uniforms Policy – Elementary	Jun 2001	Mar 13-09		
200.11 Opening and Closing Exercises	Nov 2001	Mar 13-09		
200.12 Access to School Premises	Aug 17-08	Mar 13-09		
200.13 Student Assault on Board Personnel	Apr 24-01	Mar 13-09		
200.14 Admission of Students	Apr 24-01	Mar 13-09		
200.15 Entering School – An Inclusive Approach	Apr 24-01	Mar 13-09		
200.16 Home Schooling	Dec 14-04	Mar 13-09		
200.17 Home Instruction	Apr 24-01	Mar 13-09		
200.18 Protection of Anaphylactic Pupils	Mar 28-06	Mar 13-09		
200.19 Admission of Medication to Students	Apr 24-01	Mar 13-09		
200.20 Pediculosis/Head Lice/Nits	Dec 14-04	Mar 13-09		

<b>Current Policy Name</b>	<b>Last Revised/Approved Date</b>	<b>Date Posted on Web</b>	<b>Date for Revision</b>	<b>Date Sent to ACM</b>
200.22 Student Accident Insurance	May 24-05	Mar 13-09		
200.24 Regional School Council	Jun 26-07	Mar 13-09		
200.25 Safe Schools	Feb 26-08	Mar 13-09		
200.26 Student Discipline	Feb 26-08	Mar 13-09		
200.27 Bullying Prevention and Intervention	Mar 25-08	Mar 13-09		
200.28 Programs for Students on Long Term Suspensions and for Expelled Students	Jun 24-08	Mar 13-09		
200.29 Student Attendance	Jan 27-09	Mar 24-09		
200.30 French Immersion	Jan 27-09	Mar 24-09		
<b>300 HUMAN RESOURCES</b>				
300.1 Workplace Harassment	Apr 23-02	Mar 13-09		
300.5 Modified Work	Mar 25-03	Mar 13-09		
300.6 Performance Appraisal for Non-teaching Staff	May 23-06	Mar 13-09		
300.7 Employee Retirement	Oct 24-06	Mar 13-09		
300.8 Service in Department of National Defence Yes	Sep 23-03	Mar 13-09		
300.9 Religious Education Qualifications for Academic Staff	Jan 25-05	Mar 13-09		
300.10 Hiring – Academic Staff	May 25-04	Mar 13-09		
300.11 Hiring – Support Staff	Jun 22-04	Mar 13-09		
300.12 Volunteers	Jun 22-04	Mar 13-09		
300.13 Employee Assistance Program (EAP)	Apr 27-04	Mar 13-09		
300.15 Criminal Background Checks	Jan 31-06	Mar 13-09		
300.16 Health and Safety	Oct 24-06	Mar 13-09		
300.17 Professional Standards and Conflict of Interest – Employees	Oct 24-06	Mar 13-09		
300.18 Pre-employment Screening	Apr 29-08	Mar 13-09		
<b>400 OPERATIONS</b>				
400.1 Closure of Schools/Facilities – Temporary	Nov 23-04	Mar 13-09		
400.4 Emergency Response	Feb 10-04	Mar 13-09		
400.5 Community Use of Schools	Mar 28-06	Mar 13-09		
400.6 Security of Schools, Buildings and	Sep 23-03	Mar 13-09		

Current Policy Name	Last Revised/Approved Date	Date Posted on Web	Date for Revision	Date Sent to ACM
400.7 Outdoor Playground Equipment	Jun 24-03	Mar 13-09		
400.8 Advertising and Materials Distribution in Schools	Apr 27-04	Mar 13-09		
400.9 Damage to or Loss of Personal Property	Oct 26-04	Mar 13-09		
400.10 Transportation of Students – Expectations and Responsibilities	Jan 25-05	Mar 13-09		
400.11 Video Security Surveillance	Feb 22-05	Mar 13-09		
400.12 Universal Design for Accessibility	Mar 29-05	Mar 13-09		
400.13 Transportation of Students – Accident/Incident Reporting	Jan 25-05	Mar 13-09		
400.14 School Beautification Projects	Mar 28-06	Mar 13-09		
400.15 Protection of Property	Sep 26-06	Mar 13-09		
400.16 Pupil Accommodation Review	Feb 26-08	Mar 13-09		
400.17 Naming of Schools	Nov 22-07	Mar 13-09		
<b>500 EDUCATIONAL PROGRAMS</b>				
500.1 Educational Field Trips	Mar 30-04	Mar 13-09		
<b>600 INFORMATION/TECHNOLOGY</b>				
600.1 Electronic Communications	Sep 9-03	Mar 13-09		
600.2 Use of Computers and Computer Systems Policy	Sep 9-03	Mar 13-09		
600.3 Electronic Web Sites	Apr 8-03	Mar 13-09		
<b>700 FINANCE</b>				
700.1 Purchasing	Apr 24-08	Mar 13-09		
700.2 Cash/Equipment Donations	Jun 24-03	Mar 13-09		
700.3 School Funds	Oct 26-04	Mar 13-09		
700.4 Trustee/Employee Reimbursement	Jun 26-07	Mar 13-09		
700.5 Fundraising in Elementary Schools	Oct 25-05	Mar 13-09		
700.6 Fundraising in Secondary Schools	Oct 25-05	Mar 13-09		
700.7 Corporate Credit/Purchase Cards	Jun 26-07	Mar 13-09		
700.8 Advocacy	Jun 26-07	Mar 13-09		
700.9 Advertising Expenditures	Jun 26-07	Mar 13-09		
700.10 School Operating Budgets	Oct 28-08	Mar 13-09		

## NEW POLICIES BEING DEVELOPED OR POLICIES IN REVISION

Policy Name	Assigned to	Draft Reviewed by ACM	Draft Reviewed by Senior Advisory	Date sent to Trustees	Vetted to System	To Policy Cmte	To Cmte of the Whole	Approved by Board	Posted on Web
200.14 Admission of Students <b>R</b>	Cathy Horgan					2009-10			
Healthy Food Choices in Schools	Bill Chopp					May 2009			
Research	Cathy Horgan					2009-10			
Progressive Discipline <b>R</b>	Bill Chopp Trish Kings					May 2009			
300.10 Hiring – Academic Staff <b>R</b>	Wally Easton					June 2009			
300.11 Hiring – Support Staff <b>R</b>	Wally Easton					June 2009			
300.18 Pre-employment Screening <b>R</b>	Wally Easton					2009-10			
Medical Support	Bill Chopp					2009-10			
Educational Field Trip <b>R</b>	Chris Roehrig					2009-10			

\* **R** ~ In revision

**ADMINISTRATIVE GUIDELINES/PROCEDURES  
BEING DEVELOPED OR REVISION**

<b>Procedure Name</b>	<b>Assigned To</b>	<b>Draft Reviewed by ACM</b>	<b>Draft Reviewed by Senior Advisory</b>	<b>Vetted to System</b>
OSR Guidelines	Trish Kings	2009-10		
School Anniversary & Opening/Closing Blessings	Cathy Horgan	2009-10		
Science & Technology Safety Procedures	Cathy Horgan	2009-10		
Selection Process for Principals/Vice Principals	Cathy Horgan	2009-10		
Suicide Intervention	Bill Chopp	June 2009		
Learning Resources	Trish Kings	2009-10		

## POLICIES TO BE RESCINDED

<b>Current Policy Name</b>	<b>Date Rescinded</b>	<b>Date Removed from Web</b>
200.23 Catholic School Councils		
300.2 Junior and Senior Kindergarten Allocation		
300.3 Elementary Staff Allocations		
300.4 Secondary Staff Allocations		

<b>AGENDA ITEM</b>	<b>MOTION</b>
D.1	THAT the Policy Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board rescind the following policies: 200.23 Catholic School Councils 300.2 Junior and Senior Kindergarten Allocation 300.3 Elementary Staff Allocations 300.4 Secondary Staff Allocations